Providing the necessary services to the community in a **safe**, **reliable**, **economical**, and **ecologically responsible** manner

EMPLOYEE HANDBOOK

Adopted 3/4/19

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MISSION STATEMENT

To provide the necessary services to the community in a safe, reliable, economical, and ecologically responsible manner. To accomplish this goal, we shall:

- Manage available resources for the best long-term interest of our rate payers.
- Provide our employees with a safe and fair work environment that promotes teamwork, professional growth and excellence in performance.
- Protect the environment through responsible operating practices and public education.
- Work cooperatively with the community and other municipal service providers.

LETTER FROM THE BOARD OF COMMISSIONERS

Dear Employee:

Welcome to the Northshore Utility District!

Our district is the 4th largest of its kind in the state. We provide water, sewer and street lighting services to over 23,000 water and sewer connections. The area we service covers roughly 11,500 acres and includes all of Kenmore, about half of Kirkland, and parts of Bothell, Lake Forest Park, and Woodinville.

A five-member Board of Commissioners governs the District under state law Title 57 RCW. The Commissioners are elected to staggered six-year terms. The Board sets the general policies, approves major contracts and expenditures, and hires the General Manager to conduct the District's day-to-day operations.

This handbook is meant to put general employment related policies and procedures in one easy-to-find format. IT IS NOT A CONTRACT OF EMPLOYMENT. It explains some of the benefits as well as duties and responsibilities we all share; it is subject to change and modification at any time with written notice given, and any notification of changes should be kept with this book. Familiarize yourself with the contents of this book and keep it handy for future reference.

We believe the District is both a professional and friendly place to work. Our customers appreciate a friendly and helpful attitude from everyone here. Many expressions of that appreciation have been forwarded to the Board in the years we have served as Commissioners. If you have suggestions for ways to help us better meet our mission statement, by all means, pass them along.

Sincerely,

Thomas Mortimer,
Commissioner

Matt Breysse,
Commissioner

Bruce Gardiner,
Commissioner

Don Ellis,
Commissioner

Trudy Rolla,
Commissioner

ABOUT THIS HANDBOOK

The quality of our service is directly attributable to the care that is taken by our employees. YOU are our most important resource and we want to provide you with the tools necessary to do the best job possible. Additionally, we are committed to creating a positive work environment.

Therefore, it is important to begin by describing what this Employee Handbook is, as well as what it is not.

- It is intended to cover all employees of the District.

- It is a summary of our organization's employment policies and procedures. With the exception of an employment contract executed directly with the Board of Commissioners, this Handbook revokes and supersedes any prior summaries or statements of employment policies and procedures and will control in case of any inconsistencies with other written materials.

- It is a "living" document, which we expect to revise and update from time to time. We will keep you advised of changes in policies and procedures covered in this Employee Handbook through notices via email, meetings and/or circulation of revised pages or a later edition. Please also note that the District retains the right to deviate from a particular policy in a given situation, when it is in the best interests of the organization.

- It is not your only source of information on employment-related issues. Although this Employee Handbook will probably be the best place to start in finding answers to questions, you may, from time to time, have questions that it does not answer. In those situations, you should talk with Human Resources, a Supervisor, Director, or the General Manager.

This Handbook is not a contract of employment and is subject to change and modification at any time. We hope that our relationship will be ongoing and rewarding. Employment with the District is "at will," which means that you or the District are free to end the employment relationship at any time, with or without cause, reason, or notice. No one in our organization has the authority to enter into any agreement for employment for a specified period, or to make any representation or agreement inconsistent with this policy, unless it is in writing and signed by the President of the Board of Commissioners.

ORGANIZATIONAL OVERVIEW

The District has a relatively flat organizational structure (see Appendix J). The Commissioners are elected at-large by the voters residing within the District. The Board sets operating policies and hires a General Manager to carry out those policies and to oversee the operations of the District.

Assisted by four Directors and other direct-report staff, the General Manager is responsible for the day-to-day operations of the entire District. The General Manager's direct-report staff includes Directors and administrative personnel who are responsible for Board support, community relations, public outreach, social media, providing back-up to other departments and various other special assignments, and an Executive Assistant (HR) who is responsible for administering and managing the human resources activities of the District. Together with the Management Team, the Executive Assistant (HR) ensures that District programs are in compliance with federal, state, and local employment laws as well as District policies and procedures. This position and the related functions performed by legal counsel and members of the Management Team are collectively referred to as "Human Resources" in this handbook.

The General Manager and the Directors make up the District's Management Team. As members of the Management Team, Directors support the overall mission of the District by assisting in the development and maintenance of policies and procedures while overseeing the functions of their respective departments, and may be assisted by one or more supervisors and/or other direct report staff.

Supervisors are exempt positions that are directly responsible for one or more group of workers assigned to them. Within each group, there may be a designated Lead who distributes work assignments, trains, coaches and may assume duties and responsibilities of their immediate superior when assigned.

The District is organized into the following departments:

Engineering

Engineering is responsible for planning, surveying and mapping, designing, construction administration, and inspection of the District's capital improvement projects and developer constructed system extensions. It also plays a key role in emergency response and is responsible for emergency construction contracting.

Finance

Finance is responsible for utility billing, payroll, accounts payable and receivable, inventory & purchasing, and other financial reporting and treasury functions of the District. It is also responsible for budgeting, rate-setting and participates in long-term planning.

Information Technology

Information Technology (IT) is responsible for making information easily and broadly available to all departments. IT is responsible for all information systems including PC-related services, application development and implementation, hosting, server networks, security administration, preparation and

production/maintenance of GIS products, data communications, and IT/IS education and support for the District.

Maintenance & Operations

Maintenance & Operations (M&O) is responsible for the operation and maintenance of the existing water and sewer systems infrastructure. This includes all aspects of operations, service, repair and connection to the distribution and collection system that could potentially impact public and environmental health. It is also responsible for coordinating emergency response efforts as well as, water quality, conservation, and various other programs. In addition, the M&O department is responsible for maintaining vehicles, equipment, and facilities. It also oversees the provision of fueling and maintenance services for other local agencies that contract with the District for such services.

SUPERVISORS

Supervisors and Directors (supervisors) are a vital part of management and can assist employees in getting their job off to a good start. The term “supervisor” is used interchangeably throughout this handbook and is applicable to those in a supervisory role with titles of Supervisor, Superintendent, Director, and General Manager. Supervisors monitor, direct, coach, counsel, discipline and evaluate work performance. Employees should look to their supervisor for job instructions and give them their cooperation.

Employees are encouraged to work with their supervisor to resolve any workplace issues they encounter, to get clarification on things that may affect their job or talk through irritations or gripes that may be annoying them. The direct personal relationship between employees and their supervisor ensures the best environment for achievement of individual and District goals.

ASSIGNMENT OF DUTIES

The District is a relatively small organization. To function as efficiently as possible, employees may be asked to perform seemingly “menial” duties outside of their regular assignments. It is not a reflection of the employee’s worth to the District, but a necessary arrangement for most small organizations.

To make the most efficient use of its employees, the District reserves the right to change an employee’s work conditions and job duties originally assigned. If this becomes necessary, the District expects employees to cooperate.

OPEN DOOR POLICY

Communication is a two-way street. Management will try to keep employees abreast of things relating to their job. It is also up to employees to ask about things that may affect them. Whenever possible, supervisors will hear employee’s suggestions on how they feel they might do their job better. However, at all times employees should accept and carry out orders promptly.

Suggestions are welcome. Employees should express their opinions about any aspect of District operations. Suggestions can be submitted in writing to any member of the Management Team or be brought up at a monthly staff meeting. The District cannot always do what you ask, but no one will be faulted for asking a question or making a suggestion.

MANAGEMENT RIGHTS

Delivery of utility services in the most efficient, effective, safe, and courteous manner is of paramount importance to the District and, as such, maximum performance is recognized to be an obligation of employees. In order to achieve this goal, the Management Team will manage and operate the District in the most efficient and safe way possible.

This right to manage includes, but is not limited to, directing the activities of the District; determining the level of service and methods of operation, organizing and re-organizing departments and work groups, including the introduction of new equipment; the right to hire or promote any employee; the right to layoff or transfer any employee within the District; the right to discipline or discharge; the right to determine work schedules and assign work; the right to establish reasonable performance standards, and the right to hire temporary employees and subcontractors as needed. The District may also utilize volunteer employees to the extent it deems appropriate.

Management retains all of its customary, usual, and exclusive rights, decision-making prerogatives, functions, and authority connected with its responsibility to manage District affairs.

NO STRIKE

Washington state and local public employees do not have a legally-protected right to strike. No such right exists in common law and none has been granted by statute.

The District defines “strike” as a concerted activity to deprive the District of the services of its employees, whether the activity takes the form of a slowdown, work stoppage, sick-out, or other similar concerted interruption of operations by its employees.

Employees who engage in any of the above-mentioned actions are subject to disciplinary action, up to and including termination.

WORKPLACE POLICY

Consistent with its mission statement, the District will provide its employees with a safe and fair work environment that promotes teamwork, professional growth, and excellence in performance. The District recognizes its responsibility to build and maintain a diverse, respectful workplace, where all employees enjoy an environment in which the dignity and self-respect of every person is valued and which is free of offensive remarks, material, or behavior.

Workplace conflicts and disrespectful behavior jeopardize an employee's dignity, self-esteem and well-being and possibly undermine work relationships, friendships, and productivity. Every employee has the responsibility to refrain from participating in behavior that is or could be perceived to be disrespectful in nature.

A truly respectful workplace requires cooperation and support from each and every employee in the organization. Everyone has a responsibility to set a positive example and behave in a manner which will not offend, embarrass, or humiliate others, whether deliberate or unintentional.

The principle of fair and respectful treatment is a fundamental one that the District commits to uphold for its employees and members of the public. This same commitment is expected from District employees, who are personally responsible at all times for their behavior and conduct. By working cooperatively, the District and its employees can ensure that every individual is treated respectfully and courteously.

Employees are expected to work cooperatively in an environment of mutual respect, drawing on all resources available to get the job done. In addition to their personal responsibilities as employees and supervisors, Management Team members bear the primary responsibility for maintaining a workplace environment free from disrespectful behavior, and are expected to act on this responsibility when necessary.

Workplace Expectations

As a team, all employees work together toward achieving District goals by observing and practicing the following common-sense workplace expectations.

1. Employees are expected to perform job duties safely, effectively and productively by:

    - Taking responsibility for their job performance; (ASSIGNMENT OF DUTIES) and
    - Seeking appropriate help to resolve any problems that may interfere with their work. (DISPUTE RESOLUTION)

2. Employees are expected to report to work as scheduled, on time, and fully prepared to work a full shift on a consistent basis. (ATTENDANCE)

3. Employees are expected to follow all governmental and District safety regulations, drive safely, and properly use District equipment by:

- Accepting safety as a personal responsibility; (SAFETY IN THE WORKPLACE)
- Using appropriate protective equipment as required in the performance of job duties; (Personal Protective Equipment) and
- Reporting all accidents, injuries, and hazardous conditions to their supervisor and the Safety & Water Quality Officer immediately. (ACCIDENTS and Reporting Workplace Injuries)

4. Employees are expected to perform job duties with integrity, honesty, and professionalism. (CODE OF CONDUCT)

5. Employees are expected to respect the rights of others by:

   - Showing respect for customers and their property; (PERSONAL CONDUCT)
   - Respecting other employees and recognizing that the work force is made up of individuals from diverse cultural, racial, and social backgrounds; (UNLAWFUL HARASSMENT)
   - Making no racial, ethnic, sexual or religious jokes or slurs; (UNLAWFUL HARASSMENT) and
   - Reporting any inappropriate conduct to Human Resources, a Supervisor, Superintendent, Director, or the General Manager. (Complaint Procedures)

6. Employees are expected to promote open communication with their co-workers, Supervisors, Superintendent, Directors, General Manager, Board of Commissioners, and District customers. (OPEN DOOR POLICY)

7. Employees are expected to handle conflict appropriately by:

   - Recognizing that most conflicts can be resolved through open communication and a willingness to seek compromise and build upon common goals; (DISPUTE RESOLUTION) and
   - Keeping their supervisor informed of potential or immediate problems or conflicts and the resolutions achieved. (DISPUTE RESOLUTION)

8. Employees are expected to report to work appropriately dressed and fit for duty by:

   - Being in a rested and alert state to ensure they make sound judgments and perform safely on-the-job; (APPEARANCE/WORK ATTIRE) and
   - Refraining from the use of OTC “drugs” or controlled substances, including alcohol and drugs that are illegal under federal or state law. (SUBSTANCE ABUSE POLICY)

9. Employees are expected to promote a respectful workplace by:

   - Communicating and expressing their views in a respectful manner; (CODE OF CONDUCT) and

- Refrain from sharing malicious gossip and rumors about co-workers where the information is known to be false or there is reckless disregard as to its truth. Gossip can be a destructive force in a work environment and can undermine productive and create animosity among co-workers. (CODE OF CONDUCT)

Observing these workplace expectations will help create a safe and productive work environment. The District is proud of its employee team and encourages all employees to feel free to ask questions or make suggestions to Human Resources, their Supervisor, Superintendent or Director, and the General Manager.

Use of Workplace Facilities

The District's headquarters and other facilities are for uses related to its water distribution and sewage collection operations. Other uses beneficial to the local community may also be permitted with approval of the General Manager. Gatherings without prior approval will subject participating employee to disciplinary action.

EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

The District is an equal opportunity employer (EEO). The District does not tolerate discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, age, pregnancy, physical, mental or sensory disability, use of a guide dog or service animal, sexual orientation, gender identity, veteran status, genetic information, or any other basis protected by federal, state, or local laws. This applies to all terms and conditions of employment, including recruiting, hiring, job placement, transfer, promotion, training, demotion, all forms of compensation, layoff or termination, leaves of absence, and any other conditions of employment.

The District's policy as an equal opportunity employer encompasses an obligation to employ those legally entitled to work in the United States without regard to citizenship, ethnic background, or place of national origin. In conformity with the Immigration Reform and Control Act of 1986, District policy is to hire only those who are eligible to work in the United States. Verification documentation is required of all new hires within three days of employment.

The District believes in and practices equal opportunity. All employees are responsible for supporting the concept of equal opportunity and diversity and assisting the District in meeting its objectives. Employees who violate this policy will be subject to disciplinary action, up to and including termination.

AMERICANS WITH DISABILITIES ACT, THE ADA AMENDMENTS ACT & WASHINGTON LAW AGAINST DISCRIMINATION

The Americans with Disabilities Act, the American with Disabilities Amendments Act, and the Washington Law Against Discrimination are comprehensive federal and state civil rights laws that specifically protect individuals with physical and mental disabilities from discrimination in the workplace.

The District offers equal employment opportunities to qualified individuals who may have a physical or mental disability but are still able to perform the essential job functions. An employee who believes that they have a disability which requires reasonable accommodation from the District should notify Human Resources in writing. Notification should include a description of the asserted disability and the form of accommodation requested, if any. Once the notification of potential disability is received, the District will engage in an interactive process with the affected employee to determine the extent of any disability suffered by the employee and what, if any, reasonable accommodations may be available to the employee. A reasonable accommodation is one that does not cause undue hardship on the District, its resources, the objective of public service, or the employee's co-workers. The employee is expected to assist the District in the interactive process, including providing a medical certification upon the District's request and reviewing options for accommodation as part of the interactive process. The District is under no obligation to accommodate the employee in the specific manner the employee requests.

PREGNANCY ACCOMMODATION

An employee who needs accommodation due to pregnancy may be afforded the following accommodations with or without medical certification: frequent, longer, or flexible restroom breaks; seating or allowing the employee to sit more frequently; modifying restrictions on food and drink; and

limiting lifting to 17 pounds or less. In addition, a pregnant employee may be entitled to other workplace accommodation(s), as long as there is no significant difficulty or expense and subject to written certification from a health care professional regarding the need for the requested accommodation.

ACCOMMODATION OF RELIGIOUS BELIEFS

The District will also reasonably accommodate the sincerely-held religious beliefs of an employee, unless accommodation would result in undue hardship.

UNLAWFUL HARASSMENT

The District is committed to providing a workplace that is free of written, verbal, physical and visual forms of harassment, including conduct that creates an intimidating, offensive, or hostile work environment, so that everyone can work in a productive, respectful, and professional environment. Workplace bullying is one example of strictly prohibited behavior that may also rise to the level of hostile work environment. Harassment in employment that is based on race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, marital status, military status, age, disability, or any other basis prohibited by federal, state, or local laws is strictly prohibited and will not be tolerated by anyone in the workplace, whether by commissioners, management, supervisors, co-workers, or non-employees.

Sexual Harassment Defined

Applicable federal and state laws define sexual harassment as unwelcome sexual advances, requests for sexual favors, or other written, visual, verbal, or physical conduct of a sexual nature when:

- Submission to the conduct is made as a term or condition of employment;
- Submission to or rejection of the conduct is used as the basis for employment decisions affecting the individual; or
- The conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes many forms of unwelcome or offensive behavior including harassment based on another person's gender or harassment based on pregnancy, childbirth, or other related medical conditions. It also includes harassment of another employee of the same gender as the harasser. Examples of sexual harassment include, but are not limited to:

- Unwanted sexual advances/propositions.
- Offering or conditioning employment benefits in exchange for sexual favors.
- Making or threatening reprisals, or changing performance expectations after an employee has turned down a sexual advance.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects, pictures, cartoons, or posters.

- Written or verbal communications or conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an employee's body or dress.
- Written or verbal abuse of a sexual nature, graphic written or verbal commentaries about an employee's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, emails, or invitations.
- Excessive one-sided romantic attention in the form of love letters, telephone calls, emails, or gifts.
- Displaying, storing, or transmitting pornographic or sexually oriented materials using District equipment, facilities or while on District premises.
- Unwelcome physical contact or conduct that includes pats, hugs, brushes, touches, shoulder rubs, assaults, or impeding or blocking movements.
- Unwelcome sexual advances, like requests for dates or propositions for sexual favors.
- Retaliatory actions against an employee who reports harassment or threatens to report harassment.
- This policy is also violated if any employee is fired, denied a job, or denied some other employment benefit because the employee refused to grant sexual favors, complained about harassment, or assisted in an investigation of harassment.

The District does not tolerate sexual harassment in the workplace. Employees who violate this policy are subject to disciplinary action, up to and including termination. The District is committed to taking reasonable steps to prevent harassment from occurring and will take immediate and appropriate action when it knows that unlawful harassment has occurred. To accomplish this the cooperation of all employees at all levels is needed.

Other Types of Workplace Harassment

Prohibited harassment on the basis of race, color, national origin, ancestry, religion, physical or mental disability, age, marital or veteran status, creed, sexual orientation, gender identity and expression, the presence or any sensory, mental, or physical disability or any other basis protected by federal, state, or local law includes behaviors similar to sexual harassment. Examples of behaviors that may be considered harassment include, but are not limited to:

- Written or verbal conduct such as threats, jokes, epithets, derogatory comments, or slurs.
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures.
- Physical contact or conduct such as assault, unwanted touching, or blocking normal movement.
- Retaliatory actions against an employee who reports harassment or threatens to report harassment.

Any messages or communications sent or received through electronic or voice communication systems are also subject to District anti-harassment and anti-discrimination policies. This includes any personal email communications sent using District equipment. The use of information systems

(including email and internet) for the display of sexually explicit images, messages, off color jokes, or anything that may be construed by a reasonable person as harassment or showing disrespect for others, is strictly prohibited.

This policy prohibiting all forms of harassment also covers the use of social media that affects the work environment and conduct outside the workplace at District sponsored social functions (holiday dinners, picnics, etc.) and business functions (conventions, training events, trade shows, etc.).

Bullying is another form of prohibited behavior that may rise to the level of harassment. The definition of bullying is deliberate, repeated, malicious mistreatment of another employee typically by using a mix of humiliation, intimidation, or sabotage of employment. Examples of negative acts that may be considered bullying include, but are not limited to:

- Intimidating or undermining employees by demeaning their person or work standards, setting them up for failure, and constantly reminding them of past mistakes. This is not to be confused with supervisors setting reasonable performance expectations and holding employees responsible for delivery of results, or holding employees accountable for failure to follow workplace rules and policies.
- Threatening employees' personal self-esteem or work status by using negative behaviors such as malicious gossip, insults or put downs, hostile glares, intimidating gestures, or aggressive communication in written or verbal form.
- Isolating employees from opportunities, information, and interaction with others.

It is important to recognize, confront, and stop bullying. Employees should report it to their supervisor or Human Resources if it is occurring in the workplace.

Liability for Harassment

According to the law, in some situations there may be personal liability for an employee who participates in unlawful harassment. The District does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duty.

Complaint Procedures

The District's complaint procedure provides for prompt, thorough, and objective investigation of alleged discrimination, including harassment and workplace bullying. If an employee experiences or witnesses sexual or other unlawful harassment in the workplace, they must report it immediately to Human Resources , Supervisory personnel or the General Manager. Employees may report their concern to any of the Commissioners if they believe that it would be inappropriate to report to a Management Team member. Employees can raise concerns and make reports without fear of reprisal or retaliation. This condition applies regardless of whether the employee articulating the concern is the employee towards whom the conduct is directed.

To conduct an effective investigation, the District needs its employees' assistance. Employees should provide as much information as possible to assist the District's investigation. The following are examples of what should be reported:

- What happened
- When it happened
- Where it happened
- Person(s) involved
- Name of witness(es), if any
- What action was taken by the victim
- Whether the victim's actions resolved the situation

The complaint will be documented immediately and the complainant will be asked to sign it, acknowledging the complaint was documented correctly.

Complaints of harassment that are found, following investigation, to be knowingly false are a violation of these procedures, and the complainant will be subject to disciplinary action, up to and including termination.

Investigation

Once accepted, all allegations of unlawful harassment will be immediately and discreetly investigated. To the extent possible, the employee's confidentiality and that of any witness(es) and the alleged harasser will be protected against unnecessary disclosure. The results of the investigation and the determination as to whether harassment occurred will be reported to the complainant, the alleged harasser(s), the General Manager, and others on a need to know basis.

All complaints will be taken seriously. Every effort will be made to complete investigations in a timely and sensitive manner and to maintain confidentiality to the extent possible.

Responsibilities of Management

District management will take reasonable steps to protect the victim and other potential victims from further harassment, and to protect the victim from any retaliation as a result of communicating the complaint and any subsequent disciplinary action(s) taken as a result of the complaint. Regardless of whether a complaint is made, any supervisor who becomes aware of possible sexual or other unlawful harassment must immediately advise Human Resources, their Director, or the General Manager so it can be investigated in a timely and confidential manner. If the harasser is the General Manager, employees should take their complaint to any Commissioner.

Retaliation in any manner against an employee for, in good faith, filing a harassment charge or initiating a harassment complaint, testifying in an investigation, providing information or assisting in an investigation, is expressly prohibited and subject to disciplinary action, up to and including termination.

EMPLOYMENT PRACTICES

RECRUITMENT AND HIRING

The District believes that hiring qualified employees contributes to the overall success of its operations. In all of its internal and external recruitment and selection efforts, the District makes every effort to ensure equal employment opportunity (EEO) to all individuals and abides by the EEO and nondiscrimination provisions of all applicable federal, state, and local laws. To ensure the District hires the most qualified candidates for its open positions, the following hiring process should be followed. The term "hiring manager" is the function of a position and is only applicable to Superintendent, Directors AND the General Manager.

Personnel Requisitions

A New Hire/Replacement Request Form is completed to open and fill new or existing positions. Requests are initiated by a hiring manager, approved by the General Manager and forwarded to Human Resources for further action and recordkeeping purposes. The hiring manager will work with Human Resources to update existing or create new job descriptions.

Job Posting and Recruitment Advertising

Job openings are typically posted to the District's website as well as advertised externally. Positions are typically posted as "open until filled" unless specified otherwise. All job openings will remain posted until the position is filled or a decision to close the opening has been made.

Applications for Employment

To be considered a candidate for employment with the District, interested individuals should submit an employment application for each open position they feel qualified for. Cover letters and resumes may also be submitted; however, completed applications are also required.

Internal Transfers

Employees who feel they meet the minimum qualifications and have been in their current position for at least one year, may apply for job openings. To be considered a candidate, employees should complete and submit all required documentation as listed in the job posting. All applicants will be considered on the basis of their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified by Human Resources.

Interview Process

Human Resources and the hiring manager will work together to screen applications and resumes prior to scheduling interviews. Initial interviews follow a structured interview process and are conducted by a team designated by, and including, the hiring manager. Interview questions are

generally compiled and reviewed by the interviewing team and Human Resources prior to the interview. At the completion of the interview process, the hiring manager has the authority to make the hiring decision with General Manager's approval. Human Resources will track, document, and retain all applications and resumes received, results of interviews conducted, and notify applicants not selected for District job openings.

Reference Checks and Job Offers

References will be checked for the top candidates. Based on the results received, the hiring manager will select a candidate. Offers with a pay rate above the minimum of the salary range of the position to be filled require pre-approval by the General Manager. Human Resources will contact the candidate to extend an offer of employment contingent upon satisfactory completion of a criminal background check and drug screening results (safety-sensitive only).

Criminal Background Checks

Human Resources will conduct a criminal background check through a third-party service as part of a conditional job offer.

DOT Drug and Alcohol Testing

All safety-sensitive positions, including all positions requiring a CDL, shall be subject to a drug and alcohol screening on the first day of employment. Failure to successfully pass the drug and alcohol screening shall result in job termination or withdrawal of employment offer.

Orientation

New employees will attend various orientations during their first week of employment. During the orientations, employees will receive detailed information about general policies, procedures, safety, benefits, and basic information on pay and leave policies. The orientation information will be documented using the New Employee Orientation Checklist, which is signed and dated by the employee and the person conducting each session, and kept in the employee's personnel file.

Rehire/Reinstatement

Employees who voluntarily resign or are laid off from the District in good standing may be eligible for re-employment consideration. To determine eligibility, former employees should submit a completed employment application to be considered and processed using the same procedures and standards that govern all other applicants. The District is under no obligation to rehire former employees.

Prior Service Credit

Employees who are rehired by the District will receive credit for prior time worked as follows:

- Employees who were terminated because of a reduction in workforce will receive credit for prior time worked for the purposes of benefit eligibility if they are re-employed within one year after

their termination date. However, a new Effective Start Date will be established based on the date of reinstatement.

- Employees who voluntarily terminated their employment with the District will receive credit for prior time worked for the purposes of benefit eligibility, subject to management approval, if re-employed within one year after the termination date. However, a new Effective Start Date will be established based on the date of reinstatement.
- Rehired employees are considered new employees, except where the Employee Retirement Income Security Act rules otherwise for pension purposes.

EMPLOYMENT CLASSIFICATION

Employment status is categorized to make distinctions in benefits and other employment conditions. Employees may be considered as full-time, part-time, limited term, temporary, seasonal, contract, or volunteer. The following definitions apply.

Regular Full-Time

An employee who is regularly scheduled to work 40 hours per week. Regular full-time employees are eligible for District benefits, subject to any specific requirements of an applicable benefit plan.

Regular Part-Time

An employee who is regularly scheduled to work less than 40 hours per week. Regular part-time employees are eligible for District benefits on a prorated basis, subject to any specific requirements of an applicable benefit plan.

Limited Term

An employee who is hired to work for a specific limited period of time not to exceed two years. Limited Term employees are generally eligible for District benefits, subject to any specific requirements of an applicable benefit plan.

Temporary

An employee who is hired for a specified project, for a limited time period of less than six consecutive months. Temporary employees are not eligible for District benefits unless required by law.

Seasonal

An employee who is hired for work that recurs at approximately the same time each year that lasts for a specified time period of less than six consecutive months. Seasonal employees are not eligible for District benefits unless required by law.

Contract

An employee who is employed under a contract approved by the Board of Commissioners, under specific terms or for a specific period of time/project, is subject to the provisions in the employment contract and this handbook. Contract employees are not eligible for District benefits unless required by law or the contract of employment. Where inconsistencies exist between the contract and this handbook, the contract will prevail.

Volunteer

An individual who is registered as a volunteer with the District and provides services to the District without compensation.

In addition to the above categories, employees are further classified as exempt or non-exempt according to federal and state laws, including the Fair Labor Standards Act (FLSA), the Washington Minimum Wage Act (WMWA), and other applicable federal, state, and local rules and regulations.

Exempt

An employee who is exempt from the overtime pay requirements under federal and state laws and is paid a salary to perform a body of work. Typical work week requires more than 40 hours a week and may be subject to extended work days, after-hour's meetings, or working extra hours to complete time-sensitive assignments. The District classifies all supervisory employees as FLSA exempt. The exempt employees are entitled to compensatory time for work in excess of 40 hours per week on an hour for hour basis. However, accrued compensatory time for exempt employees has no cash value and will not be paid through payroll.

Non-Exempt

An employee who is non-exempt from the overtime pay requirements under federal and state laws is paid an hourly wage and is entitled to 1.5 times their hourly rate of pay for all hours worked over 40 per week. All employees who are not supervisors are non-exempt employees.

Employees are notified of their FLSA designation upon hire. An employee's exempt or non-exempt designation may be changed only upon written notification by the General Manager or designee.

PROMOTION AND RECLASSIFICATION

Promotion

Promotion is defined as filling a vacancy or entering a newly created position that results in <u>all</u> conditions below:

(a). A change of duty assignments and title of an employee,

(b). A higher salary range of 4% or more at the top of the scale,

(c). A requirement of higher qualifications, such as greater skill, degree, certification, licensing, or experience, and

(d). A higher level of responsibility.

The employee will be compensated at the higher salary range minimum or receive a 4% pay increase, whichever is greater. Employees promoted to a new position will serve a 12 month trial service period. Should the employee fail to pass the trial service period or request a return to their prior position, they may only return under the following conditions:

(a). The prior position remains vacant;

(b). The Director approves the return;

(c). The employee agrees to accept any changes that may have occurred to the position (i.e., the position's hours have been reduced); and

(d). Any promotional pay increase will be rescinded as a part of the process.

Employees who accept a position on the Management Team, a confidential position or as an assistant to the Management Team, cannot return to their prior position. The District retains the right to extend the trial service period should the hiring manager deem it necessary. The affected employees will be notified of the extension in writing.

Reclassification

An employee may be reclassified when there is a significant change (higher or lower) in the level of job duties and assignments as compared to those originally assigned. These changes can result from additions, expansions, or reductions of responsibilities and assignments; changed qualifications (or re-assessment of actual job skills) or consolidation, elimination, or reassignment of duties, which significantly change the position. This may result in a title change and change in compensation. Reclassification can only occur within a specific position series.

Employees reclassified to a more senior position need to consistently meet and demonstrate the following criteria:

- The supervisor officially assigns, and the employee competently performs, duties on a consistent and extended basis that are outside of the employee's current job classification;
- The employee consistently demonstrates the skills, knowledge, abilities, and attitude that meet the expectations of the more senior position; and
- The employee has the required years of related work experience in the performance of the same or equivalent job duties.

Promotion or Reclassification Resulting in a Different Salary Range

This actual pay adjustment may vary depending upon the evaluation of qualifications by the employee's Director and market research with approval by the General Manager. In the event that

the reclassification places the employee in a lower salary range, the employee will maintain their current rate of pay. A reclassified employee who is above the maximum salary range will be ineligible for a pay increase as long as their salary is above the maximum salary range for their position.

All promotions and reclassifications are to be initiated by the employee's Director with approval by the General Manager and are subject to budgetary constraints.

For some positions, testing may be required to advance to another position. These tests are only necessary when such a test will clearly determine an employee's ability to do the job. General tests without specific job content may not be created or used as an obstacle for promotion, unless this test can clearly measure the skills defined in the job description.

MINIMUM QUALIFICATIONS

Employees are expected to maintain certifications as listed in their job descriptions. Failure to maintain these certifications may result in demotion or termination. The District may consider extenuating circumstances before taking these actions.

When updates are made to an employee's job description and the required qualifications are elevated, employees currently in that position may be considered "grandfathered" with their existing level of certification or granted a grace period to obtain the elevated certification. Should a "grandfathered" employee allow an existing certification or minimum qualification to lapse, they nullify their "grandfathered" status and are expected to meet the elevated minimum qualifications of the respective position.

TRIAL SERVICE PERIOD

As a new employee, the first 12 months are considered a trial service period for both the employee and the District. However, during and after this period, the work relationship will remain "at-will." Employees who are promoted or transferred into a new position are assigned a trial service period of 12 months. During the trial service period, the employee is in training and under observation and evaluation by the employee's Supervisor, Superintendent or Director. The employee's adjustment to work assignments, conduct and other work rules, attendance, and job responsibilities will be evaluated during the trial service period. This period gives the employee an opportunity to demonstrate satisfactory performance for the position and provides an opportunity to see if the employee's abilities and the requirements of the position match. It is also a chance for the new employee to determine if they have made the right career decision and to see if the District meets their expectations.

The employee's performance will be evaluated at the end of the trial service period. Once the employee has successfully completed the trial service period, he/she will be moved to regular status. If the trial service employee's skills border on satisfactory, but fail to meet minimum expectations, and there is reason to believe that the employee's skills will improve within a specified time frame, his/her Director may extend the trial service period one time only for a period of 30, 60, or 90 days. This extended trial service period shall be communicated to the employee in writing and the extension requires the General

Manager's approval. If expectations are not met or skills are not satisfactory at the end of the extension period, it is unlikely that employment will be continued, or the promotion will not be granted.

Trial Service Employee

All employees who are hired, promoted or reassigned are given a trial service period of 12 months. Newly hired employees may accrue, but not use, paid vacation hours for the first six months of employment but may use sick leave as accrued. Newly hired trial service employees may not appeal a termination. Newly promoted trial service employees may not appeal a reversion to the former position before the promotion.

Successful completion of the trial service period does not alter the "at-will" status of the employment relationship.

EMPLOYMENT DATES

Hire Date

The Hire Date is the first day an employee reports to work.

Effective Start Date

The Effective Start Date is used for computation of various employee benefits. Employees hired or promoted in the first 15 days of the month have an Effective Start Date of the first of that month. Employees hired or promoted after the 15th of the month have an Effective Start Date of the first of the following month.

Should an employee be physically absent from work for more than 60 calendar days during the immediately preceding 12 months, their Effective Start Date may be moved forward by the number of days of such absence in excess of 60 calendar days.

These employment dates may be adjusted by mutual agreement in writing, promotion or reclassification into a new position, or based on other provisions mentioned in this handbook.

EMPLOYMENT RECORD KEEPING

The District maintains a personnel file for each employee. These files contain job applications, resumes, job offers, written evaluations, certifications, disciplinary actions, salary adjustments, W-4s, recognition correspondence, and other information required by federal and state law. Separate confidential files are maintained for I-9 documentation, medical, medical related leave requests, work-related injuries resulting in L&I documentation, and driver qualification files for those with a CDL.

The privacy of personnel files is respected within the District. Private information will not be released without the employee's written consent, unless required by law, including but not limited to the Public Records Act, RCW 42.56.

Access to Personnel Files

Employees may examine their personnel file at the District office by making advance arrangements with Human Resources. Supervised viewing of employee files is restricted to the Human Resources office. The District may provide copies of personnel files as required by law, but employees may not at any time, deface, amend, or change any document contained in the personnel file. Employees may request removal of inaccurate information. Employer can decline, in which case employee can submit rebuttal if they choose to do so. The District reserves the right to maintain its employees' personnel files in a manner that it deems fit and reasonable.

Change in Personal Information

Keeping employee personnel files current can be important to employees with regard to pay, payroll deductions, benefits, emergency situations, and other matters. If there are changes in any of the following items of information, Human Resources should be notified within 30 days of said change:

- Name
- Marital Status
- Address
- Phone Numbers
- Change in number of dependents
- Emergency Contact
- Change in number of tax exemptions
- Change in direct deposit
- Change in beneficiary
- Job related physical or other limitations that impact employment
- Newly earned certifications or documentation of additional training
- Changes in Driver License or CDL status
- Notification of gross misdemeanor or felony convictions
- Traffic related infractions that may affect the employee's eligibility drive as part of their job or as required for CDL
- Other information having a bearing on employee's employment

SEPARATION OF EMPLOYMENT

Employment with the District is "at-will" which means employees, or the District are free to end the employment relationship at any time, with or without cause, reason, or notice. Separation of employment within an organization can occur for several different reasons. Employment may end as a result of resignation, retirement, release (end of season or assignment), reduction in workforce, or termination. It is the policy of the District to ensure that employee terminations are handled in a professional manner with minimal disruption to ongoing work functions.

Resignation

Resignation is a voluntary act initiated by the employee to end employment with the District. To facilitate a smooth transition out of the organization, the District encourages separating employees to provide a minimum of two weeks' notice in writing prior to their last day and 30 days' notice for supervisors and management level employees. Human Resources will confirm all written notices in writing within 24 hours. Employees who do not provide advance notice or fail to actually work the remaining two weeks may be ineligible for rehire. Resignation dates may not fall on the day after a holiday.

Retirement

Employees who wish to retire are required to notify their department Director and Human Resources in writing at least one month before the planned retirement date.

Job Abandonment

Unless on approved paid or unpaid leave, employees who fail to report to work or contact their supervisor for three consecutive workdays are considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. Supervisors must notify Human Resources at the expiration of the third workday and initiate the paperwork to terminate the employment relationship. Employees who are separated due to job abandonment are ineligible for rehire.

Termination

Employees of the District are employed on an "at-will" basis, and the District retains the right to terminate an employee at any time, with or without cause, reason, or notice.

Reduction in Workforce

Due to the cyclical nature of its workload and budget, it may become necessary for the District to lay-off some of its employees. Should this happen, the layoff decision may be made based on the skills desired for the District's operational needs at that time, financial impact to the District, employee disciplinary records, and work performance during the past three years. While the District will consider applicable work experience, seniority will not necessarily be a consideration.

Exit Interview

The District encourages all employees to participate in an exit interview when they separate from employment and values all opinions and suggestions received in the process. Exit interviews provide an opportunity to address unresolved issues before leaving District employment and allows the District to solicit input about the District and any suggestions for improvement. Human Resources will contact separating employees as soon as notice is given to schedule an exit interview. The exit interview is generally on the employee's last day of work or may be on another day, as mutually agreed upon, and may be with Human Resources, the employee's Director, the General Manager, or a Commissioner of the employee's choice.

Return of District Property

The separating employee must return all District property in their possession on the last day of employment. District property includes uniforms, cell phones, keycards, keys, access cards, identification cards, vehicles, gas cards/key fob, tools, emergency backpacks, and any other items in their possession that belong to the District. Failure to return some items may result in deductions from the final paycheck as authorized by the employee per the Handbook Receipt Acknowledgement (Appendix C). If the employee's appropriation of property was dishonest or willful the District would file a police report for the missing property.

Vacation Pay for Separating Employees

A separating employee will be paid in full for accrued and unused vacation days, subject to the conditions described below. Any time taken that has not been accrued will be deducted from the employee's final paycheck. Vacation leave is paid in the last paycheck unless the employee resigned and did not give and work a full two weeks' notice. In this case the vacation balance cash-out may be forfeited. Vacation pay is based upon an employee's straight time earnings. Employees separating from the District within six months of their initial employment date will not receive vacation pay.

Sick Leave for Separating Employees

Employees may cash out their Statutory Sick Leave Bank balance (see Sick Leave accrual pg. 76) when separating employment from the District unless they are being terminated for misconduct.

Post Separation Health Benefits

Health insurance terminates the last day of the month of employment. Employees will be required to pay their share of the health and dental premiums, if any, through the end of the month. Separating employees may be eligible to continue coverage under the District plan, at their expense, under the Consolidated Omnibus Budget Reconciliation Act (COBRA); COBRA information will be provided at the time of separation.

Rehire

Former employees who left the District in good standing and were classified as eligible for rehire may be considered for re-employment. An application should submitted to Human Resources; the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required. However, an offer for re-employment is not guaranteed.

Supervisors should coordinate rehires with Human Resources prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure may or may not be considered in calculating longevity, leave accruals, or any other benefits.

Ineligibility for Rehire

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

Employment References

All employment references will be processed through Human Resources. Any employee who is contacted for reference information regarding a current or former District employee must forward that request to Human Resources. As a general business practice, a signed release authorizing the release of employment information is preferred. As allowed by state law, the District will respond in good faith to direct questions from prospective employers. Information given may include dates of employment, position, salary (release required), and rehire eligibility. In cases where a separation agreement may be in place, the District will follow the terms of the agreement.

COMPENSATION PHILOSOPHY

The District values quality employees and is committed to attracting, motivating and retaining a skilled and highly productive workforce that is compensated fairly based on the District's staffing needs. It is the District's intent to provide a competitive compensation package. The District reserves the right to modify or change this policy at any time.

SALARY RANGES

It is the District's goal to pay competitive wages as an employer. Salary ranges establish the minimum and maximum pay for a position. Pay increases adjust an employee's salary within their salary range.

Prior to opening or advertising a vacated position, the District may update the salary range by evaluating comparable positions at other water and/or sewer districts within King, Pierce, and Snohomish counties. If there are no comparable positions available within these counties, other Washington municipal employers may be used as additional sources of data. Newly established salary ranges are applied to applicable positions at the next regularly scheduled adjustment date. Salary ranges for an affected position(s) or job series may be consolidated, split, or reclassified.

The District generally conducts an open market survey once every three years to update all salary ranges using the same method as described above. Unless a market survey update is planned for that year, the District may apply a percentage adjustment to the all wage ranges to create the updated wage ranges on January 1st of each year. (see COLA, page 28)

SALARY ADJUSTMENTS

Mid-trial Service Adjustment

Unless specifically stated in the employment offer letter, a trial service employee will not normally receive a pay adjustment until the completion of his/her trial service period. In rare cases of an error, a Director must propose, and the General Manager may approve, a mid-trial service adjustment.

Post-trial Service Adjustment

Upon successful completion of the trial service period, an employee will be reviewed for a pay adjustment. The standard adjustment is 4%, but it can vary based on performance. But if an employee was given a Mid-trial Service Adjustment just six months ago, the Post-trial Service Adjustment may be adjusted accordingly at the District's discretion. An employee who completes his trial service on January 1 will receive only one adjustment; the post-trial service adjustment and annual adjustment will not pyramid.

Annual Increase

A budget is considered for pay increases each year at the District. The total budget is based on the financial resources projected to be available and what the District feels is necessary to keep employee salaries and the District's salary ranges competitive.

Pay increases are based on an employee's job performance. Approved increases in pay are applied to eligible employees' salaries at the beginning of each year and reflected in the January payroll.

All regular, post-trial service period employees are considered for an annual pay increase. Unless otherwise stated in the employment offer letter pay increases are conditioned upon:

(1) completion of trial service period,

(2) satisfactory annual performance,

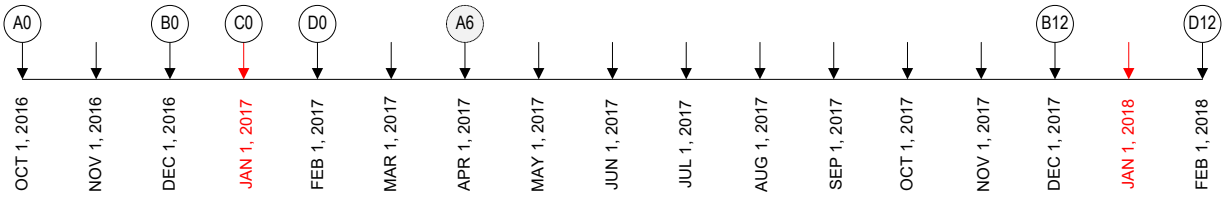
(3) time physically worked in the preceding 12 months must be 10 months or more.

The standard annual pay adjustment for employees is 4%. Under exceptional circumstances, it may be adjusted down to 0% or up to 8% based on job performance. An annual adjustment of anything other than the standard 4% before proration must be approved by the General Manager.

When an employee is hired, or promoted during the year, the employee shall be eligible for an annual pay adjustment based on a prorated amount from the Effective Start Date to the first of the year. Every year after that period shall be based on a full 12 months of service within the position.

Prorated Annual Adjustment. An employee who last received a pay adjustment less than 12 months ago will be given a prorated annual adjustment based on the number of months worked since the last pay adjustment.

Examples for Annual Increase



Employee A was hired on October 1, 2016. Pursuant to the employment offer letter, employee A was reviewed after six months of service on April 1, 2017. Employee A completes their trial service on October 1, 2017 and is eligible for the annual adjustment on that date. Upon completion of the service trial period, Employee A will receive an additional adjustment on January 1, 2018 which is prorated. In this case, the proration would be 3/12ths of an annual adjustment (since the employee received an annual adjustment 3 months ago). Every subsequent adjustment will be an annual adjustment, based on a 12 month period on January 1st.

Employee B was hired on December 1, 2016. They will receive a full annual adjustment on December 1, 2017 and an additional prorated adjustment of 1/12th on January 1, 2018. Every subsequent adjustment will be an annual adjustment, based on a 12-month period on January 1st.

Employee C was hired on January 1, 2017. They will receive a full annual adjustment on January 1, 2018 and every January 1st thereafter. In this case, no proration is necessary as they are already on the January adjustment schedule.

Employee D was hired on February 1, 2017. They will receive a full annual adjustment on February 1, 2018 and an additional prorated adjustment of 11/12th on January 1, 2019. Every subsequent adjustment will be an annual adjustment, based on a 12-month period on January 1st.

Limitations of Adjustments

All increases or adjustments in pay are subject to the applicable salary range maximum. An employee with satisfactory performance may be given an annual increase of less than 4% if limited by the ceiling of the pay range. Should an employee's salary exceed the salary range maximum, their salary will be frozen until the salary range maximum is increased for that position.

Retroactivity

From time to time the District may find it necessary to delay a regularly scheduled salary adjustment. Should that occur, future adjustments of pay rates and other forms of compensation for affected employees may be made retroactive to the original scheduled adjustment date.

COST OF LIVING ADJUSTMENT (COLA)

Upon Board approval, a COLA will be applied to each salary range and all regular full-time or part-time employee pay rates within the District on January 1st of each year. The COLA is generally based on 90% of the Consumer Price Index (CPI-W) for Urban Wage Earners and Clerical Workers, Seattle-Tacoma-Bremerton index, in the June to June time period annually, is subject to a 1% floor and a 6% ceiling, but may be adjusted upward, downward or eliminated by the Board at its discretion. Employees at the maximum of their salary range will be eligible for COLA adjustments as approved. Employees above the maximum of their salary range are not eligible for COLA adjustments.

OUT-OF-CLASSIFICATION PAY

Employees designated to work in a higher classification for eight or more hours are paid at the bottom of that salary range or an additional 5% of their salary, whichever is greater, and is retroactive to hour one. If the designated employee is absent, they are not eligible to receive premium pay. Higher classification positions eligible for premium pay are: General Manager, Directors, Superintendent, Supervisors, and Leads. Directors should notify Payroll when an employee is entitled to out-of-classification pay. Notification may be made via email to All Staff or to All Directors and Human Resources.

PERFORMANCE MANAGEMENT

The District has a performance management system that includes continuous feedback from employees to their supervisors and supervisors to their employees. All employees will receive scheduled goal setting and performance evaluations annually, per a schedule to be determined by the District. Feedback is essential and should occur on a more frequent basis. Performance evaluations are a mandatory term and condition of employment. An employee's refusal to participate in a performance evaluation as required by the District may result in disciplinary action, up to and including termination.

The objectives of continuous feedback meetings are:

- To ensure communication and two-way feedback;
- To ensure that each employee knows how they are performing in their position;
- To determine how well the District is doing in assisting with work performance and objectives;
- To provide a tool for career planning, to learn about training available to assist employees in improving their knowledge, skills and abilities, and to review opportunities for advancement within the District, if applicable; and
- To provide a documented record of employee performance and the District contributions.

New employees receive two evaluations; one at mid-year and one at the end of their trial service period. Newly promoted employees receive an evaluation at the end of their trial service period.

PAY PERIODS AND PAYCHECKS

Pay Frequency

The District has a monthly payroll cycle. All regular and temporary employees are paid on the last working day of each month. The pay period is the current calendar month, the 1st through the last day of the month. Temporary employees will be paid one month in arears. All regular pay is identified by the month in which it is earned. Leave used, holiday pay, stand-by compensation, and overtime earned are paid on the next payday for regular employees.

Employees, including temporary, may request a regular mid-month draw up to half of their regular monthly net pay, rounded to the nearest dollar. Mid-month draws are direct deposited on the 15th day of each month and are deducted from the month-end net pay. When the normal mid-month pay date falls on a Saturday, Sunday, or federal holiday, the direct deposit date will be the last working day prior to that day.

Paycheck Distribution

Direct deposit is the preferred method of payment and all District employees are strongly encouraged to use it.

Direct deposit and paycheck date*:* Payment will be direct deposited at the employee's banking institution(s) on the last day of the month. When the normal pay date falls on a Saturday, Sunday, or federal holiday, the direct deposit date will be the last working day prior to that day. Employees are encouraged to confirm their payment was direct deposited to their banking institution.

Changing financial institutions*:* Employees who have direct deposit and change their banking institution, should complete a new Direct Deposit Agreement Form. If their account is closed and they fail to notify the District, receipt of their paycheck may be delayed until the monies are received back from the financial institution.

Direct depositing into multiple accounts*:* Employees are able to direct deposit in up to three accounts, and can designate this on their Direct Deposit Agreement Form. However, one account will need to be designated as the primary account.

If an employee does not have a bank account: Employees who do not have a bank account for direct deposit can make alternative arrangements for payment of wages with the Finance Director.

Paycheck Earnings, Taxes, Deductions, & Accrual Balances

Employees will receive a pay advice at the end of each month. The pay advice provides current pay period and year-to-date details of all earnings, taxes, and deductions. The pay advice also outlines benefits provided by the District, as well as leave (vacation, sick, and compensatory time) balances for all employees.

The District complies with all applicable Internal Revenue Service (IRS) guidelines; and accordingly, the following taxes are deducted from employees' pay when applicable:

- Federal withholding income tax
- The Social Security portion of FICA ("FICA - employee" on the pay advice)
- The Medicare Insurance portion of FICA ("Medicare – employee" on the pay advice")
- State payroll taxes

Limits on these deductions may vary yearly. For current information, contact the Finance Director.

Internal Revenue Code (IRC) Section 125 allows certain employee payroll deductions to reduce the "taxable amount" when calculating the amount of taxes an employee must pay. These "Before-Tax Deductions" are listed separately on the pay advice, and include deductions such as: employee medical deductions (if any), group term life insurance premiums, as well as Flexible Spending Accounts (FSA).

At times the District is required to deduct amounts from an employee's pay as the result of a court order for a garnishment, bankruptcy, or child support.

Complaints or Concerns: Any employee who believes there is an error in their pay, including that there has been an overpayment or underpayment, that improper deductions have been taken from pay or that the pay does not accurately reflect all hours worked, including overtime, should report the concerns immediately to the District's Accountant or Finance Director. The District will promptly investigate all reported complaints and, if appropriate, take corrective action. Retaliation against an employee who raises a concern about improper pay is prohibited.

Partial Pay Period

If an employee works only part of a pay period, or has taken leave without pay (LWOP), their monthly pay and other benefit accruals will be reduced proportionately (subject to applicable rules for salaried, exempt employees).

EXAMPLE:

Of the 160 available work hours in April, an employee worked 152 hours and took 8 hours off without pay. At a monthly salary of $1,600, (hourly $9.23) their pay for the month will be $1,526.16. ($1,600 - 73.84 (8 x 9.23)).

TIME REPORTING

It is the District's policy to ensure all employees are paid in an accurate and timely manner, in accordance with federal, state, and local laws, and that required reporting records and supporting documentation are managed and accessible for review as prescribed by the Fair Labor Standards Act (FLSA).

The District provides all employees, exempt or non-exempt, with an electronic or paper timesheet. Paper timesheets must be completed in ink – no pencil allowed. Changes, except corrections to work codes and job information, cannot be made to a signed and approved paper timesheet unless the change is initialed and dated by both the employee and the approving supervisor. When using a paper timesheet and an error occurs, please cross it out and initial it – do not use correctional fluid or tape.

Employees should maintain their timesheets on a daily basis to ensure an accurate account of all hours worked including overtime, any paid or unpaid leaves, or holiday pay. All time must be submitted for management approval no later than 12:00 p.m. on the next business day following the end of the work week. Timesheets should not be completed in advance except for approved leave.

Timesheets are the basis for attendance, computing compensation, project accounting, and District record keeping purposes. Exempt employees are to keep timesheets for attendance, project accounting, and District record keeping purposes.

Start and stop times are required on timesheets for hours worked outside of the fixed daily schedule, benefit time used, and overtime worked. Employees should not report accrued leave usage if they do not have the balance to cover it. All time is to be recorded in 15 minute (0.25 hour) increments and should be rounded to the nearest quarter hour.

Tampering, altering, or falsifying time sheets or recording time on another employee's time record may result in disciplinary action, up to and including termination.

HOURS OF WORK POLICY

Workweek

The District's general office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. The District's workweek commences at 12:00 a.m. Monday and runs through 11:59 p.m. the following Sunday.

Work Schedules

A normal work schedule for regular full-time employees consists of 40 hours each workweek and are assigned to employees at time of hire. All regular work day schedules are within the hours of 6:00 a.m. to 5:00 p.m. Modified work schedules may be mutually arranged between the District and the employee.

Employees are not to start work before or work later than their scheduled time without prior supervisor approval - unless in response to an emergency**. Working from home is prohibited unless pre-approved by the General Manager.** Due to the nature of District business, employees may be asked to work longer hours some days, and weekends, especially in case of an emergency.

Work schedules, including rest breaks and meal breaks, are determined by the District's operating needs. Time required to travel from District Headquarters to an assigned job site is considered hours worked. "Hours worked" means all hours during which the employee is authorized or required by the District to be on the premises or at a prescribed work place. Regular commute time to and from work is NOT considered "Hours worked".

Except in cases of an emergency, employees will be given a written notice of any change in their work schedule at least 10 calendar days prior to the change date. Changes may be made with less notice by mutual agreement between the affected employee(s) and the District. Nothing in this handbook should be construed as guaranteeing employees a minimum number of work hours.

Paid Rest Break Periods

The Department of Labor & Industries requires employers to allow employees rest breaks and meal breaks. Each workday District employees will receive two paid 15-minute rest breaks and one unpaid meal break (30 minutes typical) based on hours worked. If an employee feels as though they are not able to take their rest break, then they need to notify their supervisors so arrangements can be made to accommodate a rest break.

Break times are pre-scheduled by an employee's supervisor. Employees should take their breaks at the assigned time at field sites. Employees taking a break at their workstation should post a sign to allow for an uninterrupted break.

Meal Breaks

By mutual agreement, employees may combine one or both of their 15 minute rest breaks with their lunch period to create a longer lunch break. Paid breaks are not earned until an employee has performed work for three hours in the morning and two hours after lunch.

The District prefers its employees to take their meal breaks. Workdays may not be shortened by "working through" a work break on a voluntary basis. If an employee's workload does not allow for a meal break because of an emergency situation, or their presence is needed for the oversight of construction work in progress and they anticipate having to work through their scheduled lunch period, the employee should:

- Request approval from their supervisor to shift their lunch period to an earlier or later time. If this is not possible or practical, call to get approval from their supervisor to go home one-half hour early to make up for missing their meal break.
- If going home early is also not an option, call to get approval from their supervisor for overtime pay because the work circumstances are such that they must work through lunch and cannot leave work early.
- For some individuals (such as diabetics) it is not safe to skip a meal. Employees who fall in this category are strongly encouraged to take a meal break and should notify their supervisor to make suitable arrangements.

By law, only the employee can waive the meal break. A "Waive Meal Break" option is located on all electronic and paper timesheets. Employees should indicate their choice on their timesheet and enter the appropriate date(s).

Break Time for Nursing Mothers

For one year following childbirth, non-exempt employees who are nursing mothers are entitled to reasonable unpaid breaks during the workday for the purpose of expressing breast milk. The District will provide a suitable, private location for these breaks, other than a bathroom, that is shielded from view and free from intrusion. Employees will not be retaliated against for exercising their rights under this policy.

Alternative Work Schedule (AWS)

The District recognizes the changing needs of employees and the desire for more work schedule flexibility. The alternative work schedule (AWS) option is available to employees only where an alternative work schedule can be accomplished without disrupting productivity, coverage during core business hours, customer service, or quality and quantity of the work performed. The District may approve an AWS when it improves operations or is reasonable and practical to do so. Employees should submit a written request for an alternative work schedule to their immediate supervisor for review and preliminary approval. The employee and their supervisor must agree upon the AWS in writing and submit it to the General Manager for final approval. An AWS is not a right conferred upon

an employee and may be rescinded at the discretion of their supervisor at any time with a 10 day written notice. In cases of emergency, the change may happen without notice.

Schedules developed under this policy do not allow full-time employees to begin work after 8:30 a.m. or stop work any earlier than 3:30 p.m. except as authorized.

Employees on an AWS may decide to return to a regular work schedule by giving a 10 day advance written notice to their Director or the General Manager. Emergency requests requiring immediate changes will be considered by the employee's Director or the General Manager based on the merits of each request.

Should a conflict arise between two or more employees concerning an AWS, their Director has final authority to resolve the matter in a way that ensures uninterrupted service to the public and coverage of job duties.

All paid leave benefits accrue at the same defined rate for all eligible employees in proportion to a regular 40-hour work week. Vacation, sick leave, and accrued compensatory time are expended on an hour-for-hour basis equal to the number of hours absent from a scheduled work period. If an employee takes a vacation or sick day on a regularly scheduled 10-hour day, 10 hours will be charged against the accumulated vacation or sick leave for the day. Holiday, bereavement and other paid leaves are granted based on an eight-hour day. Employees who are scheduled to work more than 8 hours for that day may use their accrued leave to make up the difference.

Supervisors may temporarily change an employee's AWS to accommodate travel and/or training scheduled for one or more days during a pay period without a 10-day advance notice. For example, a 7:30 a.m. to 4:00 p.m. AWS may be changed to 8:00 a.m. to 4:30 p.m. to accommodate training. This training schedule is considered the work schedule for that day and overtime is not earned. Employees who work 4/10's Monday through Thursday and are scheduled for training on Friday, are required to work a regular 5/40 work schedule that week.

All AWS agreements are reviewed periodically to determine if changes are needed or agreements should be terminated.

ATTENDANCE

The District expects that every employee will be regular and punctual in attendance. Employees should always be on time, ready, and able to work at their regularly scheduled start time unless excused in advance. Absences and tardiness place a burden on other District employees and have a negative impact on the District's commitment to quality customer service.

Call-in Requirements

When employees are unable to report to work on time or unable to work as scheduled, they should contact their immediate supervisor before their regularly scheduled start time. If that supervisor is not available, the employee should go up the chain of command for the next supervisor in line. Except in cases of emergency, notice is expected at least 15 minutes prior to the start of the

employee's regularly scheduled shift. Notification may be accomplished by calling or leaving a voicemail with their supervisor or a department designee. No text messages or emails unless pre-authorized by the department Director. Notification should include the reason why the employee is unable to attend work and a phone number where they can be reached.

If an employee becomes ill while at work or needs to leave for some other reason before the end of their workday, they must inform their supervisor of the situation.

If an absence is expected to last beyond one day, the employee is required to notify their supervisor each day unless a specific return to work date has been agreed upon. Employees who fail to notify their supervisor of tardiness or absence as described will be subject to disciplinary action, up to and including termination.

Employees who fail to report to work without notification three days in a row will be considered a voluntary resignation.

Doctor's Release and Status Report

A doctor's release may be required after any illness or injury. A doctor's release will be required to verify that an employee is able to return to work following an injury or illness resulting in three or more consecutive business days' absence.

If an employee is off work due to an injury or illness, they are required to contact their supervisor once a week to report the status of their ailment and anticipated return to work date. Reporting requirements are the same for both on and off the job related injuries and illnesses.

The District may grant reasonable accommodation in complying with these policies to individuals with disabilities if it does not cause undue hardship to District operations or cause a direct threat to health and safety. Regular attendance and promptness are considered part of each employee's essential job functions.

Attendance During Inclement Weather

The District has a responsibility to the public during times of disaster or emergency to provide, secure, and maintain water and sewer services to the extent possible. In order to carry out this responsibility, it is the policy of the District that all employees make every effort to report to work as required by their supervisor. Employees need to contact their supervisor as soon as possible if they are unable to report for work. Those employees with excused absences are required to use accrued vacation or compensatory time, or leave without pay to cover their absence.

During inclement weather conditions, emergencies or other unforeseen circumstances, a supervisor, may allow an employee to work from home with the General Manager's approval. This approval may be cancelled at any time with a two hour notice to the employee. Employees who report to work in an emergency/disaster are eligible for minimum call-back overtime. Employees working from home are not.

OVERTIME WORK

The Fair Labor Standards Act (FLSA) requires overtime pay for non-exempt employees to be at least 1.5 times an employee's regular rate of pay after 40 hours of work in a workweek. Due to the nature of the District's business, needs may arise which call for additional work. The District expects its employees to cooperate with extensions of their work schedules during an emergency.

Overtime

Non-exempt employees receive overtime compensation at a rate of 1.5 times the employee's hourly rate of pay for all hours worked prior to and after an employee's normal work schedule. For purposes of calculating overtime, all hours spent performing assigned duties and all paid leave will be considered time worked. If an employee has earned "daily" overtime pay for working hours outside the regular schedule, that overtime pay will be credited toward any weekly overtime pay due. For example, if an employee worked two hours of overtime for working extended hours on a Wednesday, and finished the week with 42 hours of compensable hours of work, the employee will be paid for two overtime hours (1.5 times 2 hours of pay); the employee would not receive daily overtime for the extra Wednesday hours plus weekly overtime based on the weekly total.

All overtime work requires pre-approval by the employee's immediate or up-line supervisor. Employees working overtime without pre-approval may be subject to disciplinary action, up to and including termination. When a Director or the General Manager finds it necessary to pre-approve a block of overtime for a specific time-sensitive project, the approval should be given in writing stating the project, start and stop dates and the total number of overtime hours pre-approved.

Employees who work on an actual observed holiday will receive 8 hours of holiday pay plus 1.5 times the employee's hourly rate for all hours worked.

Compensatory Time

Non-exempt employees may choose compensatory time off in lieu of overtime payment at the rate of 1.5 hours for each hour of overtime worked in excess of eight hours per day (time worked prior to scheduled start time as well as time worked after scheduled stop time), up to a maximum accrual of 80 hours. Accrued compensatory time in excess of 80 hours will be automatically cashed out to non-exempt employees. Employees should indicate their preference for overtime or compensatory time on their timesheet.

Exempt employees can earn compensatory time on an hour for hour basis. These hours have no cash value, may be carried over from year to year, and are capped at 240 hours.

The use of compensatory time requires pre-approval however it may be cashed-out at any time at the non-exempt employee's request. Management may ask employees to use accrued compensatory time at the District's convenience.

Minimum Call-Back Overtime for Non-Exempt Employees

The District may deem it necessary for employees to work after hours. Employees called-back to work are paid a minimum of two hours of overtime. Employees who make multiple trips from home within the same two-hour period will be paid the applicable minimum call-back overtime or actual time worked, whichever is greater.

Employees called-back to work between the hours of 11:00 p.m. and 4:30 a.m. are paid a minimum of three hours of overtime. If employees are called back to work during an actual (not-observed) paid holiday between 12:00 a.m. and 11:59 p.m., they will also be paid a minimum of three hours overtime.

Call-back pay cannot pyramid. Employees called-back to work a second time, but still within the minimum call-back overtime hours are not eligible for additional call-back pay. They will be paid the applicable minimum overtime hours or actual time worked, whichever is greater. Minimum overtime stops at the start of the employee's regular shift. Overtime work that is contiguous to the employee's normal workday (either before or after) is not eligible for minimum call-back overtime.

Employees called back to work between 11:00 p.m. and 4:30 a.m. may use sick leave for the same number of hours worked for their absence the following workday with supervisor's approval.

Inbound Commute for Call-Back

Employees called-back to work are paid for the inbound commute to the District facility or job site. Compensation is the actual inbound commute time up to a maximum of 30 minutes, unless they can produce verifiable evidence acceptable to their Director. Inbound commute time is included within the applicable minimum call-back overtime. Employees are not paid for the outbound commute home under any circumstances.

STANDBY DUTY

All post-trial service Utility Workers are considered first responders and therefore required to serve standby duty unless specifically exempted by the Maintenance and Operations Director. First responder personnel's primary residence should be located within 30 miles of the District Headquarters.

Standby duty is a form of employment which involves driving the duty truck and other District equipment at any time during an employee's duty period. Duty employees respond to all after-hours service calls. . The typical duty period lasts one week, starting at the close of business on Thursday and ending at the start of business the following Thursday. Duty hours are from 4:00 p.m. until 7:30 a.m., or 15.5 hours per day, Monday through Friday, and 24 hours per weekend day and holiday. On shut-off days, the on-duty employee's schedule is extended to 4:30 p.m. to handle any issues that may arise in the last half hour of the business day. Employees on duty will be compensated at the overtime rate of 1.5 times their hourly rate for this 30-minute time period. Approved, qualified employees are listed on the duty roster for emergency service and are expected to perform and comply with standby duty requirements and policies. It is imperative for employees on the duty roster to keep their contact information up-to-date, so they may be contacted in cases of emergency. Should an employee be unable to fulfill their duty rotation, they

should notify their Supervisor, Superintendent, or M&O Director to request this change. It is the employee's responsibility to find a replacement and notify the answering service of the change.

Employees on duty should pick up the duty procedure book, truck, and cellphone at the end of the workday. Employees may use the duty truck as a means of transportation to and from work and for conducting official District business. If an employee needs to leave their only vehicle at the District office to take the duty truck home, they may use the duty truck for necessary errands within a five-mile radius of their home. The District reimburses on-duty employees for long-distance phone calls made on personal phones on behalf of the District. To receive reimbursement, employees should submit a list of the customer's name and the purpose of the call, along with a highlighted copy of their phone bill noting the charges for those calls, to the Finance Director.

On-duty employees are required to remain available by phone or radio, respond within 10 minutes to emergency service calls, and must remain within a 30-mile radius of the District office. Employees should use discretion and common sense to not misuse the duty truck, e.g., do not load anything in the back of the truck, tow another vehicle, allow non-employees to drive or be passengers (except as noted below), or drive it to an entertainment establishment of any kind. The use of alcohol and/or other controlled substances is prohibited during periods of standby duty. On-duty employees who need to pick up a non-employee spouse or child, may do so provided they follow all vehicular laws and the passenger has a signed liability waiver on file in the employee's personnel file.

In addition to standby duty pay, an employee on standby duty is also compensated at $5 per workday and $7.50 per weekend day or holiday to compensate for any time spent on District business phone calls during the standby duty period. Standby pay is compensated at a rate of $2.50 per hour and should be reported on employee timesheets. The composite rate for both standby duty and phone call time is $2.82 per hour computed as follows:(125.5 hours at $2.50) = $313.75 Standby per week + (Saturday and Sunday at $7.50 each) + (weekdays at x $5.00 each day) = $40.00 for phone calls, for a total of $353.75 for one week of duty.

$353.75/125.5 hours = $2.82 per hour to include all phone calls, log book, duty standby.

Non-exempt employees who are required to work overtime in the field are paid at the overtime rate of 1.5 times their regular rate of pay for hours worked before and after their normal work schedule. Employees may also be paid overtime for the inbound commute (see "Inbound Commute" under Minimum Call-Back Overtime) from home for overtime work. Employees required to return to work after regular work hours are eligible for the minimum call-back overtime.

Minimum call-back overtime stops at the start of the employee's regular shift. For example, if an employee is called to work for 45 minutes at 6:30 a.m., and their regular start time is 7:30 a.m., they are eligible to receive one hour of overtime only as the work flows into their regular shift.

On duty employees, whose regular work day extends into overtime, have the option to end their work day and commute home from the job site or return to the District parking lot to end their work day and commute home from there.

UNPAID EQUIPMEMT OPERATION PRACTICE TIME

The District employs a variety of equipment for its operations. The proficiency for operating this equipment is usually attained through practice or from past work experience. Some employees may not have acquired the skill level early in their employment. The District accommodates their desire for skill enhancement through practice by allowing the use of its equipment on uncompensated time. Such use of District equipment must meet the following conditions:

(a). The practice is done outside the employee's regular working hours;

(b). The specific equipment operation skill is not a job requirement for the employee's current position;

(c). The practice on District's equipment is strictly voluntary;

(d). All equipment normally used by the M&O Department must stay on District's headquarters site at all time;

(e). Computer equipment may be taken home with the Department Director's or the General Manager's approval;

(f). The practice must be unrelated to any of the employee's work assignments; and

(g). The employees must not perform any productive work during such practice.

WORKPLACE CONDUCT

CODE OF CONDUCT

When people work together they need to abide by certain rules of conduct to maintain a good, healthy working relationship. The District relies on good judgment and sense of responsibility as the principal source of guidance for conducting day-to-day duties and responsibilities and has adopted rules governing its employees' behavior, some of which are referred to elsewhere in this handbook. Generally, no conduct that is dishonest, immoral, illegal, disrespectful, or disruptive to District operations will be tolerated. It is impossible to list all examples of misconduct. Employees are expected to conduct themselves as a responsible adult and good citizen.

Employees who engage in unacceptable conduct may be subject to disciplinary action, up to and including termination, for the first offense. The District reserves the right to be the sole judge of an employee's conduct on-the-job. Examples of unacceptable conduct can include, but are not limited to:

(1) Theft, unauthorized use (or allowing the unauthorized use), abuse, misuse, or destruction of any property belonging to the District, an employee of the District, or any job site.

(2) Personal possession of firearms, knives longer than four inches unless job related (e.g., machete to cut brambles) or explosives on District premises or vehicles during working hours.

(3) Gambling or solicitation during work hours. However, employees may participate in single game sports pools as allowed by RCW 9.16.0335, and solicitations may be made in the lunchroom during an employee's personal or non-work time.

(4) Violation of the District policies (e.g., Substance Abuse Policy, Unlawful Harassment Policy, and any other policies contained herein).

(5) Disobedience and/or insubordination to Supervisors or Directors, refusal or failure to perform work assigned, or to follow directions; giving the appearance of inattentiveness, boredom, disgust, or disinterest when addressed by a Supervisor or Director.

(6) Poor workmanship, neglect of duties, willful and/or deliberate restriction of work output, abusive use of tools and/or supplies, or causing them to be discarded due to carelessness.

(7) Failure to report defective work or attempting to cover-up defective work.

(8) Wasting time or loitering during working hours, and/or leaving work area or stopping work early without the permission of a supervisor.

(9) Absence without proper notification, excessive or insufficient excuses for absenteeism, or habitual tardiness.

(10) Falsifying information or withholding pertinent information, such as criminal records on employment applications or any other District record.

(11) Falsifying time reported on a timesheet, or unauthorized recording of another employee's timesheet. Both employees may be subject to disciplinary action, up to an including termination.

(12) Conducting outside business on District property or during working hours. Occasional work of a personal nature (e.g., a one-page single letter but not a large volume printing) will be allowed outside business hours or on District property.

(13) Making or passing along false or malicious statements about any employee or the District during or after work hours.

(14) Intimidating, interfering with, berating, belittling, bullying, or cursing of another employee.

(15) Provoking fights or fighting during working hours or on District premises.

(16) Engaging in horseplay, scuffling, or throwing things.

(17) Posting for circulation unauthorized bulletins and/or notices, or unauthorized altering or removal of approved items on District bulletin boards. All postings require General Manager or Human Resources approval which may take up to two weeks.

(18) Soliciting membership pledges or subscriptions on District premises without prior approval, or distributing unauthorized written or printed material on District premises or during working hours.

(19) Violation of safety rules, contributing to unsanitary conditions, or poor housekeeping.

(20) Inappropriate communication (both verbal and non-verbal). This may include but is not limited to: rolling of eyes, yelling, gossiping, spreading rumors, sarcastic comments/behaviors, sleeping or the appearance of sleeping on-the-job, and lack of acknowledgement when called upon.

(21) Conviction of a gross misdemeanor or felony.

(22) Discussion or lobbying for non-work causes (e.g., political activities or union business) during paid work time.

(23) Taking actions, on or off duty that could potentially tarnish the District's image or reputation in the community or with its ratepayers.

(24) Failure to carry out a direct, work-related order from a superior or other form of insubordination.

CODE OF ETHICS

The District maintains certain policies to guide its employees with respect to ethical standards of conduct expected in areas where improper activities could damage the District's reputation and otherwise result in serious adverse consequences to the District and the employees involved. The purpose of this policy is to affirm required standards of conduct and practices with respect to certain type of payments and political contributions. An employee's actions under this policy are significant indications of the individual's judgment and competence. Accordingly, those actions constitute an important element in the evaluation of the employee for position assignments and promotion. Correspondingly, insensitivity to or disregard of the principles of this policy will be subject to disciplinary action, up to and including termination.

The following guidelines for ethical standards of conduct applies to all District employees in the performance of official duties and other District-related activities. Management Team members have the added responsibility for demonstrating, through their actions, the importance of this code. In any business, ethical behavior does not simply happen; it is the product of clear and direct communication of behavioral expectations, modeled from the top and demonstrated by example.

DISTRICT PROPERTY

All District property is to be used exclusively for District purposes. District property includes but is not limited to desks, chairs, computers, workstations, vehicles, tools, or other office/field/shop equipment. Employees are not allowed to "request or permit" the use of District-owned property for non-District purposes. Employees are prohibited from securing District property with their own locks and are responsible for property, materials, and equipment issued to them and in their possession and control. The District reserves the right to access and/or search its property with or without notice.

Employees should learn the proper operating procedures and be authorized to use District equipment before using. Employees should use good common sense and follow all safety instructions. Improper, careless, negligent, destructive, or unsafe use or operation of equipment may result in disciplinary action, up to and including termination.

Operation of District Vehicles

The District provides vehicles for business use and to allow employees to drive on District business. The term "vehicle" includes but is not limited to, cars, trucks, vans, backhoes, front end loaders, graders, and Vactor trucks. District employees shall use District vehicles for District related purposes unless otherwise approved by the Department Director. Employees who request to use their own vehicle while traveling for District business purposes, agree to assume liability and sign a statement verifying that they have a current Washington State Drivers' License and the minimum vehicle liability insurance required by state law. Requests are to be in writing and are subject to General Manager's approval.

District vehicles may not be used for personal business unless it is for an emergency situation or de-minimis use as specified in a take home vehicle agreement. On-call use is referenced under Standby Duty.

Driver License Requirements

Employees who operate a District vehicle (or a personal vehicle for District purpose) are required to have and maintain a valid Washington State Driver License. Employees who incur an infraction resulting in the suspension or revocation of their driver's license, are prohibited from driving any District vehicle and may not use their own vehicle for District business until their license has been reinstated.

If an employee's license is revoked, suspended, lost, or is in any other way not current/valid or in the employee's possession, the employee must notify their supervisor and Human Resources. Notifications of a change in status must be made by the end of the next business day following receipt of the notice of the suspension, cancellation, loss of privilege, disqualification, or requirement to use an ignition interlock device. Employees will be suspended from driving duties until proof of a valid Washington State driver license is provided to Human Resources.

Employees may be subject to disciplinary action, up to and including termination, if they fail to notify their supervisor and Human Resources by the next business day of a change in driver license status

or the duration of license suspension, revocation or inability to drive which affects their prolonged ability to perform the essential functions of their position.

Any incurred violations and fines while an employee is on duty or operating a District vehicle after hours are the responsibility of the driver regardless of whether the employee is operating a District vehicle or their own personal vehicle.

The District may check each employee's motor vehicle record at any time.

Ignition Interlock Driver License (IIL)

Employees (not holding a CDL) who have a change in status of their driver's license due to a restriction requiring the use of an ignition interlock device must notify Human Resources the next business day after receipt of the license change (CDL license holders see below). Their supervisor must also be notified if their position requires them to drive as part of their job duties.

An employee may make a formal request to the General Manager for installation of an IIL on District provided vehicles. The District has no obligation to approve the request.

CDL License Requirements

Employees who hold a CDL are required by law to notify their Director and Human Resources within two business days if their license is suspended, revoked, or canceled, or if they are disqualified from driving. Employees are also required to report, in writing within 30 business days, any convictions for any moving traffic violations. This is true no matter what type of vehicle an employee was driving, including their personal vehicle. For more information on the personal or CDL related traffic convictions that may result in the disqualification of an employee's CDL, please refer to Chapter 1.4 of the CDL guide referenced below. Employees who receive an out-of-state traffic conviction are also required to notify the Department of Licensing. The required report form can be obtained from Human Resources.

Maintenance of a CDL is a job requirement for most positions in the Maintenance and Operations Department. Loss of an employee's CDL will impact their ability to perform the essential functions of their position where a CDL is required. Employees should understand that some infractions obtained while driving their personal vehicle may impact their ability to maintain their CDL. For instance, employees cannot drive a commercial vehicle if they are required to have an interlock device on all vehicles they drive. For more information about situations that will impact the status of an employee's CDL please refer to the Department of Licensing Commercial Driver Guide available at www.dol.wa.gov or call the FMCSA Information Line at 1-800-832-5660 or Washington employees may also call 1-360-753-9875. Employees who fail to notify their Director and Human Resources of a CDL status change, according to the requirement above, or loss of a CDL where it is required by the position, will be subject to disciplinary action, up to and including termination.

Employees who hold a CDL must pass a Department of Transportation (DOT) physical and carry a medical examiner's certificate at all times when driving. The medical examiner's certificate must be

renewed every two years and a copy given to Human Resources for the employee's driver qualification file.

The District recognizes the importance of allowing employees opportunities to maintain their skill set and safety awareness when operating CDL vehicles. Employees who hold a CDL transferring to a position where a CDL is not required, and who choose to maintain their CDL, will do so at their own expense and are not eligible for payment or reimbursement for the maintenance of their CDL.

The District will obtain each CDL driver's motor vehicle record (MVR) at least once every 12 months.

Surplus Property

The District periodically sells surplus property. These sales are open to the public and to District employees. A notice of intention to sell will be posted internally, advertised and posted to the District website two weeks prior to the sale.

CONFLICT OF INTEREST

District employees should not engage in any act that is in conflict with, or creates an appearance of conflict with, the performance of their official duties. A conflict of interest is deemed to exist if the employee:

- Receives or has any financial interest in any sale to the District of any service or property when such financial interest was received with the prior knowledge that the District intended to purchase such property or obtain such service.
- Solicits, accepts or seeks anything of economic value such as a gift, gratuity or favor from any person, firm or corporation involved in a contract or transaction which is or may be the subject of official action of the District, provided that the prohibition does not apply to:
  - Attendance at a hosted meal or event during an industry-wide gathering such as a conference.
  - An award publicly presented in recognition of public service.
  - Any gift which would have been offered or given even if the recipient were not a District employee.
  - Any non-recipient specific gift (less than $250 in value) to all employees of the District, like a box of candy, fruit baskets, pastries etc.
  - Any recipient specific gift of less than $10 in value.
  - An award from drawings at industry functions.
- Participates in their official capacity in the making of a contract in which the employee has a private, direct or indirect, financial interest.
- Engages in, accepts private employment from or renders services for private interest when such employment or service is incompatible with the proper discharge of official duties, or would tend to impair independence of judgment in the performance of official duties.

- Discloses or uses confidential information concerning the property or affairs of the District to advance private interest.
- Waive cost of services rendered, fees, fines or penalties unless specifically preauthorized by the Board of Commissioners.

Any contract or transaction which is the subject of a prohibited interest in violation of this section, may be cancelled at the option of the District.

SECONDARY EMPLOYMENT

For purposes of this policy, secondary employment includes self-employment, consulting activities, and volunteer activities that, if compensated, could be considered outside employment. Employees should not accept employment by, or offer their goods and services to, persons or businesses within the District boundary. "Moonlighting" activity in the sewer/water field within District boundaries, or any activity that may create an apparent conflict of interest situation, is prohibited. These activities can create liabilities or other undesirable results. Before accepting secondary employment, employees are required to receive pre-approval in writing from the General Manager.

Employees should avoid employment or doing business with customers or vendors of the District, which may create a conflict of interest. This is particularly true if an employee is involved in a transaction between the District and the business in question.

Secondary employment will not be an acceptable excuse for poor work performance, absences, or tardiness. Employees on FMLA leave and any other form of leave are prohibited to work. Employees who violate this policy may be subject to disciplinary action, up to and including termination.

NON-SOLICITATION

The District's objective is to provide a comfortable work environment that allows employees to complete their work with the least number of interruptions or disruptions, such as being personally approached for donations.

Employees will not be required to make any contribution to or support a political party, elected official, candidate, measure, non-profit, charitable cause or organization, or any other individual or group as a condition of employment. Solicitation of on-duty District employees for political or for profit purposes not approved by the District is prohibited. Persons not employed by the District may not solicit, survey, petition, or distribute literature on District premises at any time. This includes persons soliciting for charities, salespersons, questionnaire surveyors, labor organizations, or any other solicitor or distributor. Exceptions to this rule may be made in special circumstances with prior General Manager's approval.

Employees may not solicit or distribute solicitation literature for any purpose during work time or in their work areas. Solicitations sent via District email are not permitted at any time. Reasonable forms of printed solicitation are permitted in non-work areas during non-work time, such as before or after work, rest breaks, or meal breaks. Direct verbal solicitations are not permitted at any time. Examples of printed solicitations may include a parent posting a signup sheet for Girl Scout Cookies, or a flyer for a fund-raising drive. Examples of non-work areas include the District lunchroom. Posting of printed

materials explaining the solicitation/event, including a signup sheet for employees to indicate their interest in participating, is limited to the lunchroom. Any subsequent time needed to collect funds or deliver goods should be limited to rest breaks, meal breaks or before/after work for both parties.

The District reserves the right to prohibit any solicitations due to the complaints of other employees or for any other reason at any time with or without cause.

CONFLICT OF INTEREST IN EMPLOYMENT

The District discourages the practice of hiring a relative of the immediate family, or individuals involved in a dating or cohabitating relationship within the same District department. To promote fair employment practices and to avoid the reality or appearance of improper influence, favoritism, or conflict of interest, the immediate family of current employees and Board Members, or an individual in a dating or cohabitating relationship with a current employee or Board member, will not be hired or employed by the District where the following circumstances exist:

- One of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other; or would report to the same Director.
- One party would handle confidential material that creates improper or inappropriate access to that material by the other.
- One party would be responsible for auditing the work of the other.
- Other circumstances exist that might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the District.

In particular, Supervisors are prohibited from being in a dating relationship with an employee they supervise. An employee will not be restricted from a position, other than under the circumstances outlined above, based on their marital status, or immediate family relationship to an existing employee.

Should two employees become related, involved in a dating relationship or cohabit during their employment, and one of the circumstances above exists, one of the employees may be required to transfer to another department.

(1) If a transfer cannot be accomplished due to the unavailability of an open position for which one of the employees is qualified, one of the employees will need to resign.

(2) The decision as to which employee will transfer or resign should be made by the employees involved, unless disciplinary action results from a finding of preferential treatment or concealment of the relationship by one or both employees.

(3) For the purposes of these procedures, "immediate family" is defined as any family relationship that, were the employees working in the same District department, would result in an actual or possible conflict between the District's interests and the interests of one or more of the employees. This includes, but is not limited to, employees related by blood, marriage, financial interest, dating relationship or cohabitation.

Where a real or potential conflict of interest occurs, the Director and Human Resources will discuss the situation with the affected employees.

The District will not accept an application of employment from a sitting Commissioner or former Commissioner, unless that Commissioner vacated their position as a Commissioner at least 60 days prior to the submission of the employment application.

Former Commissioners who submit an application in compliance with this policy will not receive preferential treatment and will be evaluated according to the criteria adopted for the position and applied to all other applicants.

PERSONAL CONDUCT

All employees are representatives of the District during work hours or whenever they are in uniform and should conduct themselves in a professional, ethical manner. During any on-the-job contact with the public, employees are required to be polite, pleasant, and neat in appearance. When an employee feels they may be losing control of their temper, they should refer the matter to their supervisor immediately. The District will not tolerate the use of offensive language or gestures by its employees. Employees who violate this policy are subject to disciplinary action, up to and including termination.

DISCLOSURE OF INFORMATION

No District employee may disclose confidential information gained by reasons of the employee's position, except in the exercise of the District's Whistleblower Protection procedures. Employees may not use confidential information for personal gain or benefit.

News Releases and Media Relations

The currently appointed spokesperson for the District is the General Manager. In the event of a "crisis", the Board will appoint a spokesperson.

News releases and press statements representing District policy, positions, and information are approved in advance by the General Manager or their designee.

The General Manager has overall authority and responsibility to ensure dissemination of public information and is responsible for responding to the news media when information is requested. Employees should refer all inquiries from the news media to the General Manager unless the employee has been directed to do otherwise.

CONFIDENTIALITY

District employees have access to highly confidential and proprietary information, including information about the District. Examples include information about customers, financial positions, employee, human resources/payroll records, legal documents, and business plan data. This information can be oral and written information or machine-readable information belonging to the District and is accessible to employees through the course of their employment at the District.

Customers

The District's customers trust us with confidential information. Disclosing this information without authorization would have a materially adverse impact on the District's integrity and on the District's relationships with its customers. Employees may not disclose any information pertaining to the District or its customers without prior explicit approval of their Director or the General Manager.

No District records or information including, without limitation, documents, files, records, computer files, and similar materials may be removed from the District's premises without permission from the General Manager except in the ordinary course of performing duties on behalf of the District. Additionally, the contents of the District records or information otherwise obtained in regard to business may not be disclosed to anyone except where required for a business purpose. Employees are subject to appropriate disciplinary action, up to and including termination, for revealing confidential information. The exception to the above policy is when disclosure is required by laws such as the Public Records Act RCW 42.56 or by court order.

Employee

The District recognizes its employees' right to privacy. In achieving this goal, the District adopts these basic principles:

(1) The collection of employee information will be limited to information the District needs for business and legal purposes.

(2) The confidentiality of all personal information in the District's records will be maintained except where public disclosure is required by law.

(3) Internal access to employee records will be limited to those employees having an authorized, business-related need-to-know. Access may also be given to third parties, including government agencies, as a result of a court order or subpoena as well as requested and processed under the Public Records Act RCW 42.56.

(4) The District will refuse to release personal information to outside sources without written approval unless legally required to do so. Verifications of employment dates and position title may be provided without written approval.

(5) All employees involved in recordkeeping will be required to follow these policies and practices. Violations of this policy are subject to appropriate disciplinary action, up to and including termination.

CORRECTIVE AND DISCIPLINARY ACTIONS

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform their duties to the best of their ability and to the standards contained in their job description or as otherwise established by their supervisor.

The District supports the use of progressive discipline to address issues such as poor work performance, violation of policies or misconduct. The District's progressive discipline process is designed to provide corrective action to improve and prevent a recurrence of undesirable behavior and/or performance issues and has been designed to be consistent with organizational values, best practices, and employment laws.

When appropriate, the principles of progressive disciplinary action will be applied as follows:

- **Verbal warning**: A supervisor verbally counsels an employee about an issue of concern, and a written record or follow-up email of the discussion is placed in the employee's file for future reference. Employees may or may not be asked to sign this warning to acknowledge receipt.
- **Written warning**: Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are signed by the employee and placed in their hard copy or electronic personnel file.
- **Performance improvement plan**: Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when they have demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the District. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, termination may occur.
- **Suspension without pay**: As part of the final written warning process, an employee may be required to take time away from work without pay. Employees should spend this time away from work to think about their actions and management's expectations, and then decide whether to commit to meeting those expectations.
- **Discharge/Termination**: This is the final step of progressive discipline. Some infractions may warrant skipping one or more of the above steps and jump immediately to a higher level of discipline or even discharge.

The supervisor initiates an Employee Action Report when one or more of the following occurs:

- an employee's work performance is unacceptable;
- a potential policy violation exists;
- when misconduct is suspected.

(1) The supervisor shall document the facts as he/she understands them to be and presents the finding to the employee.

(2) The Employee is provided time to respond to the supervisor's finding of facts in writing (typically no more than two business days). The employee presents a written response to the supervisor.

(3) The supervisor shall take discretionary time to evaluate the employee's response and further investigate the issue if necessary.

(4) The supervisor shall consult with a human resource advisor to determine appropriate level of discipline.

(5) The supervisor shall meet and inform the employee of his/her decision. The supervisor provides the final Employee Action Report to the employee for signature and forward the completed document to Human Resources for filing. The employee signature is an acknowledgement of receipt of the Employee Action Report. If the employee refuses to sign for receipt, then the refusal shall be noted on the report.

The District reserves the right to determine the appropriate level of discipline for any inappropriate conduct including oral and written warnings, suspension with or without pay, demotion, and termination.

It is important to note that the corrective action process will not always commence with verbal counseling or include every step. The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or subsequent offense. Consideration will be given to the seriousness of the offense, the employee's intent and motivation to change.

Nothing in this policy, including the District's support of progressive discipline principles, is intended to modify the "at-will" nature of District employment.

DISPUTE RESOLUTION

The District believes that undisclosed problems are likely to remain unresolved and lead to impaired work relationships, dissatisfaction with working conditions, and a decline in operational efficiency. Employees are encouraged to resolve less serious problems and misunderstandings informally by discussing any issues directly with the party involved.

Sometimes a two-way dialog does not adequately resolve an issue or an employee may be uncomfortable bringing the matter to the party involved. The District has established the following dispute resolution procedure in an attempt to solve problems as quickly, fairly, and thoroughly as possible. All issues will be handled without prejudice or retaliation.

Reporting Process

Questions or concerns employees may have should be discussed with their immediate supervisor as soon as they are aware there is a problem or have a question. Some situations may need the review or decision at a higher management level. This higher management level review is intended to occur after an employee has discussed the situation with their immediate supervisor and a satisfactory solution has not been reached. The District realizes there may be valid reasons to forego this initial step, for example, the concern is with their Director. In that situation employees may go directly to Human Resources or to the General Manager for assistance.

Appeal Process

Employees who feel a policy has been inappropriately applied, or they have been unfairly treated by their supervisor, may present the matter to Human Resources or to the General Manager for review and settlement.

In the case of terminations, employees also have access to the Board of Commissioners for the final appeal. The appealing employee should work with Human Resources in the pursuit of any appeal to the Board.

WHISTLEBLOWER PROTECTION

All employees of the District have the right and obligation to report improper governmental actions within District operations. Employees are encouraged to disclose, to the extent not expressly prohibited by law, improper governmental actions of District officials, officers, or employees according to the Local Government Whistleblower Act of 1993, RCW 42.41. Those who report such improper actions, in good faith, and in accordance with District policies and procedures, are protected against retaliatory actions. Employees who fail to do so are not entitled to the protections afforded whistleblowers under the law.

Improper governmental action is defined as any action by a District official, officer, or employee undertaken in the performance of the employee's official duties which is a gross waste of public funds or resources, a violation of any federal, state, or local law or rule, of substantial and specific danger to the public health or safety, gross mismanagement, or prevents dissemination of scientific opinion or alters technical finds.

Improper governmental action does not include personnel actions such as employee grievances, complaints, claims of discrimination or harassment, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, re-employments, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of collective bargaining agreements or civil service laws, reprimands, and the like.

Reporting Improper Governmental Action

Employees are required to make a good faith attempt to follow the steps below when acting as a whistleblower except in the case of immediate threat to persons or property. Employees who fail to do so are not entitled to the protections afforded whistleblowers under the law.

Employees are required to submit a written report, memo, or email of improper governmental action to the General Manager before providing information of such action to a person who is not a public official or a person listed in this section. Such report should be made as soon as possible after the information or knowledge is received.

If the employee believes the General Manager is involved in the improper governmental action, directly or indirectly, the employee may submit their written report, memo, or email to any member of the Board of Commissioners.

If the employee believes the Board of Commissioners are involved in the improper governmental action, directly or indirectly, the employee may submit their written report, memo, or email to any of the identities listed below.

King County Prosecuting Attorney's Office
King County Courthouse
516 Third Ave, W400
Seattle, WA 98104
(206) 296-9000

Metropolitan King County Council
King County Courthouse
516 Third Ave. Room 1200
Seattle, WA 98104
(206) 477-1000

King County Executive
King County Chinook Building
401 Fifth Ave. Suite 800
Seattle, WA 98104
(206) 263-9600

The District will promptly investigate all reports. The reporting employee's identity will be kept confidential to the extent possible under the law, unless they authorize disclosure in writing. The employee may be advised of the results of the investigation, however any personnel actions taken because of the investigation may be kept confidential.

Whistleblower Protection from Retaliatory Action

Employees who believe they have been the subject of retaliatory action for reporting improper governmental action can obtain relief as follows:

(1) The employee may submit a written notice of the charge of retaliatory action in the form of a written report, memo, or email to the General Manager. If the General Manager is believed to be involved in the retaliatory action the employee can deliver the written notice of the charge of retaliatory action to a member of the Board of Commissioners.

(2) A written notice should specify the alleged retaliatory action, including the identity of the person who committed the retaliatory act, what occurred, and when it occurred. The employee should also specify what relief they seek.

(3) The written notice must be received by the General Manager or other officer as previously mentioned within 30 days of the alleged retaliatory action.

(a). After receiving the response of the General Manager, or 30 days after the written notice was submitted to the District, the employee may request a hearing before a state administrative

law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. An employee seeking a hearing will deliver the request for a hearing to the General Manager within 15 days of delivery of the response to the written notice from the General Manager to the employee, or

(b). 15 days after delivery of the written notice from the employee if the General Manager did not respond.

(4) Upon receiving a request for hearing, the General Manager will apply within five days to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge. The administrative law judge will issue a final decision within 45 days of the request for a hearing unless such time period is extended by the administrative law judge.

To prevail, the evidence presented by the employee must outweigh the evidence presented by the District. If the decision is in the employee's favor, they may be granted relief as follows:

- Reinstatement with or without back pay.
- Injunctive relief to return the employee to the position they held before and to prevent recurrence of retaliatory action.
- Costs and reasonable attorney fees to the prevailing party.
- The imposition of a civil penalty personally upon the retaliator(s) of up to $3,000 payable by each person who has retaliated against you. The District will not reimburse any officer or employee personally penalized for any violation of the Act. The administrative law judge may also make a recommendation to the District that the offending person(s) be suspended without pay or dismissed. All penalties recovered are to be paid to the local government's administrative hearing account created in RCW 42.41.060.

IMPERMISSIBLE CONDUCT AFTER LEAVING DISTRICT SERVICE

Former District employees may not disclose or use any privileged, confidential, or proprietary information gained because of their District employment. During the period of one year after leaving employment, no former District employee should:

- Assist any person or firm in matters involving the District if, while in the course of duty with the District, the former employee was officially involved in the matter, personally and substantially participated in the matter, or acted on the matter;

- Represent any person or firm as an advocate in any matter in which the former employee was involved while a District employee; or

- Participate as or with a bidder, vendor, or consultant in any competitive selection process for a District contract in which they assisted the District in determining the project, work to be done, or the process to be used.

Whenever a department wishes to contract with a former District employee for expert or consultant services within one year of the employee leaving the District, advance approval must be given by the General Manager. The General Manager may approve exceptions to this policy if in the best interests of the operational or business needs of the District.

APPEARANCE/WORK ATTIRE

Employees are expected to dress neatly and appropriately for the type of work they are doing, and to present a positive, professional image of the District to the public. Employees should ensure their personal hygiene does not offend others and does not detract from the high-quality service orientation of the District.

Overly casual attire is not appropriate for the office environment. Clothing should be maintained in good condition and as the work environment permits, clean and free from tears, holes and visible stains. Shoes should fit snugly to the foot (no flip flops) and be professional in appearance.

Supervisors may establish a reasonable dress code appropriate to the job their employees perform. If a supervisor feels an employee's personal appearance is inappropriate, they may ask the employee to return home to change into appropriate attire before continuing their work day. Employees who are sent home will not be compensated for the time away from work. The District encourages employees to consult their supervisor if they have questions as to what constitutes appropriate attire.

All field staff are required to wear a District provided uniform (District Uniforms) and to have their ID cards available to customers for identification clarification.

Employees should wear District provided items (when appropriate) to training classes and seminars when representing the District. For security reasons, employees should not allow anyone to use their District provided clothing.

The District complies with federal, state, and local anti-discrimination laws and will make reasonable accommodations for employees with disabilities and employees whose religious beliefs and practices require accommodation.

Violations of this policy may result in disciplinary action, up to and including termination.

SAFETY IN THE WORKPLACE

The District strives to provide its employees with a safe and healthful workplace. To accomplish this, both management and employees need to make diligent efforts to promote safety. The District has developed and implemented a Safety Program and produces an Accident Prevention & Safety Manual to outline the program.

Employees are expected to give their full skill and attention to the performance of their duties, using the highest standard of care and good judgment. Employees are also expected to follow safety rules and regulations described in the documents making up the District's Accident Prevention & Safety Manual. Employees are recognized for their safety efforts through the Safety Incentive Program.

The District educates employees about workplace hazards and the proper and safe methods to use in performing job tasks, and general health and safety issues. Detailed information can be found in the District's Accident Prevention & Safety Manual.

ACCIDENTS

When an employee is involved in an accident and/or injured on-the-job they must report it to their supervisor. If their supervisor is not available, they should report it to the Safety & Water Quality Officer or Human Resources, who will then forward the report to the appropriate parties. Employees must report all job-related accidents, however minor, in accordance with the District's Accident Prevention & Safety Manual. Seemingly minor injuries may require medical attention later. See the Accident Prevention & Safety Manual, Vehicular Accident Policy for more detailed information. Failure to report an accident may subject an employee to disciplinary action, up to and including termination.

Post-Accident Testing

When there is property damage involving District vehicles or equipment and circumstances do not allow the District to eliminate possible impairment as a contributing factor in the accident, then all employee(s) involved in the accident shall be subject to both alcohol and drug testing. Testing will occur as soon as possible, but may not exceed eight hours for alcohol testing and 32 hours for drug testing. No alcohol test or drug specimen should be taken before the administration of necessary first-aid and/or other appropriate medical care. Employees must make every reasonable effort to notify management as soon as possible whenever an accident has occurred. Employees will not be allowed to operate a District motor vehicle until negative test results have been received following an accident.

RETURN TO WORK RELEASE

When an employee has been injured, or has been on an extended absence, regardless of whether the injury occurred on or off the job, it may be necessary to verify when the employee is able to return to work. Verification may be needed to determine what limitations, if any, apply to the employee's ability to perform the essential functions of their job duties and to make certain the employee can safely perform all job functions.

Prior to the employee's return to work, a completed District provided Return to Work Form is required from the medical provider treating the employee. If the employee returns to work in a temporary limited capacity, then a Transitional Temporary Job Description must be completed and signed off by the employee's health care provider. The District shall make temporary reasonable accommodations based on schedule, available work, and nature of the employee's ability to perform the duties as specified within a Temporary Job Description.

The District reserves the right to require an examination at its expense, performed by a physician of its choice, to determine when the employee can return to work and if they will be capable of performing the essential functions of their position. Human Resources will provide the employee's job description and other available supporting documents to assist medical professionals with the determination of return to work qualifications or limitations.

Medication and Return to Work

Employees who will be using District equipment or vehicles and have been prescribed medication, or are taking over-the-counter medication that may make them drowsy, or otherwise interfere with the safe operations of equipment or vehicles, must disclose this information to their supervisor and Human Resources. It is the employee's responsibility to read all warning labels and/or seek medical advice from a physician when appropriate. It is also the employee's responsibility to remove themselves from duty and immediately notify their supervisor if they are experiencing any adverse effects from prescription or over–the-counter medication.

SMOKE-FREE WORKPLACE

The District desires to provide its employees with a safe and healthful workplace as outlined in Workers' Compensation and Occupational Safety Regulations and the Washington State Clean Air Act. Smoking and passive inhaling of tobacco products can pose health risks to employees and others. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe. "Tobacco Products" means all forms of tobacco, including but not limited to cigarettes, cigars, oral tobacco products, pipes, water pipes, electronic cigarettes, and smokeless tobacco products.

Smoking is prohibited in all District buildings and facilities, enclosed work areas, and District vehicles. This is also applicable while "on-site" and employees are prohibited from smoking while present upon a customer's premises. Smoking is permitted on District property only at designated areas outside the District's buildings. Employees may smoke on a designated rest break or lunch break, and are required by law to stay at least 25 feet from the job site or outside door of District facilities. Smoking outside of scheduled rest breaks or meal breaks is prohibited and could lead to disciplinary action, up to and including termination of employment.

The District's smoke-free policy applies to all employees at all work locations, and all persons who visit District property, including all officers, employees, contractors, or visitors during all hours and days of the year. All applicants for employment will be informed of this policy. Violations of this policy are subject to disciplinary action, up to and including termination.

To acknowledge support of employee efforts to stop smoking, the District pays 50% of any approved smoking and tobacco use cessation program for employees up to two times. Once an employee is successful in remaining smoke-free for 90 days, the District pays the remaining 50% cost of the program.

SEATBELT POLICY

Per Washington State Seatbelt Law, all employees riding in a District vehicle as the operator or passenger are required to wear a seat belt at all times.

WORKPLACE VIOLENCE

The District is committed to maintaining a workplace free from violence and threats of violence, and will not tolerate any acts or threats of violence in the workplace. This policy is applicable to customers, family members, other members of the public, and District employees. Any act or threat of violence in the workplace is strictly prohibited and should be reported immediately. "Violence" includes both acts and threats of violence. Examples of misconduct that are considered acts of workplace violence can include, but are not limited to:

- Threatening injury or damage against a person or property
- Fighting or threatening/challenging to fight with another person
- Threatening to use a weapon* on District property
- Abusing or injuring another person
- Abusing or damaging property
- Using obscene or abusive language or gestures in a threatening manner
- Raising voices in a threatening manner

> * Employees are prohibited from possessing, storing or having control of any weapon on District property and jobsites. Weapons include, but are not limited to, firearms, knives or weapons as defined in RCW 9.41.270 and weapons employees have a valid permit for.

Because of the potential for misunderstanding, joking about threatened or actual workplace violence is also prohibited.

Reporting and Responding to Workplace Violence

The reporting of an act of threat or violence is <u>not</u> discretionary. All employees are responsible for reporting any acts of intimidation, threats of violence or acts of violence. All information related to the report, including the name of the reporting employee, will be kept as confidential as possible. The District will notify the reporting employee of any action taken in response to the report.

Violations of this policy should be immediately reported to Human Resources, a Director or the General Manager. Directors are responsible for documenting and reporting all observed or reported incidents of workplace violence.

Failure to comply with these policies may result in disciplinary action, up to and including termination as well as criminal prosecution.

Hostile Customers

Employees who encounter a hostile or threatening customer should not allow themselves to be pulled into an argument or shouting match. Employees should keep distance between themselves and the customer and speak to the person in a calm, steady voice and do their best to resolve the situation.

If a confrontation occurs in the field, employees should inform the customer that they can call the office. If that does not calm the customer down and an employee believes that they are in danger, they should leave the scene and contact their supervisor or the Safety Officer as soon as possible.

If a confrontation occurs in the office, employees should offer to get their supervisor or the Safety Officer. Employees may also summon emergency help via local law enforcement by pushing the "RED PANIC BUTTON" located below the counter at the Engineering Department front counter and at the front desk or employees may also summon emergency help via local law enforcement by dialing 9-1-1.

Employees will receive training on how to deal with hostile customers and other dangerous workplace scenarios on a recurring basis.

Dangerous/Emergency Situations

Employees who are confronted by or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Conventional wisdom in dealing with violent individuals is that the employee should remain calm, make constant eye contact, calmly talk to the individual and remove themselves from the situation as soon as safely possible. If a member of law enforcement, a supervisor or the Safety Officer can be safely notified without endangering the safety of the employee or others, such notice should be immediately given. Otherwise, cooperate and follow the instructions. As soon as safely possible dial 911 to report the incident. The internal District "Code Word" to indicate to other employees that emergency assistance is needed is "MR. WATERS." If an employee is in a situation where they need to summon help discreetly, they can page or call "MR. WATERS" to the area. This will alert management and nearby employees that special assistance is needed.

Employees may also summon emergency help via local law enforcement by pushing the "RED PANIC BUTTON" located below the counter at the Engineering Department front counter and at the front Administration desk or contact local law enforcement by dialing 911 if they are in the field.

Domestic Violence

Any employee who is dealing with domestic violence, sexual assault or stalking is encouraged to contact Human Resources to evaluate the need for safety-related accommodations at work.

Accommodations may include, for example, modification of a telephone number or email address, modified work schedule, or enhanced security procedures.

VISITORS IN THE WORKPLACE

In order to assure the safety and security of District employees, its visitors, its authorized guests, and its property, all visitors should enter the District at the reception area. To access any area of the facility other than the reception area, visitors are required to sign in and will receive a temporary visitor identification badge and an escort to their destination. Employees should obtain approval from their supervisor before non-business-related visitors arrive. Employees are responsible for the conduct and safety of their visitors.

Contract workers and/or consultants that have a frequent presence in the building may be provided with badges to use. These badges will be kept in the office when the contract worker/consultant is not on District business. The use requirements will be the same as noted for District employees.

All badges must be returned to the District upon District request, or when the position that included the badge requirement has ended. Should an unauthorized individual enter the District's premises, employees should immediately notify their supervisor, or if necessary, direct the individual to the reception area.

All visitors to District headquarters, facilities, and jobsites are expected to comply with applicable District policies, guidelines, procedures, practices, and rules written or unwritten. If a visitor refuses to comply with District practices as mentioned above, the visitor will be denied access and/or escorted away from the worksite.

DISTRICT ACCESS CARDS/KEYS

The District provides every employee an identification badge which is to be worn at all times when at work. This badge is a combination of photo identification and building security access. Building and computer access cards have a personal identification number (PIN) exclusive to each employee; one will not work without the other. New hires will receive instructions on how to activate and deactivate the building alarm using their PIN as well as what to do should the alarm go off when they are accessing or leaving the building.

Building Access Cards

The District assigns building access cards to each employee. Each card has assigned access permissions specific to the employee's position. Employees are required to have their assigned card in their possession at all times during work hours.

Due to the security nature of building access cards, employees are required to immediately call, text or email their supervisor of lost, misplaced or stolen access cards. The employee will be provided a temporary access card and their assigned card will be temporarily disabled pending location of their regular assigned card.

The District may cover the cost of the first lost or misplaced access card; additional lost or misplaced access cards may incur a cost of $15 per card to be paid by the employee assigned the lost card.

Computer Access Cards

The District assigns one computer access card to each employee. Each access card has assigned access permissions specific to the employee based on the information given to the IT Department and are not to be shared with other employees. Employees should have their assigned access card in their possession at all times during work hours and while on District property.

Due to the security nature of computer access cards, employees are required to immediately call, text or email the IT Department or their supervisor of lost, misplaced or stolen access cards. The employee will be provided a new access card and their assigned card disabled.

The District may cover the cost of the first lost or misplaced access card; additional lost or misplaced access cards may incur a cost of $15 per card to be paid by the employee assigned the lost card.

Facility Keys

The District supplies facility keys to those employees whose positions may require them to have access into District facilities. Facility keys include both door and padlock keys. In the event the facility key is lost, misplaced or stolen, employees are required to immediately call, text or email their supervisor.

Sharing of card keys, computer access cards and associated PINs is a violation of this policy and is subject to disciplinary action, up to and including termination.

SUBSTANCE ABUSE POLICY

The District is committed to protecting the safety, health, and well-being of its employees, and all non-employees who come into contact with its workplace(s) properties, and/or use its products and services.

Recognizing that substance abuse poses a direct and significant threat to this goal, and to the goal of a productive and efficient working environment in which all employees have an opportunity to reach their full potential, the District is committed to ensuring a Drug-Free working environment for all of its employees.

This policy is applicable to all District employees. Employees who operate commercial motor vehicles and hold a commercial driver license (CDL) are also subject to specific drug and alcohol testing as required by federal regulations.

Prohibited Substances

Prohibited drugs are any illegal controlled substances including but not limited to, marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the USDA or the USFDA. Notwithstanding the legalization of marijuana use under

Washington state law, marijuana remains an illegal drug under federal law and its use is prohibited under this policy. Illegal use includes use of or impairment by any illegal drug, misuse of legally prescribed or over–the-counter drugs, or illegally obtained prescription drugs.

The use of any beverage or mixture, including any medication containing alcohol, during or prior to driving a District vehicle, or that could prevent the employee from performing job duties safely and effectively, is also prohibited.

The appropriate use of legally prescribed drugs and non-prescription medication is not prohibited, although use is subject to reporting requirements.

Prohibited Conduct

The following behavior is strictly prohibited:

(1) The manufacture, possession, distribution, dispensing and use of alcohol and prohibited substances in the workplace, at any District worksite, in a District vehicle, and/or while on duty or on standby status.

(2) Coming to work or being on duty while under the influence of alcohol (including medication containing alcohol) or controlled substances.

(3) Alcohol consumption while on duty or on standby status.

(4) Refusal to take a drug or alcohol test when indicated by this policy.

(5) Attempting to falsify drug or alcohol test results.

Prescription or Over-the-Counter Medication

Whether prescribed or over-the-counter, an employee who is taking a drug or medication which may adversely affect the employee's ability to perform work in a safe and productive manner is required to report use of such drugs or medication to their supervisor and to Human Resources and should provide written notice from their physician or pharmacist with respect to the effects of such substance. Employees may not report for duty or remain on duty when they have used any controlled substance, drug or drugs, except when the use is pursuant to instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate District equipment or a motor vehicle. Employees are expressly prohibited from using a prescription drug that is not their own or using a prescription other than as prescribed by their physician. Employees have no obligation to inform their supervisor or Human Resources of such use unless, according to a warning notice or the input of a physician or pharmacist, the drug may cause a possible impairment that could prevent the employee from performing their job safely or effectively. In such cases, the employee should notify their supervisor and Human Resources so that a determination can be made as to whether it is in the bests interests of the District and the employee that the employee work, not work or be reassigned during the period medication is used. Records relating to prescription medication will be treated as confidential health care information and maintained in a separate medical file by Human Resources. Only a supervisor who needs to know

limitations on the employee's work activity and, when appropriate, emergency or first aid personnel, will be provided information regarding the drug usage.

Alcoholism/Substance Abuse

The District recognizes alcoholism and substance addiction/dependency as illnesses and encourages employees with such chemical dependencies or addictions to seek treatment through the Employee Assistance Program (EAP) or their health care provider. Leave to obtain substance abuse treatment may be available under the Family and Medical Leave Act (FMLA) or as reasonable accommodation; however, current use of drugs and/or alcohol that adversely affects performance is not protected and is subject to disciplinary action and mandatory substance abuse evaluation and/or treatment.

Use of Sick Leave

Employees actively pursuing treatment of an alcohol or chemical dependency problem may be allowed to utilize sick leave during the period of treatment, but not during any period of relapse. That is, an employee's current alcohol or drug use or abuse is not eligible for sick leave use. Use of sick leave is one option the District has supporting an employee recovering from alcoholism or substance abuse. However, this does not require the supervisor to waive job performance requirements.

Substance Abuse Testing

The District asserts its legal right and prerogative to test any employee for substance abuse upon reasonable suspicion that the employee is under the influence of drugs or alcohol. Employees may be asked to submit to a medical examination and/or to submit to urine, blood, saliva, breath, and/or hair testing for drugs or alcohol. Employees who are required to hold a commercial driver's license will also be subject to the Substance Abuse Policy for Operators of Commercial Motor Vehicles, which can be found in the Appendix to this Handbook.

When requested and in compliance with the ADA, employee acceptance of medical examinations and testing is a mandatory condition of employment. Refusal of a drug or alcohol test is considered to be equivalent to a confirmed "positive" test. Refusal to submit to such medical examinations and tests constitutes a violation of this policy and is subject to disciplinary action, up to and including termination.

Types of Testing

(a). Pre-employment (safety-sensitive positions)

The District requires all candidates being considered for employment as new or rehired employees for all safety-sensitive positions to submit to pre-employment drug and alcohol testing. Offers of employment are conditioned on the applicant submitting to and successfully completing and passing a drug and alcohol test in accordance with the testing procedures described in this policy.

(b). Reasonable Suspicion (all positions)

Employees who are reasonably suspected of being under the influence of drugs or alcohol will be suspended from job duties with pay pending an investigation and verification of condition. All employees are subject to a drug or alcohol test when there is a reason to suspect impairment immediately prior, during, or immediately after performing job duties. A referral for testing will be made on the basis of documented objective behavior, speech, appearance or other facts and circumstances.

(c). Other

Individual employees may be subject to testing as a result of a last chance or return to work agreement.

(d). Random (safety-sensitive positions)

Conducted on a random unannounced basis on 25 percent of safety-sensitive positions for alcohol and 50 percent of safety-sensitive positions for drugs, annually. Random alcohol tests must be done just before, during or just after operation of a commercial motor vehicle.

(e). Upon Return to Duty and Follow-up (all positions)

Conducted when an employee who has violated the prohibited alcohol or drug conduct standards returns to work. Unannounced follow-up tests are required and at least 6 tests must be conducted in the first 12 months after an employee returns to duty. Follow-up testing may be extended for up to 60 months following return to duty.

Compliance with Testing

Any employee who refuses to comply with a request for testing, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution will be removed from duty with pay immediately. Refusal can include an inability to provide a specimen or breathe sample without a valid medical reason or delaying arrival at the collection site. Following investigation, if substantiated, such refusals or falsification will be treated as insubordination and recorded as a positive test, with the employee subject to disciplinary action, up to an including termination.

Confidentiality

Confidentiality is maintained throughout the drug/alcohol testing process. Human Resources will maintain results in the strictest of confidence in a medical file separate from the official personnel file. In cases where disciplinary action results from a positive test, such information is shared only with those with a legitimate need to know. The District will carry out these procedures in a manner which respects the dignity and confidentiality of those involved.

Consequences

(a). Employees who test positive for drugs or alcohol will be subject to disciplinary action, up to and including immediate termination of employment. Job applicants who test positive will have their conditional job offers withdrawn.

(b). Employees who violate other aspects of this policy (e.g., by possessing, selling or distributing prohibited substances at work) are also subject to disciplinary action, up to and including immediate discharge.

Results

(a). Pre-employment.

Positive results of alcohol or drug testing at pre-employment screening result in disqualification of the candidate.

(b). Post-employment.

An employee who tests positive for drugs or alcohol (.04 alcohol concentration or greater) will be removed from duty for at least eight (8) hours, informed about educational and rehabilitation programs available, and evaluated by a substance abuse professional (SAP). The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with substance abuse. Assessment by a SAP does not protect an employee from disciplinary action or guarantee employment. A positive drug or alcohol test also will result in disciplinary action up to and including discharge as determined to be appropriate following an investigation of the occurrence(s) which gave rise to the positive results and of the relevant drug or alcohol related behavior of the employee.

The employee may not return to duty until they have been evaluated by a substance abuse professional, has complied with recommended rehabilitation and has a negative result on a return-to-duty drug or alcohol test (less than .02 alcohol concentration).

An employee who tests positive for alcohol levels at .02 or greater, but less than .04, will be removed from driving until the employee tests negative (less than .02 alcohol concentration).

Notification of Criminal Convictions

Should an employee be arrested for, charged with, or convicted of a criminal drug violation while on duty in the workplace, the employee must notify their Director and Human Resources in writing within five calendar days. Employees who are convicted of a drug statute violation, including driving under the influence, are responsible for informing their Director and Human Resources within five days after the conviction.

Employee Responsibilities & Applicability

Employees are responsible for correcting their own unsatisfactory performance resulting from an alcohol or substance abuse problem. Failure to achieve and maintain satisfactory job performance, may result in appropriate disciplinary action, up to and including termination.

Substance abuse prevention is everyone's responsibility, including the duty to report suspected abuse. Employees are expected to recognize and accept this responsibility, and to do their part in assuring that this policy is followed.

Violations of this policy may result in disciplinary action, up to and including termination, and referral for criminal prosecution.

TECHNOLOGY USAGE

The District takes the safety of its employees and facilities seriously. In order to protect District property, promote security, and protect the health, welfare, and safety of District employees and visitors, the District uses video surveillance and electronic monitoring equipment on District property and in its buildings and vehicles as permitted by law.

Monitoring Systems

Systems in place include, but are not limited to:

- Video monitoring systems
- GPS monitoring of District vehicles
- Computer usage monitoring
- Telephone, email, and Internet usage logs
- Building Access Control
- Motion Alarm Sensors

While monitoring systems are in place for the District and the employees' protection and use, there are occasions where electronic systems fail. Employees should not rely on any one system to be effective and to be recording or monitoring 100% of the time.

Privacy

The use of District systems is not private or confidential. It is important for employees to understand they have no expectation of privacy rights regarding the use of District technologies of any type. Email messages, other electronic communications, and documents created or received on District computer systems may be considered a public record subject to disclosure and/or subject to discovery in the event of litigation. The District, within the bounds of current and future laws, reserves, and intends to exercise, the right to review, audit, intercept, access and search these communication systems at will, monitor data and messages within them at any time for any reason, and disclose selected contents without notice or restrictions, including private electronic messages or communication sent or received using District equipment.

Employees are required to agree that they are aware of, understand, and comply with the provisions of the District's Electronic Media Policy (Appendix G) and that their use of these resources can and will be monitored and any data that they create, store or transmit on or over District systems may be inspected by District management at any time.

Computer Systems

The District provides computer systems to most employees. These systems are inter-connected to allow sharing of information. To protect the integrity of the system, employees are expected to observe these rules:

- Employees are issued a computer access card and personalized identification number (PIN) that allows them to log into the District's computer systems. These cards are assigned and are specific to each individual employee and should not be shared with other employees. As a security measure, employees should keep their card with them at all times while at work and/or on District property. At the District's discretion, employees may incur a replacement fee of $15 for lost or misplaced computer access cards.
- Before putting any non-District created transportable electronic media (CD/DVD, backup disks, USB keys, memory sticks, software or any file downloaded from the Internet) into District systems, employees must first discuss the use of this media with the IT Director.
- Employees are not allowed to use, upload, or connect any software/hardware, electronic devices, or files from home for use on District systems without approval from their Director and/or IT Director.
- All information stored on District computer systems, either on a local hard drive or on network file servers, is subject to management review at any time. Employees expressly waive all rights associated with any personal or otherwise private information stored on the District's systems.
- Computers assigned to employees are District property. Any personal or otherwise private information created or used by the system becomes property of the District.
- Password(s) used to restrict access to files via District systems, or any online accounts, e.g. Dropbox, webmail, social media, etc. that are representative of the District, must be disclosed to the employee's Director.
- Without prior authorization, accessing or tampering with the District's network, computer systems, peripherals, and the Internet that may disrupt the use of the District's computer system or any other computer system, is strictly prohibited.

Email Systems

All email messages to or from any District account are District records and are the property of the District. The District reserves the right to read, use, and disclose any electronic email messages, including personal communications sent using District equipment. Employees choosing to access their personal email using the District's equipment expressly waive all rights to privacy and should be aware that any email received and/or generated by them is potentially subject to the Public Records Act RCW 42.56.

The District uses commercial email filtering software in an attempt to protect its employees from receiving emails containing inappropriate contents. The District makes every effort to filter as much as is technologically possible; however, no filtering is 100% effective and occasional emails may slip through.

All email and voicemail communications, both internal and external, are permanently archived in the District's systems.

Voicemail Systems

The voicemail system is limited to District business purposes only. Employees who choose to use the District's systems for personal communication expressly waive all rights to privacy and grant the District unrestricted access to and use of such recordings. Messages stored on the voicemail system are not private information, are not owned by the employee assigned to the voicemail box, and are subject to public disclosure under the Public Records Act RCW 42.56.

District management reserves the right to review any voicemail messages, including messages of a personal nature. Each extension has a call log of outgoing and incoming calls which are subject to periodic review by District management.

Personal Phone Calls

The District realizes that employees need to make and receive personal phone calls while at work. Such calls should be held to a minimum and should impact work as little as possible. Unauthorized use of phones, including long distance charges to the District, is discouraged with the exception of emergency situations. From time to time, the District monitors incoming and outgoing phone usage.

When using District or personal phones at work, employees should be respectful of their work surroundings. Employees should be cautious of communications that disrupt others' ability to perform their duties due to volume or content of conversations. Personal cell phones should be set to a low volume setting or vibrate to minimize disruption to others. Personal cell phone calls and text messages should be limited to meal and rest breaks to the extent possible.

Employees who have excessive personal phone usage may be subject to disciplinary action, up to and including termination.

PERSONAL ENTERTAINMENT

Employees are allowed background music to the extent that it is not audible outside their respective workstation. No other form of audio-visual electronic entertainment is allowed during work hours. Radio broadcasts of sport events, news, and talk shows are specifically prohibited in the office building or when they detract from the employee's work or the work of others.

The use of self-contained music devices during work hours will be allowed only when the following conditions are met:

1. Only one earpiece is used while at workstations and away from possible public view.
2. When leaving their workstation, employees remove and put away the device.
3. Employees may not use a device while in view of the public, when working with mechanical equipment, or when working in safety-sensitive positions.

4. At the sole discretion of a supervisor, employees may be asked to remove the device at any time for any or no reason at all.

Violations of any portion of this policy may lead to disciplinary action, up to and including termination.

CELLULAR DEVICE POLICY

Use of cellular devices must conform to the District's Administrative Policy and Procedure 20. Cellular device (i.e. phones, tablets, laptops etc.) are proven communication links during and after a disaster. Where job duties require immediate and constant communication, the District may issue cellular devices to its employees. Employees issued a District cell phone are required to carry it as a condition of employment. District cell phones are primarily for work related use; personal use should not exceed 15 minutes per week. Should the cellular device be lost, stolen or damaged, employees are required to inform the District as soon as possible. Cellular usage for District purposes, may be considered a public record subject to disclosure and/or subject to discovery in the event of litigation.

All costs associated with the cellular devices are paid by the District except for personal calls exceeding the weekly limit. Employees issued a cellular device agree to reimburse the District the current NUD Reimbursement Rate, per month for any personal calls exceeding the 15-minute limit or 60 minutes per month.

Employees who use cellular devices are expected to take responsibility for their personal safety and the safety of the public.

Cell Phone Use While Driving

The Washington State laws prohibit all use of cell phones while driving, including text messaging. When driving District vehicles, always use a hands-free device on speaker mode, or another wireless device when using a cell phone. Employees are required to park the vehicle legally and safely to take calls if there is no "legal" means of talking. The only times that it would be legal is to report illegal activity, call for emergency assistance, or prevent injury to a person or property. Text messaging while driving is strictly forbidden in all cases of the law.

Employees who are issued District cell phones and are required to operate a vehicle for work or personal reasons, are expected to put safety first. The District will provide or reimburse employees assigned a District cell phone for the purchase of "hands-free" cell phone accessories.

Employees who receive a traffic violation for using a personal or District issued cell phone while driving, are solely responsible for all liabilities, fines and any other adverse consequences.

OTHER WORK-RELATED TOPICS

DISTRICT UNIFORMS

The District wants its employees to look professional and represent the District in a positive manner. Utility Workers, Safety & Water Quality Officer, Mechanics, Inventory & Procurement, and Construction Inspectors are considered uniformed employees. They must look professional and wear a District defined uniform. The District will provide uniformed employees with a combination of purchased and/or laundry service uniform items. All clothing must be approved by the employee's Director before purchasing.

District Defined Uniform

(a). Above-the-waist uniforms (*all items must have the District logo*)

- Logoed shirts
- Polo shirts
- Carhartt field jacket (only one approved style)
- Carhartt vest (only one approved style)
- Safety sweatshirts
- Navy blue hooded sweatshirts
- Navy blue sweatshirts without hoods
- Navy blue T-shirts
- Safety T-shirts (replaced on an as needed basis on a one-to-one exchange up to three per year) for Utility Workers only

(b). Below-the-waist uniforms

- Navy blue jeans (or Navy blue "Docker" type pants) with straight legs (no bell-bottoms, oversized, embroidered stitch work or adornments are allowed). Pants must be in good condition (not be ripped or frayed or excessively/chemically faded)
- Navy blue bib overalls
- Coveralls (District provided up to three pairs – replacement will be provided on an exchange basis for worn-out coveralls)

(c). Footwear

Utility Workers and Mechanics, who are exposed to the greatest foot hazards, are required to wear sturdy-soled work boots made of leather or other equally firm material, with a sturdy impact resistant toe. The work boots should be brown or black in color and high-top to protect the ankle.

Construction Inspectors, Safety & Water Quality Officer, Inventory & Procurement, and supervisory staff who must visit worksites and are less exposed foot hazards, are required to wear shoes made of leather or other substantial material with a slip resistant sole. Traditional tennis shoes, shoes with canvas tops, thin-soled athletic shoes, open-toed sandals, slippers, dress shoes, or other similar type shoes, may not be worn in the field.

Options for Uniform Employees

Annually (in December for January election), employees can make a choice of one of the following uniform options:

(a). Full Laundry Service

All uniform items are supplied by the laundry service. There are no other allowances for additional purchase or uniform items to be issued by the District. Employees will also receive an above the waist annual clothing allowance of $50.

(b). Full Uniform (self-laundered)

Employees may use up to $200 for all above-the-waist uniform purchases on authorized items. These items may be purchased in quantity by the District and issued to employees at cost against the annual uniform allowance per policy. The below-the-waist uniform allowance is $240 and may be obtained from the designated uniform suppliers identified below.

Non-Uniform Employees

All other post-introductory employees will receive an above-the-waist allowance of $80 per year for any authorized items listed above or other special purchase logoed items. Item requests may be combined with other orders for cost effectiveness.

Below-the-Waist Uniform Purchase Procedure

Employees are required to obtain an approved Uniform Request Form from their Director and make their clothing election from the above described uniform items. A purchase order may not be used to purchase items not described in this section.

(a). Employees may purchase boots and jeans from one of the following suppliers:

- Work-n-More – Everett Location, 3602 Broadway Everett WA 98201 (425) 259-0026 or Lynnwood Location, 15620 Hwy 99 S Lynnwood, WA 98037 (425) 742-9530)
- Whistle Workwear – Everett Location (10121 Evergreen Way #30 Everett WA 98204 (425) 423-8295) or Shoreline Location (15240 Aurora Ave. N Shoreline, WA (206) 364-2253
- Blumenthal's (8610 Aurora Ave N Seattle, WA 98103 (206) 527-5277)

(b). If an employee spends their maximum allowance and requests additional items, these items may be provided at the employee's expense.

(c). Introductory employees will be provided four uniform shirts upon hire; the final complement of uniform will be available after 90 days of service.

(d). The District purchases above-the-waist logo clothing (shirts, jackets) Jacket orders should be placed by November 30th. These purchases need to be authorized by the Department Director.

(e). Replacement items are stocked. Employees are issued replacement items on a one-to-one exchange basis as approved. If an employee exceeds the maximum annual allowance, the replacement item can be provided at the employee's expense. If an employee is within the first three years of service, they will not be required to exchange clothing items as they may not have items to exchange at that time.

Employees are expected to wear clean presentable uniforms while at work. Employees not using the full laundry service must launder uniforms on their own time, however the District provides washers and dryers for District uniform items.

All uniforms are designated for District employees only. For security reasons, non-employees should not be allowed to use, or wear District provided clothing. The employee responsible for the violation may be subject to disciplinary action, up to and including termination. Employees are required to return all logoed clothing items provided by the District upon separation from employment unless they are retiring with more than 15 years of service.

Boot Reimbursement

The District has a $350 boot reimbursement for all Construction Inspectors, Utility Workers, Mechanics, the Safety & Water Quality Officer, Inventory Purchasing Specialist, and other employees who are required to go out to jobsites. Employees may be reimbursed $350 annually for either sturdy soled, laced work boots or rubber boots. Rubber boots must be a solid color and have a solid rubber outer shell (no neoprene).

Employees may purchase boots with a Uniform Request Form to be used at Work-n-More or Whistle Workwear on their own time. Requests for boot reimbursements not purchased through an approved supplier should be submitted to the Inventory Purchasing Specialist.

Introductory employees may be required to reimburse the District for any allowance paid if they voluntarily separate from District employment. Regular employees that voluntarily leave employment of the District within three months of receiving a boot allowance may be required to reimburse the District. Acknowledgement of this Handbook may serve as pre-authorization for such deduction by the employee.

Deviations from the above-described uniform policy must be obtained from the General Manager in writing.

Personal Protective Equipment (PPE)

The District supplies personal protective equipment (PPE) as required by state law. Issuance of PPE is subject to Director's approval. Clothing items received as PPE are not counted towards the uniform allowance.

The District also provides a $100 allowance for prescription safety glasses every two years for those employees who are required to wear them to perform the essential functions of their position as determined by their supervisor.

USE OF TWO-WAY RADIO

The Federal Communications Commission (FCC) regulates radio communications and monitors transmissions. All District employees using the two-way radio system must thoroughly understand and follow procedures. The use of profanity and inappropriate language, keying music and other non-business use is prohibited and will not be tolerated by the District. Violations of this policy are subject to disciplinary action, up to and including termination.

Two-way radios are the primary means of communication between the Engineering, Operations and Finance staff, the answering service (base stations), and each vehicle or handheld portable unit. The District has three channels available:

- Repeater will be the primary channel for District vehicles and base stations
- KIL 392 is Digital 1 for District vehicles and portables
- KAP 925 is Digital 2 for District vehicles and portables.

Employees should use the Repeater channel unless otherwise requested between two or more parties. After using the other two channels, employees should return the radio to the Repeater channel. Truck radios are to be turned on at the beginning of each day and turned off at the end of the day. Base units remain on at all times.

Employees driving a District vehicle are encouraged to perform a radio check once a day. Employees are also encouraged to check-in and out upon arriving and leaving District off-site facilities. Employees should speak clearly using the same volume they would when speaking in person to ensure their message is understood. Employees using the radio should identify themselves by name, vehicle number and purpose of call. When communication is complete, employees should sign off with the vehicle number they are using.

Example:

Caller:	Receiving Party:
(1) "John Doe"	(1) "Jane Smith"
(2) "Truck 87"	(2) "Truck 95"
(3) "To Jane Smith"	(3) "Go Ahead"

LEAVE BENEFITS

TIME OFF/LEAVE BENEFITS

Leave benefits for District employees provide both financial compensation and accommodate family, professional and personal needs. Leave benefits may be authorized by federal regulations, state statutes or District Policies. The following types of leave are available to District employees.

- Holiday Leave
- Vacation Leave
- Sick Leave
- Family Care Leave
- Bereavement Leave
- Jury Duty
- Witness Duty
- Military/National Guard Duty
- Family and Medical Leave
- Pregnancy Disability Leave
- WA Family Leave
- Domestic Violence Leave
- Unpaid Holiday Leave
- Volunteer Firefighter, Reserve Officer & Civil Patrol Leave

LEAVE REQUEST PROCEDURE

All leave must be documented by using a Leave Request Form. Before requesting paid leave, employees are required to confirm that the leave to be requested is available by checking the available leave balances on the most current pay advice.

Employees should complete and submit a Leave Request Form, indicating the type of leave to be taken, the dates of the leave, and the total hours to be taken from the designated leave category, to their supervisor for approval. To assist with scheduling and operational requirements, all foreseeable leave should be requested at least one week prior to the requested leave date. Should the leave not be approved, the supervisor will return a copy of the form to the employee stating the reason the leave was not approved.

To the best of its ability, management will fairly rotate requests for conflicting vacation leave on workdays where multiple requests cannot be granted due to the disruption of District operations on the same day.

HOLIDAY LEAVE BENEFIT

The District grants 11 ½ days of paid holiday per year to eligible employees.

Holiday	Date Observed
New Year's Day	January 1st
Martin Luther King's Birthday	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Veteran's Day	November 11th
Thanksgiving Day	4th Thursday in November
Friday after Thanksgiving	4th Friday in November
Christmas Eve (4 hours p.m.)	December 24th
Christmas Day	December 25th
Personal Holiday	Added to Accrued Vacation

Holidays falling on Saturday are observed on the preceding Friday. Holidays falling on Sunday are celebrated on the following Monday. Regular full-time employees receive 8 hours of holiday pay. Benefit eligible employees working less than 40 hours per week receive holiday pay on a prorated basis.

Employees are expected to take all holidays as scheduled. Should an employee be asked to work on a holiday they will be compensated at the appropriate overtime rate. To be eligible for holiday pay, employees are required to be at work or on approved paid leave the day prior to and following a holiday.

Employees receive one personal holiday of eight hours vacation per year on their anniversary day to be added to their vacation leave bank to be used with approval.

VACATION LEAVE BENEFIT

The District provides vacation leave for the purpose of providing employees with paid time away from work for recreational and relaxation purposes. Vacation leave is accrued and credited at the end of each month in which it is earned. Regular full-time employees earn vacation as follows:

Length of Service	Accrual per Month	Accrual per Year
1 thru 36 mos.	6.67 hours	80 hours
37 thru 72 mos.	10 hours	120 hours
73 thru 120 mos.	12 hours	144 hours
121 thru 180 mos.	14 hours	168 hours
181+ months	16 hours	192 hours

Vacation leave for regular part-time employees and regular full-time employees on reduced schedules or using LWOP, is prorated based on hours worked. Any partial months of service will be prorated.

Vacation requests in excess of two consecutive weeks may require General Manager's approval. The General Manager may schedule, at his/her sole discretion, an employee's vacation at a time that causes the least possible disruption of District operations.

During the first six months of employment, employees accrue, but are not eligible to use, vacation time. Vacation time accrued is not paid out when an employee terminates their employment prior to six months.

Vacation leave may be taken as earned per month. Employees who want to use vacation time should request time off as early as possible so that arrangements for coverage can be made.

Mandatory Use

The District encourages employees to take no less than 40 hours of time off during the calendar year. All Finance Department employees, and employees who regularly handle cash, are required to take a minimum of five consecutive workdays away from the District office.

Employee timesheets are checked for compliance each year. Employees using less than the required 40 hours may have a vacation scheduled for them. Should the General Manager cancel an employee's scheduled vacation, the District will pay the employee for the unused vacation time. New employees with less than one year of service are exempted from the mandatory use requirement.

Vacation Cash-Out

Employees may request a cash-out after they have used a minimum of 80 vacation/compensatory hours in the preceding 12 months. Cash-out requests may not reduce an employee's vacation leave below 40 hours.

Maximum Balance

Vacation leave balances may not exceed 240 hours. All hours over the 240-hour limit are cashed out. In accordance with RCW 41.50.150, vacation and compensatory time may not exceed 240 hours in the event of retirement. Vacation and compensatory time may exceed 240 hours when used to determine payment to a beneficiary in the event of the death of an active employee.

SICK LEAVE BENEFIT

All employees are eligible for paid sick leave. Regular full-time employees (FTEs) shall accrue a total of eight hours of sick leave at the end of the month in which it is earned. FTEs working a reduced schedule, using LWOP, will receive a prorated accrual. This sick leave shall be accrued and accumulated in two separate pools, as discussed below.

Temporary part-time employees will accrue sick leave at a rate of 1 hour accrued per every 40 hours of actual time worked.

Employees who are sick and plan to stay home should contact the office as instructed by their supervisor prior to their regularly scheduled start time.

The District has created a two-pool sick leave system for all regular full-time employees. One pool, "Statutory Sick Leave" (STSIK), shall provide the minimum benefit required by law. A second pool, referred to as "Supplemental Sick Leave" (SPSIK), shall make up the difference between the amount required by law and the additional benefit provided by the District. This approach ensures that employees continue to realize a total benefit that meets or exceeds the existing benefit. The two-pool system was developed to allow the District to manage the benefit, on behalf of its ratepayers, in a manner that may reduce inappropriate use of the leave, reduce the temptation to take advantage of the generous leave policy, and help to ensure that employees will have sick leave available when it is truly needed; for personal care in times of illness and to care for ailing family members.

Below is an example of the calculation of sick leave bank accruals:

	Estimated Monthly Accrual in Hours*		
	Statutory Sick Leave	**Supplemental Sick Leave**	**Total Sick Leave**
Pre-Initiative 1433	-	8	8
Post-Initiative 1433	3.975	4.025	8
*Statutory sick leave hours are calculated at one hour for every forty hours worked. This does not include any time taken off (sick, vacation, LWOP, etc.). The supplemental sick leave accrual is calculated as 8 hours, less the number of statutory sick leave calculated for the month. ***On average, statutory sick leave will amount to 3.975 hours per month taking into consideration the total workable hours, less 11.5 days of holidays taken, less two weeks of vacation.***			

STSIK shall accrue on a basis of 1 hour for every 40 hours worked (holidays, vacation hours taken, sick leave hours used and TOWP hours will not count toward this total). SPSIK shall be accrued using the formula (8 hours minus the number of STSIK hours accrued). As such, every full-time employee shall accrue a total of 8 hours per month of STSIK and SPSIK combined. An employee must use up all of their STSIK before they can use any SPSIK. All sick leave pool balances, along with vacation and compensatory time balances, shall be shown on the employee's monthly paycheck stub.

If a non-exempt employee uses STSIK in excess of 3 consecutive days, then validation from their healthcare provider may be required. If an employee uses SPSIK in excess of 3 consecutive days and their attendance record is unsatisfactory or there is a pattern of abuse suspected, then validation from their healthcare provider may be required. With regard to SPSIK, a suspicious pattern of abuse may be established during the use of STSIK or SPSIK. Regarding both STSIK and SPSIK, false representation of qualified sick leave use is forbidden and could have potential consequences, up to and including termination.

If providing validation from the healthcare provider results in an undue hardship for the employee, the employee may confer with their Director and HR to find a way to reduce the burden or expense.

STSIK and SPSIK are not Personal Time Off programs (commonly referred to as PTO), as the District does not have such a program.

Sick Leave Carry-Forward

All unused sick leave will be carried forward. An employee is allowed to carry a maximum of 48 hours of STSIK forward each year. Any STSIK in excess of 48 hours is transferred to SPSIK. There is no limit to the amount of SPSIK that can be accumulated.

Sick Leave Cash-Out

The District allows employees to cash out sick leave from either their STSIK or SPSIK banks, as follows:

- Prior to a request for cash-out, employees must have a minimum of 224 hours combined in their two banks.
- The maximum amount of sick leave hours which may be cashed out during any consecutive 12-month period is 56 hours.
- Employees may only cash-out accrued sick leave hours credited during the preceding 12 months (which will always be 96 hours), less sick leave used or donated to the Sick Leave Assistance Pool (see Sick Leave Assistance Pool below).
- Upon the death of any active employee (full or part time), the employee's designated beneficiary will receive 100% cash-out of all unused sick leave in both STSIK and SPSIK pools. This payment will be included in the employee's final paycheck.

Sick Leave Balances When Leaving the District

Full Time Employees:
If a FTE employee leaves the District, for whatever reason, they shall lose all of their SPSIK balance. Unless the employee is terminated for cause, they can either cash-out all of their STSIK balance, or leave it. If they do not cash-out their STSIK balance, and they return to the District within 12 months of leaving, the STSIK balance will be reinstated. If the employee is terminated for cause, they shall lose all sick leave; in other words, no sick leave will be cashed out.

Part Time Employees:
When a part time employee leaves the District, they can either cash-out any STSIK balance or leave it. If they do not cash-out their STSIK balance, and they return to the District within 12 months of leaving, the STSIK balance will be reinstated.

Authorized Use of Paid Sick Leave

An employee is authorized to use paid sick leave for the following reasons:

- An absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of

a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care;

- To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care; and
- When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason.
- Absences that qualify for leave under the domestic violence leave act, chapter 49.76 RCW.

Paid Sick Leave – Family Member Defined

For purposes of this section, "family member" means any of the following:

- A child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status;
- A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
- A spouse;
- A registered domestic partner;
- A grandparent;
- A grandchild; or
- A sibling.

SICK LEAVE ASSISTANCE POOL (SLAP)

The SLAP program is available to help support employees who need to take an extended, unpaid leave of absence from work due to an illness or injury that incapacitates the employee. It allows District employees to voluntarily donate sick leave and eligible employees to draw from the pool for additional paid leave.

Donation to the Pool

Employees may donate either STSIK or SPSIK to the SLAP at any time throughout the year. After donation, employees are required to have an accrued sick leave balance equal to, but no less than, 0.4 hours times the number of months of continuous employment or a minimum of 80 hours,

whichever is greater. Donated sick leave cannot be returned to the donating employee once transferred into the pool. Employees may not direct donations to any particular employee. The donor list is kept confidential to avoid undue pressure on non-donating employees. With regard to cashing-out sick leave, donations of any hours to the SLAP is equivalent to using them for normal sick leave purposes, and will impact the number of hours available for cash-out.

Donated sick leave hours are converted to dollars based on the donor's pay rate at the time of donation. Employees are not allowed to make donations within six months of employment termination (retirement, resignation, or discharge). Any donated but unused hours are removed from the pool balance if employment of the donating employee is terminated within six months of donation. The District shall announce the balance of the SLAP at the beginning of each calendar year.

Eligibility

Assistance is available only if the Sick Leave Assistance Pool has an unused balance. To draw from the pool, employees must meet all of the following requirements:

- Have been an active, full-time employee for at least one year. Employees on voluntary leave of absence are ineligible.
- Have exhausted all vacation, sick, and compensatory time.
- Be ineligible for other benefit programs like Workmen's Compensation or disability insurance (District or employee paid).
- Have been personally hospitalized for a minimum of two days during the past three months and have a certification by the attending physician (M.D.) that additional sick leave is required for recovery. Elective surgeries are excluded.

Employees drawing from the pool continue to receive all regular employee benefits, including sick and vacation leave accruals. All accrued leave must be used before requesting time from the pool.

Procedures

Employees should submit a Sick Leave Assistance Pool Form to Human Resources. Assistance is awarded to applicants in the following priority:

(a). An applicant who has made the most donations (by hours) to the pool in the past.
(b). An applicant who has not received previous assistance.
(c). An applicant with the longest continuous employment with the District.

A qualified applicant may draw an amount up to and equal to 40 hours of their regular pay at each turn. If there are no other qualified applicants on the priority list at that time, additional hours may be drawn until the pool balance is exhausted. Once an employee has drawn an amount equal to 360 hours of regular pay from the pool, they will become ineligible for additional withdrawal over the ensuing 365 days.

Subject to the above limits, multiple applicants with equal priority may split the available balance in the pool. Requests for assistance are based on each pay period. Requested hours may not exceed the amount necessary to restore regular pay for a single pay period. The applicant must make a new request for each pay period.

Abuse of Leave

Excessive, habitual, and frequent unscheduled absences or abuse of provided leave is not an appropriate work behavior, and hinders the ability of the District to consistently have a fully staffed workforce. These guidelines are established to help ensure consistency in determining if habitual absences or abuse of leave is taking place.

Habitual absence is different than sick leave abuse. Sick leave abuse occurs when sick leave is taken for other than approved reasons or when the employee fails to follow notification requirements or documentation procedures. Habitual absence refers to the employee who is excessively absent from work on an unscheduled basis without qualifying reasons (such as approved FMLA leave usage, STSIK usage or approved reasonable accommodation).

An employee's use of unscheduled leave under any of the following criteria may require a review to determine if a pattern of leave abuse or habitual absence is present:

- Sick leave use of more than 50% of their 96-hour accrual over a one-year period, without documented medical reasons such as FMLA leave or use of other protected leave such as STSIK.
- Sick leave use above the yearly average of all District employees without documented medical reason such as FMLA leave or use of other protected leave such as STSIK.
- Patterns of habitual absence by frequently taking leave that is not scheduled with at least two-day's notice, or a pattern of frequent last-minute requests to come in late or leave before the scheduled start/end of the shift.
- A pattern of unscheduled leave usage contiguous to weekends, holidays or during popular sporting events, unpopular or unpleasant job/task assignments.

Suspected Sick-out

Should an employee exceed these general thresholds, their Director or the General Manager may examine leave usage to determine if a problem might exist. Situations that will be considered when evaluating absences include: FMLA leave, pregnancy, doctor ordered absence, surgery, workers compensation, and long or short-term disability. Questions about habitual absence or leave abuse will be discussed between the employee, their supervisor and Human Resources after leave usage has been researched. In any sick leave circumstance, the District reserves the right to require a doctor's note for as little as one day's sick leave occurrence to the extent permitted by law. In the event of a determination of abuse, the employee may be subject to disciplinary action, up to and including termination.

The above criteria were established under the assumption that the District provides generous leave benefits for employees including sick leave, vacation and holiday leaves, and bereavement leave for a death in the employee's immediate family. Except in special circumstances, employees should have sufficient sick leave to attend to routine health maintenance activities such as doctor and dentist appointments, cover occasional illnesses and still be able to accrue at least a minimal amount of leave on an ongoing basis.

WASHINGTON FAMILY CARE ACT

All regular employees entitled to sick leave and other paid time off may use any or all of their accrued leave to care for a child (if such child is under the age of 18 or incapable of self-care) or the employee with a health condition that requires treatment or supervision, or to care for an adult child, spouse, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency condition. The employee taking leave under the circumstances described in this policy must comply with the terms of the District's policy applicable to leave, except for the terms relating to the choice of leave.

BEREAVEMENT LEAVE

In the event of the death of an immediate family member, all regular full-time employees are eligible to take up to three days off with pay to attend the funeral or make funeral arrangements. The benefit for part-time employees will be prorated based on hours worked. The District defines immediate family members as:

(a). Current spouse or registered domestic partner, children of employee, children of the employee's current spouse or current registered domestic partner.

(b). Mother, father, brother, sister of employee or the employee's current spouse or current registered domestic partner.

(c). Grandparents and grandchildren of employee or the employee's current spouse or current registered domestic partner.

(d). Any relative living permanently in the immediate household of the employee for the past five years.

When the death or funeral arrangement is more than 300 miles away, employees may use an additional two working days of sick leave for bereavement.

In relationships other than those listed above, or in cases where an employee is responsible for funeral arrangements, bereavement leave may be granted by the District with approval from the General Manager.

JURY DUTY

The District encourages employees to fulfill their civic responsibilities by serving jury duty when required. The District reimburses employees summoned to jury duty the difference between their regular base pay and the amount received for jury duty, less mileage and expenses, for up to two weeks. An additional two weeks may be authorized by the General Manager. Any further extension requires approval by the Board of Commissioners. Employees should notify their supervisor as soon as practical after receiving notice

so arrangements can be made for adequate coverage. A copy of the summons should be submitted to Human Resources as soon as possible, but no more than five days after receipt. Employees are also required to submit a copy of the compensation received for jury duty to payroll for processing.

WITNESS DUTY

The District supports employees who are subpoenaed to be a witness in court. Employees who are subpoenaed to represent the District will be compensated for the entire period of witness duty. When subpoenaed or requested by a party other than the District, employees are free to use their available paid leave (vacation and compensatory time) for the period of this absence.

Employees should notify their supervisor as soon as practical after they receive notice so arrangements can be made for adequate coverage. A copy of the subpoena should be submitted to Human Resources as soon as possible, but no more than five days after receipt. Employees are required to report for work whenever the court schedule permits.

MILITARY LEAVE

The District will observe all applicable federal and state laws covering its employee's benefits and rights when an employee serves in any branch of the armed forces and is called upon for active duty. Employees should notify their supervisor as soon as they receive an official notice of call or order to active duty. A copy of the military orders should be turned in to Human Resources as soon as possible, but no more than five days after receipt.

Employees who take military leave will be granted leave benefits and consideration for reinstatement of employment in accordance with all federal and state laws.

Paid Leave of 21 Days Per Year

Washington public employees are entitled to a paid military leave of absence for a period not to exceed 21 working days during each year beginning October 1st and ending the following September 30th. Leave accruals and employee benefits will continue for the duration of paid leave. Military leave beyond the 21 days of paid time off will be unpaid however employees may elect to use accrued vacation, compensatory time or other available paid time off during the period of military leave. Reinstatement following active duty will be in compliance with federal and state laws at the time of the return to work.

Family Military Leave (Non-FMLA)

During a period of military conflict declared by the President or Congress, an employee who is the spouse or registered domestic partner of a member of the Armed Forces, National Guard or Reserves is entitled to up to 15 days of unpaid leave while their spouse or domestic partner is on leave from deployment, or before and up to deployment. Family military leave may also be covered under FMLA leave for a qualifying exigency, although an employee need not meet the more stringent FMLA eligibility requirements in order to take the family military leave described in this policy. The purpose of this leave is to support the families of military personnel serving in military conflicts by permitting them to spend time together before a family member is deployed or while the family

member is on leave from a deployment. Employees must work an average of 20 hours per week to be eligible for this family military leave.

An employee who seeks to take family military leave must provide the District with notice of their intent to take leave within five business days of receiving official notice that the employee's spouse or domestic partner will be on leave or of an impending call to active duty. The employee may substitute any available accrued leave for any part of this family military leave.

Contact Human Resources for more information or questions about military leave.

FAMILY AND MEDICAL LEAVE (FMLA)

The federal Family and Medical Leave Act (FMLA) grants eligible employees up to 12 weeks (26 weeks in cases where an employee is caring for a covered service member) of unpaid leave during a rolling 12-month period for certain family and medical reasons.

To be eligible for leave under this policy, employees must have been employed with the District for at least 12 months, and have actively worked at least 1,250 hours during the preceding 12-month period. The 12 weeks may be taken continuously or intermittently during a rolling 12 months measured from the first date any family leave is used.

Leave may be taken for any of the following reasons:

- To care for an employee's child after birth or placement of a child with the employee for adoption or foster care (if both parents are employed by the District, combined leave may not exceed 12 weeks). This leave is in addition to any applicable pregnancy disability leave as allowed by law.
- To care for an employee's child (if such child is under the age of 18 or incapable of self-care) grandchild or child that the employee is acting in "loco parentis" of, by providing residence and day to day care of, but does not have legal or biological relationship to the child.
- To care for a spouse, domestic partner, or parent who has a serious health condition.
- For a serious health condition that makes an employee unable to perform the essential functions of their job.
- A "qualifying exigency" arising out of the fact that the employee's spouse, son, daughter or parent is a covered military member who is on active duty, or has been called to active duty, and who has been or is being deployed to a foreign county. Qualifying exigencies are generally those related to the deployment, including attending military events, arranging for alternative child care, addressing financial or legal arrangements, and counseling.
- To care for an injured service member who is the employee's spouse, parent, child or next of kin. A covered servicemen member includes a member of the military who has a serious injury or illness incurred in the line of duty that may render the service member unable to perform their duties. For this type of FMLA leave, an employee may take up to 26 weeks of leave, although leave taken for other FMLA purposes would count against this entitlement.

During a FMLA absence, employees may use accrued leave balances (vacation, sick, and compensatory time) prior to FMLA leave. To ensure employees have some paid time remaining for follow-up medical care upon returning to work, employees may elect leave without pay (LWOP) during the 12-week FMLA absence when their sick leave balance is down to 40 hours and they have no unused vacation or compensatory hours remaining. However, after the 12-week FMLA absence, employees must exhaust all available accrued paid leave, if any, including the final 40 hours of sick leave hours.

FMLA may be taken on an intermittent or reduced schedule basis, if medically necessary, for a serious health condition of the employee or their spouse, child or parent. However, the requirement to use available leave balances concurrently still applies. If leave is requested on this basis for planned medical treatment, the District may require the employee to transfer temporarily to an alternate position which better accommodates recurring periods of absence, or a part-time schedule, provided that the position has equivalent pay and benefits.

Notification & Reporting Requirements

When the need for FMLA is foreseeable, such as birth or adoption of a child, or planned medical treatment, employees should provide reasonable prior notice, and make efforts to schedule leave so as not to disrupt District operations. In cases of illness, employees or the caregiver on the employee's behalf, are required to report weekly on their leave status and intention to return to work.

Employees are required to notify Human Resources if any leave qualifies as family leave. All leave qualifying for family leave will be designated and tracked as family leave upon the request of the employee.

The District requires certification from an attending physician (M.D.) to support a claim for FMLA needed for the employee's own or a family member's serious health condition. For an employee's own medical leave, the certification must include a statement that the employee is unable to perform the functions of their position. For leave to care for a seriously ill child, grandchild, spouse, or parent, the certification must include an estimate of the amount of time that the employee is needed to provide care. The District may require a second medical opinion and periodic re-certification of the employee's condition, at its expense. If the first and second opinions differ, the District may require, at its expense, the binding opinion of a third health care provider, approved jointly by the District and the employee.

Reasonable accommodations, as required by federal and state law, will be considered if an employee cannot return to work after 12 weeks of FMLA leave due to a medical restriction. Please note that these laws do not necessarily protect return to work in the same position or re-employment.

While on FMLA leave, employees may not accept other employment or go to school during regular working hours.

Payment of Employee Benefits

Employees granted an approved leave of absence under this policy are advised to provide the retention of their group insurance coverage by arranging to pay the employee's premium

contributions (if any) during the period of unpaid absence. The District will continue to make the premium contribution during the period of FMLA leave up to 12 weeks.

In the event an employee elects not to return to work upon completion of an approved unpaid leave of absence, the District may recover from the employee the cost of payment, if any, made to maintain the employee's medical insurance coverage, unless the failure to return to work was for a reason beyond the employee's control. Benefit entitlement based upon the length of service will be calculated as of the last paid workday prior to the start of the unpaid leave of absence.

Prorated sick and vacation benefits will accrue based on compensated hours used for each month while on FMLA leave. Employees on FMLA with no District-compensated hours will not accrue any vacation or sick time.

Request Procedures

Employees must complete a Request for Family and Medical Leave of Absence Form. This form should be completed in detail, signed by the employee, and submitted to Human Resources. If possible, the form should be submitted 30 days in advance of the effective date of the FMLA absence.

All requests for absence due to illness will include the following information attached to the completed Request for Family and Medical Leave of Absence Form. The attending physician must provide sufficient medical certification stating the date on which the serious health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition. For purposes of leave to care for a child, grandchild, spouse, or parent, the certification should give an estimate of the amount of time needed to provide such care. For the purposes of leave for an employee's illness, the certification must state that the employee is unable to perform the functions of their position. In the case of intermittent leave or a request for a reduced work schedule for planned medical treatment, the certification must state the expected treatment dates and duration.

Reporting FMLA Time

Non-exempt and exempt employees are required to log all time taken as FMLA leave, regardless of whether the leave is intermittent (leaving early or arriving late) or leave is taken in a continuous block of time (days, weeks). Intermittent leaves must be recorded down to the lowest payroll increment of 15 minutes (0.25 hours). Employees should use the following FMLA codes when reporting any time taken for FMLA purposes.

- FMLA Sick
- FMLA Vacation
- FMLA Compensatory
- FMLA Sick Leave Pool
- FMLA LWOP

Return to Work After FMLA Leave

Employees returning to work following an FMLA leave, are entitled to return to their job or an equivalent position, unless the District's circumstances have so changed as to make it impossible or unreasonable to do so, or the employee is unable to perform the essential functions of their position with or without a reasonable accommodation.

The District reserves the option of requiring the employee to provide a medical certification of their fitness for duty to return to work after a medical leave for their own serious health condition. Human Resources will provide a Return to Work Release Form for the employee if medical certification of their fitness for duty is necessary for them to return to work. If the form is required and not provided, the employee may not return to work until the completed form has been received by Human Resources.

Employees who will be using prescribed medication after they return to work which may make them drowsy, or may otherwise interfere with the safe operation of equipment or vehicles must disclose this to Human Resources and their supervisor before they return to work.

Please contact Human Resources for any questions regarding FMLA leave.

PREGNANCY DISABILITY LEAVE

In addition to leave under the federal FMLA described above, Washington state law provides certain leave rights in connection with pregnancy-related disability and to care for a newborn child. Regardless of whether an employee is eligible for FMLA leave, they are entitled to Pregnancy Disability leave for the period of time they are temporarily disabled because of pregnancy or childbirth. Medical certification may be required to confirm the need for leave. If the employee is eligible for FMLA leave, the Pregnancy Disability leave will run concurrently with FMLA leave. Pregnancy Disability leave is unpaid and health benefits are not automatically continued (unless the employee is also eligible for FMLA leave); however, accrued leave may be used and the employee may continue insurance coverages at their expense.

WASHINGTON FAMILY LEAVE ACT (FLA)

The Washington Family Leave Act (FLA) provides certain additional leave benefits to eligible employees. The FLA largely mirrors the FMLA, with the same eligibility standards and entitlement to 12 weeks of leave for family and medical reasons. In most situations, FLA provides the same leave entitlement as (and runs concurrently with) FMLA leave and employees should follow the procedures described above for both FMLA and FLA leave. FLA differs from FMLA leave only in the following respects:

- FLA leave does not run concurrently with any leave taken for Pregnancy Disability leave; this affords an employee up to 12 weeks of additional time off to care for the newborn child once the eligible employee has recovered from the Pregnancy Disability.
- Under the FLA (but not the FMLA), an eligible employee may be entitled to up to 12 weeks of leave to care for the employee's registered domestic partner with a serious health condition. Leave taken under FLA to care for a domestic partner will not count against the employee's FMLA entitlement.

- The FLA does not provide leave for military exigencies or for military caregivers. Where such military-related leave is taken under the FMLA, it will not count against the 12-week leave entitlement available under the FLA.
- Continuation of employer-paid health insurance is not required during FLA leave. Thus, during leave that is covered only by FLA and not FMLA, health insurance will not be automatically continued unless the employee elects continuation coverage at their expense.

PAID FAMILY MEDICAL LEAVE (PFML)

PFML is a Washington State program that offers Washington workers the opportunity to receive partial wage replacement while on leave to recover from an illness or injury, bond with a new child, for certain military connected events, or to care for a sick or injured family member. The program goes into effect on January 1, 2019 when employers will begin paying premiums. Benefits will not be payable until January 1, 2020. Qualifying employees must work at least 820 hours during the previous year.

The premium required under the new PFML program is 0.4% of an employee's wages, up to the social security cap. The employee is responsible for 63% of this premium (.252%) and the District is responsible for 37% (.148%). However, the District has elected to pay for 100% of the premium as a benefit to the employees. The Washington State Employment Security Department will administer the program. More information can be found at https://esd.wa.gov/paid-family-medical-leave/workers.

DOMESTIC VIOLENCE /SEXUAL ASSAULT LEAVE

Employees who are victims of domestic violence, sexual assault, or stalking are eligible for this leave. It is also available to employees with a family member (child, spouse, registered domestic partner, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship) who is a victim of domestic violence, sexual assault, or stalking. The leave may be taken in blocks, intermittently, or on a reduced leave schedule. The amount of leave that an employee may take is limited to a "reasonable" amount. Domestic violence/sexual assault leave is unpaid, although an employee may elect to use their accrued paid leave (e.g., vacation, sick leave, compensatory time) in connection with such leave.

Domestic Violence/Sexual Assault Leave may be taken for the following purposes:

- To seek law enforcement or legal assistance or to prepare for or participate in any legal proceeding related to domestic violence, sexual assault, or stalking;
- To seek health care treatment for physical or mental injuries from domestic violence, sexual assault, or stalking, or attend to such health care treatment for a family member;
- To obtain (or assist a family member in obtaining) services from a domestic violence shelter, rape crisis center, or other social services;
- To obtain (or assist a family member in obtaining) mental health counseling related to domestic violence, sexual assault, or stalking; or
- To participate in safety planning, to temporarily or permanently relocate, or to take other actions to increase the safety of the employee or family member relating to domestic violence, sexual assault, or stalking.

Employees should give advance notice of the intention to take leave when possible. If advance notice is not possible, employees (or their designees) must give notice of the need for this leave no later than the end of the first day the employee takes the leave. The District may require verification to support the need for the leave. Depending on the situation, verification can take the form of police reports, court documents, or the employee's own written statement of the need for the leave. Except where disclosure is authorized or required by law, the District will maintain confidentiality of all information provided by the employee in conjunction with Domestic Violence/Sexual Assault Leave.

UNPAID HOLIDAY LEAVE

Washington state law provides public employees two unpaid holidays per calendar year "for reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization." Partial days off will count as a full day. Employees may use their accrued leave (vacation or compensatory) to cover the absence.

Employees may select the specific day(s) to take as unpaid holiday after consulting with their supervisor and submitting a written request to their supervisor, with a copy to Human Resources, at least two weeks in advance. Untimely requests will only be considered if an employee can demonstrate that timely notice was not possible under the circumstances.

Requests should include the following:

- Employee's name,
- The day(s) or partial day(s) they are requesting off,
- A sufficient description of the reason for the leave so that the supervisor can determine if it is properly granted, and
- If the request is untimely, the reason why it was not possible to submit the request in a timely manner.

Employees will normally receive a written response within two days of receipt of the request. Requests may be denied if:

- It was not submitted in a timely fashion, or
- The reason for the requested leave is not appropriate under the law, or
- The employee has already exhausted their allotment of days off under the law, or
- The employee is in a public safety position, and granting the leave would result in the shift falling below necessary staffing levels, or
- Granting the request would cause an undue hardship.

VOLUNTEER FIREFIGHTER, RESERVE OFFICER, AND CIVIL AIR PATROL LEAVE

The District recognizes that employees trained in these functions may need to take leave to participate in specialized training or in response to an actual event. Washington state law prohibits employers from discharging or disciplining an employee who is a volunteer firefighter or reserve officer that takes leave related to an alarm, fire or an emergency call, or has been ordered to remain at their position by the commanding authority at the scene of the fire.

The law also applies to an employee who is a member of the Washington wing of the civil air patrol who takes leave related to an emergency service operation such as the following:

- Search and rescue missions designated by the Air Force Rescue Coordination Center.
- Disaster relief or humanitarian services, when the employee is requested by FEMA or Department of Homeland Security.

Employees who leave for these situations are required to use paid leave (vacation or compensatory) to cover the absence. If an employee doesn't have sufficient leave to cover the absence, then remaining time will need to be leave without pay. Employees are required to submit a Leave Request Form to their supervisor including the reason for leave and the length of leave requested.

HEALTH AND WELFARE BENEFITS

The District strives to provide the best, most equitable benefits for its employees, in recognition of the influence employment benefits have on their economic and personal welfare. The total cost of providing the benefit program is a significant supplement to an employee's pay and should be viewed as additional compensation.

All Commissioners, regular full-time, regular part-time, limited term, seasonal employees, and in certain cases temporary and contract employees, are benefit eligible unless otherwise stated in a particular benefit plan. Eligible employees who work less than 40 hours per week will receive benefits on a prorated basis unless otherwise required by law. Where an employee is not eligible for 100% of the health insurance benefit, the unpaid portion of the premium must be paid by the employee. Insurance coverage begins the 1st of the month following or coinciding with the date of hire and ends on the last day of the month in which an employee terminates.

The District reserves the right to design benefit plan provisions and to add, eliminate, or in other ways modify any discretionary benefits when it is deemed in the District's best interest to do so. Employees receive a summary plan description upon eligibility and enrollment. District Insurance Plans run from January through December with annual enrollment in November. All employees must participate in the dental plan; coverage cannot be waived.

Employees should notify Human Resources about any changes in status (divorce, death, residence, etc.) no later than 60 days after the date of the qualifying event. Employees are responsible for any charges the District incurs due to late reporting of a qualifying event.

INSURANCE PLANS

The District currently offers its employees the same benefit package that the State of Washington employees receive. The Health Care Authority (HCA) and Public Employees Benefit Board (PEBB) administer the group insurance plans, offering multiple plans at varying premium rates. Plan changes are implemented by PEBB or its carriers. Benefit information contained in this handbook is only a brief summary. For more detailed plan information, please review the Plan documents, which are the governing documents in the event of inconsistency between the Plan document and the handbook. Plan documents can be found in the library and online at www.hca.wa.gov.

The benefit package includes Medical, Dental, Vision, Life, Accidental Death & Dismemberment (AD&D), and Long-Term Disability (LTD) insurance plans. These plans cover employees, employee's spouse or domestic partner, and employee's dependents.

Medical, Dental, & Vision

The current health plan has five medical/vision plans and two dental plans for employees to choose from. The District currently contributes 100% of the monthly premium for employees and family for most plans. Employees who elect a plan with a monthly premium in excess of the premium charged for the "full-family" under the Uniform Medical Plan, are responsible for the difference and can pay their premium portion on a pre-tax basis.

Life Insurance and Long-Term Disability (LTD)

The District offers a Life and Accidental Death and Dismemberment (AD&D) insurance plan and a Long-Term Disability (LTD) plan to eligible employees. The District pays 100% of the premium for basic plan coverage. Employees may purchase additional coverage for themselves and eligible family members.

In addition to the above package, employees can purchase optional insurance plans offered through PEBB and other carriers.

Flexible Spending Account (FSA)

The District offers an Internal Revenue Code (IRC) Section 125 flexible spending account. The Plan allows employees to set aside money from each paycheck – before taxes – to pay out-of-pocket expenses such as medical, dental, and vision deductibles and copays, daycare, and any other allowable expenses up to the limits allowed under Section 125. The full amount an employee elects to contribute for the calendar year is available on the first day of the plan year.

Navia Benefit Solutions will be administering this plan for the District. To be properly reimbursed, participants must incur an eligible expense during the plan year and seek reimbursement by the specified deadline stated in the Plan. Participants may carryover up to $500 of unused contributions into the following plan year. Employees are encouraged to visit Navia Benefit Solutions at www.naviabenefits.com for specific plan information.

Employees should notify Human Resources about any changes in status (divorce, death, residence, etc.) no later than 60 days after the date of the qualifying event. Employees are responsible for any charges the District incurs due to late reporting of a qualifying event.

Please contact Human Resources for further information about these benefit plans.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

COBRA provides employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the District's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; or a dependent child no longer meets eligibility requirements. In order for the District to provide the appropriate notices, it is important for employees to notify Human Resources of any change in status.

Employees or beneficiaries pay the full cost of health coverage at the District's group rate plus an administrative fee. The HCA provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the District's health insurance plan. The notice contains important information about the employee's rights and obligations. For more information, employees should contact the Washington State Health Care Authority or Human Resources. www.hca.wa.gov/pebb/Pages/index.aspx

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

It is the Districts policy to ensure that employee medical information is kept strictly confidential.

PHI is information that is created or received by the District Health Plan and relates to the past, present, or future physical or mental health or condition of a participant; or the past, present, or future payment for the provision of health care to a participant; and that identifies the participant or for which there is a reasonable basis to believe the information can be used to identify the participant. Protected health information includes information of persons living or deceased. Access, use, and disclosure of PHI are subject to HIPAA.

RETIREMENT PLANNING

Public Employees' Retirement System (PERS)

The District is a member of the Washington Public Employees Retirement System (PERS). All regular full-time and some part-time employees (subject to position) are covered under PERS. Employees have two plan options to choose from within the first 90 days of employment. Should an employee not designate a plan within the 90 days, they will be placed into PERS Plan 3, the retirement default plan.

Both the District and the employee are required to pay a percentage of the employee's wage into a defined contribution or defined benefit plan. Benefit levels and contribution rates are set by the State of Washington and are subject to change. Vesting information for PERS plans can be found in the Plan Choice Member Handbook available at www.drs.wa.gov.

Deferred Compensation

The District offers a Deferred Compensation Plan, a 457(b)-retirement plan (Plan), to its employees. The Plan allows employees to set aside compensation on a tax-deferred basis for retirement; contributions are subject to annual IRS deferral limits. Participation is voluntary and may be started and stopped at any time within the IRS guidelines. Employees have a variety of investment options and are 100% vested on plan entry date. Employees are eligible the first of the month following or coinciding with their date of hire and may stop, start, or change their deferral or investment elections at any time.

District Match

The District offers a matching contribution as follows:

Non-Exempt Employee Match

Effective July 1, 2015, the District will match 100% of an employee's contribution up to 2% of the non-exempt employee's annual regular salary as defined by the Plan.

Exempt Employee Match

The District will match 100% of an employee's contribution up to 4% of the employee's annual compensation as defined by the Plan.

Employees interested in enrolling should contact Human Resources.

L&I WORKERS' COMPENSATION INSURANCE

All employees are covered by, and contribute to the State of Washington Workers' Compensation Program. This insurance covers employees when on-the-job injuries or job-related occupational illnesses occur. For qualifying cases, Workers' Compensation will provide partial wage replacement to the employee for workday's lost and medical costs due to job related injuries or illnesses. Both the District and its employees are required by law to make contributions to Washington State Department of Labor and Industries (L&I) for industrial insurance based on job classification and the number of hours worked. Current contribution rates for the District and its employees is set by the State of Washington. Employees pay $0.01 per hour worked of the employee's share of the L&I premium and the District pays the remainder.

Reporting Workplace Injuries

Employees are required to immediately report workplace injuries to their supervisor and the Safety & Water Quality Officer. An Employee Accident/Incident Report must be completed for any work-related injury. If an employee seeks medical attention or is absent for one or more days due to an on-the-job accident, they are required to file a Labor & Industries claim for Workers' Compensation.

Employees have a duty to report hazardous conditions and "near miss" incidents to their supervisors before injuries result.

Reporting L&I Time

Employees who seek medical attention during work hours on the same day of the injury will not be required to use accrued leave to cover time loss. Time spent seeking medical evaluation/treatment is logged under the employee's Department "General" time code. If the employee receives medical attention and is released to return to work with time still remaining of the regular work shift, the employee is required to return to work or use paid leave to cover the remainder of the time loss for that day.

Any time loss on subsequent day(s) following the injury will need to be logged using accrued leave. Employees must use the following L&I codes when reporting any time loss due to an L&I claim.

- L&I Sick
- L&I Vacation
- L&I Compensatory
- L&I LWOP

These codes must be used for all time missed due to a work-related L&I illness including time off for doctor appointments for treatment of injury.

Time Loss Compensation

Once an employee's claim is accepted, their medical care and time loss compensation will be paid according to state statute. Time loss compensation in the event of a work related injury or illness usually requires an absence from work that exceeds three consecutive work days. If the time loss compensation does not fully compensate the employee for their normal salary or hourly earnings, that employee has the option of using accrued sick, vacation, or compensatory leave to offset any gap between the L&I wage payment and their regular rate of pay. For example, if an employee receives 65% wage payment through L&I, the employee may use 35% deduction from their leave bank accruals to total 100% of their time loss compensation. Leave benefits continue to accrue in proportion to the time paid by the District (vacation, sick or compensatory). Leave accruals will be prorated for any period of unpaid absence in excess of three days once leave accruals have been completely exhausted.

An employee who is eligible for sick leave benefits as well as worker's compensation benefits is only entitled to payments which equal, but do not exceed, their regular rate of pay. If an employee who has been compensated by sick leave benefits for time loss later qualifies for worker's compensation benefits, the employee must reimburse the District for compensation earned in excess of their regular wages. The employee must notify the District of any compensation received from L&I where the employee receives wage loss benefits for the same period of time they collected sick leave benefits, and must reimburse the District within 30 days, for the full amount of any compensation over the amount of the employee's regular salary. That compensation will be used to credit the employee's sick or vacation leave balance based on the hourly equivalent of the employee's rate of pay. Any failure to reimburse the District for excess compensation over the employee's regular rate of pay within the time provided may result in disciplinary action, up to and including termination.

L&I Return to Work Release

When an employee has been injured on-the-job, it may be necessary to verify they are able to return to work. Verification is needed to determine what limitations, if any, apply to the employee's ability to perform the essential functions of their job duties and to make certain the employee can safely perform all job functions.

Prior to the employee's return to work, a completed, District provided Return to Work Release Form is required from the healthcare service provider treating the employee. If the employee returns to work in a temporary limited capacity, then a Temporary Job Description must be completed and signed off by the employee's healthcare provider. The District will attempt to make temporary reasonable accommodations based on schedule, available work, and nature of the employee's capacity to perform the duties as specified within a Temporary Job Description – see Appendix I.

Worker's Compensation and Health Care Benefits

The District will continue to pay the employer's portion of health insurance premiums, provided that the employee continues to pay their share of premiums, if any. After six months, if the employee has not returned to work and further leave has been approved, the employee's health care benefits must be paid in full by the employee for ongoing coverage via COBRA, or the employee may elect coverage under a different plan (such as their spouse's plan). For additional information contact Human Resources.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

An Employee Assistance Program (EAP) is an employer-paid benefit that provides short-term counseling for both personal and work-related issues. The District has contracted with Magellan Healthcare to provide these services to its employees.

All active employees and the members of their household of any age, including domestic partners, elderly parents, stepchildren, and others such as children in college who may be out of state, may use the EAP services.

The EAP provides a full range of counseling and referral services for individual, family and marital concerns, stress and job-related matters, child and domestic abuse, and legal and financial issues. This benefit is available 24 hours a day, 7 days a week.

Employees may contact Magellan directly at 1-800-424-4039 or visit www.magellanascend.com for more information.

WORKOUT FACILITY

In an effort to promote the health and well-being of its employees, Commissioners, and their families, the District provides exercise equipment at its headquarters.

Rules of Use

Employees and family members wishing to use the workout facility must sign a Waiver, Release and Assumption of Risk Form (parental permission needed for children under 18) and provide it to Human Resources for placement in the employee's personnel file. Employees are defined as:

- A current District employee, Commissioner, or a retired employee invited to use the facilities by the Board of Commissioners.
- An adult family member – defined as a current spouse or registered domestic partner, or an adult (over 21) child of a current NUD employee or Commissioner, living in the same household.
- For safety reasons, a child under age 21 but over age 16, of a current District employee, current spouse or registered domestic partner, or Commissioner, can use the equipment only when accompanied by the NUD employee or Commissioner.

To be eligible to use the facility, the following conditions must be met.

(a). Adult family members may use the facilities unescorted during non-peak hours. When using the facilities during business hours, the adult family member must call the front desk (extension 100) when they arrive and prior to leaving the facility (for safety reasons).

(b). Peak hours are defined as 6:00-8:00 a.m., 11:00 a.m. – 2:00 p.m. and 4:00 p.m. – 6:00 p.m.

(c). Prior to using the exercise equipment, employees should make themselves knowledgeable of its proper use.

(d). Employees may use the facilities during unpaid time: before work, during a meal break, after work, or on weekends.

(e). All weights placed on the equipment must be removed and returned to the proper location on the rack after using them.

(f). Users must wipe clean all equipment and surfaces after each use.

(g). Clean shirts, shorts, sweats, or pants are to be worn in the exercise room.

(h). No work boots are allowed in the exercise room. Tennis shoes or other appropriate athletic shoes must be worn.

(i). No food or drink (other than water) is allowed in the exercise room.

(j). No horseplay or scuffling.

(k). Report all damaged equipment to the shop.

Employees who wish to access the workout facility after-hours will need to use both their building access card and security alarm code. Non-employees who wish to access the workout facility without being accompanied by a District employee, should contact the Operations Director to acquire a building access card and security code.

EMPLOYEE DEVELOPMENT

The District's most valuable resource is its employees. Continuing education and job-related training is a benefit to the District, its ratepayers, and its employees. Employees are encouraged to participate in workshops, seminars, conferences, classes, and other learning opportunities to improve their job-related skills. The District supports these programs to the extent the budget allows. For tracking purposes, all training and reimbursement requests should go through the employee responsible for coordinating training, generally referred to as "Training Coordinator" in this handbook unless otherwise specified. ("Training Coordinator" is not a position title for employment purposes.) Currently, the Training Coordinator function is provided by Human Resources. The Training Coordinator is the person authorized to register employees for training classes and tests.

TUITION ASSISTANCE

Regular full-time employees who have completed their introductory period and are not on a leave of absence, are eligible for participation in this program. The District may reimburse expenses up to $15,000.00 incurred by an employee, with satisfactory job performance, for continuing education through an accredited program that leads to a degree related to the employee's current job duties or a foreseeable future position with the District. The District reserves the sole discretion to determine course eligibility. Reimbursement requests may include tuition for up to two classes per quarter or semester. Classes are to be taken on the employee's own time and employees must pass the class or course with a GPA of 2.5 or better. Expenses must be validated by receipts; a copy of the transcript of the final grade(s) must be presented to show class hours received.

Procedures

To receive tuition assistance and reimbursement, employees should follow the procedures listed below.

- Employees should provide their supervisor with backup information about the course for which they would like to receive educational assistance.
- The pre-approval section of the Educational Assistance Form should be completed and all the appropriate signatures obtained prior to enrolling.
- A copy of the pre-approved form should be submitted to Human Resources for the employee's personnel file. The employee will maintain the original until the course is completed. The employee may now enroll in the course.
- After completion of the class, the employee should resubmit the original form to Human Resources with the reimbursement section completed and attach receipts and a transcript of the passing grade.
- Human Resources will coordinate the reimbursement with payroll.

Class attendance is not an acceptable excuse for poor work performance and may prevent reimbursement on future course work. The District invests in educational assistance to its employees with the expectation that the investment be returned through enhanced job performance.

Should an employee voluntarily separate from employment within 12 months of the last educational reimbursement, the amount of the reimbursement for the prior 12 months will be considered a loan and the employee will be required to repay 100% of the original educational reimbursements paid to them during the 12 months preceding their departure.

CONTINUING EDUCATION AND TRAINING

The District will pay for ongoing job-related training such as conferences, workshops, seminars, and continuing education to retain certifications or designations for its employees. Training requests should be business related, pre-approved by the General Manager, and are subject to budget availability. Employee training events should relate to the employee's current position or are a requirement to maintain professional certifications and licenses. Employees should document what was learned at the event and be prepared to share this information with others upon their return.

An approved Training Request Form should be given to the Training Coordinator for registration and payment. A copy of certificates received from job-related training events should be given to the Training Coordinator.

CERTIFICATIONS AND LICENSES

The District is committed to maintaining the quality of its services through the continued professional growth of its employees. Many positions require minimum certifications. Required certifications, licenses, or professional designations are contained within an employee's job description along with any other requirements for their position. If an employee lets a required certification or license lapse, they may be demoted or terminated after extenuating circumstances, if any, are considered.

The District will pay for the required applicable study programs, testing fees, licenses, professional designations, and certifications once. If an employee fails in the initial attempt to obtain a credential, any subsequent attempts and associated costs will be the employee's responsibility. Once the employee passes the test, they may submit a reimbursement request for the associated fees along with proper documentation.

The District will pay program costs for employees to obtain their CDL Class A when it is a requirement of their position. The District will also pay for the employee's initial physical examination, drug screen, skills and knowledge tests, permit, license, and endorsements on paid time. The District will pay for physical examinations at a medical facility with which the District contracts for CDL physicals. Employees who choose to use another FMCSA certified medical examiner for their CDL physical are responsible for fees exceeding the District's preferred provider cost. Employees will be reimbursed for CDL license renewal fees above their regular license fee. Renewals are obtained on unpaid time.

A copy of certifications and licenses received should be given to the Training Coordinator.

PROFESSIONAL ASSOCIATIONS AND SERVICE ORGANIZATIONS

With prior approval by the General Manager, the District may pay annual dues for District employees who are affiliated members of professional associations or service organizations that pertain to the main function of their position within the District. Unless specifically approved by the General Manager, the

District will not pay for individual membership in addition to District membership. Invoices for annual dues should be approved by the employee's supervisor and submitted to the Training Coordinator for payment.

PROFESSIONAL LICENSE FEES

The District will pay for professional licenses and certifications for District employees who carry a Washington state professional license or certification if the employee's position description requires such license or certification, the license is required by law, or if the expense is in the best business interests of the District as determined by the General Manager. Invoices for professional license fees should be approved by the employee's supervisor and submitted to the Training Coordinator for payment.

TOOLS AND EQUIPMENT TRAINING

Operations field employees work with many tools and equipment, ranging from small hand tools to large excavation equipment. Tools and equipment require varying degrees of training and expertise to use correctly and safely. Employees may not use or operate tools and equipment until they have been trained and approved to do so.

Most tools and equipment require only a short orientation or training period. This training is given by more experienced workers as authorized and monitored by Operations Leads or the Utility Supervisor. Training and demonstration of more complicated equipment is given by assigned staff members or vendors as the equipment is introduced into the work environment.

Some District equipment is considered "high risk" and requires practice time to achieve competency for safe operation. Before operating these types of equipment for work, employees must be evaluated by the Utility Supervisor.

During voluntary practice time, employees may <u>not</u> perform any productive work that benefits the District. Employees may not practice with the District equipment off District premises without the explicit approval of the M&O Director.

EMPLOYEE EXPENSE REIMBURSEMENT

EMPLOYEE TRAVEL

To ensure Commissioners and employees further their knowledge and/or expertise related to the operations of water and sewer systems, the District budgets annually for training. Subject to budget, the following annual travel limits may not be exceeded without Board approval:

- One National (US or Canada) event
- Six Regional training or meetings (OR, CA, ID, NV, MT, WY, UT, CO, AZ, NW, & British Columbia)
- Unlimited local training events within the state of Washington

Local training opportunities should be considered first for economic reasons. General Manager's approval is required when out-of-town training is necessary.

To obtain approval for job related training, employees should submit a completed Training Request Form, with appropriate backup and supervisor approval, to the Training Coordinator for registration.

GUIDELINES FOR OUT-OF-AREA TRAVEL

The District obtains corporate discount rates for accommodations whenever possible. Economy class and/or public transportation, when available, is to be used for all transportation. Employees may pay for or use personal miles accumulated to purchase flight upgrades, however the District will not reimburse employees for any of these upgrade-related fees or expenditures. On occasion, Management Team members attending a conference may be invited by a vendor to attend a vendor sponsored event. This is considered networking with business related benefits and local travel charges (e.g., cab, bus, etc.) will be reimbursed by the District.

Employees flying to an event are expected to secure their reservations as soon as possible once travel has been approved. Employees are also expected to secure lodging as close to the event as possible to minimize local transportation costs. If the conference or event provides a meal, employees who choose to go out for a meal elsewhere will not be reimbursed for the costs incurred. The same guideline applies to meals provided by a third party. This provision does not apply to the General Manager, Directors or Commissioners due to the need for political lobbying or networking discussions with other municipal agencies during conferences.

The District strongly encourages employees to use a District vehicle or public transportation for local and regional travel whenever possible. There are occasions when it is beneficial for employees to use their personal vehicle for business purposes (i.e., a training is five miles from their house but 30 miles from the District). Supervisor's approval is required for these situations. Employees driving their personal vehicle are required to keep a detailed record of the odometer readings, time, date, purpose, and destination (see Required Documentation).

Employees attending an overnight business-related event and intending to conduct any sort of personal related activities after the event are required to use their own vehicle. Reimbursed mileage will be allowed only for travel between the employee's home or the office, whichever is closer, and back. No

personal travel will be reimbursed. This travel arrangement requires advanced approval by the employee's supervisor.

The District pays the current IRS standard mileage allowance approved for federal income tax reporting purposes for employees who use their private vehicles for approved business travel. The standard mileage rate considers and includes almost all the operating and fixed costs of the vehicle, such as purchase, maintenance and repair, tires, gas, oil, insurance, and license and registration fees. Parking fees will be reimbursed only if a receipt is submitted. When there is a choice between free and valet parking, the free parking option should be chosen when appropriate.

Insurance industry practices dictate that auto liability coverage follows the automobile. Therefore, the employee's personal auto insurance would be considered the primary carrier with no reimbursement from the District.

The District provides overnight lodging at training event sites located at least 50 miles from the employee's home or the office, whichever is closer, or during periods of inclement weather conditions upon approval by the employee's Director or the General Manager. If the event is less than 50 miles away from the employee's home or the office, whichever is closer, and the employee has officiating responsibility and/or specific timely attendance requirements, lodging may be reimbursed upon prior approval from the General Manager. If the class or conference is at a location more than 300 miles from the District office and the event ends at or after noon, the District will reimburse employees for an additional night stay, with prior approval from the General Manager.

For rental car reimbursements, employees must be unable to stay at the host facility due to no vacancies or personal physical limitations and require preapproval from the General Manager. Approvals are generally granted for a rental car if the total rental cost is less than or equal to the total costs of airport shuttles to and from the event site and hotel.

The District will issue a travel check to cover all anticipated expenses if requested. Employees are required to submit an approved Estimated Expense Form before issuance of a travel advance check. Employees are required to prepare and submit an expense report to the Finance Director within 10 days of their return from a business trip. The District deducts advances and payments from the total expenditures claimed. Advances exceeding submitted expenses are required to be paid back to the District at this time.

<u>Non-Reimbursable Items</u>:

(a). Alcoholic beverages

(b). Costs associated with anyone other than the employee traveling to an event. Should an employee bring their spouse on an overnight trip, any costs associated with the spouse will not be reimbursed (e.g., all travel costs, meals, per diem).

(c). Anything not business related incurred while traveling, including, but not limited to:

- Entertainment or recreation of any sort
- Side trips for personal pleasure
- Room service (unless counted as a reimbursable meal)

ACTUAL EXPENDITURES VS. PER DIEM

The District allows out-of-area travel reimbursements to be made based on either actual expenditures or per diem based on federal General Services Administration (GSA) guidelines. Either of these two methods may be used at any time during the event for which employees are requesting reimbursement. Employees should complete an Expense Reimbursement Form and submit it to the Finance Director for processing.

Actual Expenditures

Actual expenditures are to be reasonable in amount and be supported by electronically produced detailed receipts for the purchase. If there is a question about the reasonableness of the reimbursement request, the General Manager will make the final determination.

Meals

The details on the receipt for meals must show how many persons were served and the details of each charge (meals, drinks, etc.) If electronically produced receipts are not available, employees are required to provide handwritten receipts for their meals. These receipts should contain the name, address, phone number of the establishment, the date of the meal, and a description of the item(s) purchased. When one employee pays for other employees in a group, a list of names of all employees whose meals were paid for is required. Employees may include a gratuity of no more than 15% for restaurant meals or $2, whichever is more.

Lodging

Receipts for lodging must include all details provided by the hotel upon checking out. Reimbursement will be delayed until this detail is provided.

Other Travel Related Costs Incurred

All receipts submitted for travel related reimbursement must include the date, time, amount, vendor name and the employee must document the business purpose.

Per Diem

Per diem rates used by the District are published by the GSA. These rates vary by city and can be found at www.gsa.gov/portal/category/100120. The purpose of using per diem is to make it easier on employees with regard to record keeping. It is not meant for the employee to profit from travel/training activities. Employees are not required to submit receipts for reimbursements covering actual expenditures up to the per diem amount.

GSA recommendations call for 75% of per diem to be paid on days of travel. The District does not follow this recommendation.

Standard per diem reimbursement rates **for meals, lodging and incidental expenditures** are location-dependent; check the GSA for the applicable reimbursement rate:

Standard Meal Rate

The standard meal rate includes sales tax and gratuities, so additional amounts for these items cannot be claimed for reimbursement.

Standard Lodging Rate

The per diem rate for lodging **does not** include sales and hospitality taxes. As such, those amounts can be added to the standard rate for reimbursement.

Standard Incidental Expenditures Rate

This amount is $5 per day, including travel days.

Although not included in the GSA guidelines, the District also chooses to reimburse employees for the following, provided the expenditures are actually made.

- $5 per night spent in a hotel for purposes of hotel staff gratuities (the maximum amount of reimbursement is $5 for each day charged for lodging)
- $5 each on the day of arrival and departure ($10 maximum) for purposes of hotel or airport porter staff gratuities

Required Documentation

In order for employees to be reimbursed for any expenditure they make while traveling to a professional event, the following documentation must be submitted. A good rule of thumb is, if the employee is asking for a reimbursement for anything other than per diem items, a detailed receipt will be required.

(1) Documentation from the event sponsors showing details of the training must include:

- Name of the sponsoring organization
- Dates, times, and place of the event
- Itineraries/agendas showing the business purpose of the event
- Meals provided by the host of the event
- Event fee receipts (if not paid for in advance)
- Name tag or other means of documentation showing that registration took place and the event was actually attended

(2) Mode of transportation receipts (air, train, etc.):

- Must show flight numbers, dates, times, and costs
- Receipts for excess baggage costs

(3) Car rental and related receipts:

- Reason for the rental (e.g., cheaper than air shuttle, hotel is not within walking distance of the event site)
- Must show dates of pick up and return
- Fuel receipts

(4) Detailed receipts for lodging and meals, if not using the per diem reimbursement rates:

- Credit card receipts for meals must include both the receipt for the credit card charge as well as the detailed receipt showing the actual meals and beverages purchased

(5) Mileage reimbursements when using personal vehicle:

- Beginning and ending odometer readings at each stop, or
- Print out from Google Maps (www.google.com/maps or MapQuest (www.mapquest.com) showing the route traveled

(6) Parking receipts (metered parking as well as parking charges assessed by hotels)

Reimbursement requests for expenditures not listed above must be approved by the General Manager. A detailed receipt and information about the expenditure is required.

Exceptions to Detailed Receipt Requirements

The following reimbursements will be made to employees without detailed supporting documentation, if paid. These reimbursements are not automatic and will be made only if the expenditure is made and reimbursement requested by the employee:

- $5 per day away from home for incidental expenditures (newspapers, toiletries, etc.) with travel days included.
- $5 per night spent in a hotel for purposes of hotel staff gratuities (the maximum amount of reimbursement is $5 for each day charged for lodging).
- $5 each on the day of arrival and departure ($10 maximum) for purposes of hotel or airport porter staff gratuities.

ATTENDANCE AND TRAVEL TIME FOR TRAINING

When employees are registered to attend a training session, workshop, conference, seminar, etc., the District expects employees to attend all sessions and stay for the duration of the lecture. For the purpose of this section, the training session is defined as actual in-class lecture time. Time for questions or discussion after class are not included.

The District pays commuting mileage from and to the point of origin. Employees are required to attend the complete day of training. When attending a workshop or seminar with other employees, the attendees should attend different classes where appropriate, so that all classes of benefit to the District are covered. If there are any questions on how to do this, employees should discuss them with their supervisor before attending.

Employees dismissed early from a training class are required to report to work unless the travel time leaves them with less than 15 minutes of work time upon arrival at the job site. When attending a class with other District employees, the most senior person in the group will make that decision.

Employees who attend training agree to modify their workday to match the training schedule. For example, an employee who normally works 7:30 a.m. to 4:00 p.m. and is scheduled to attend a conference scheduled 8:30 a.m. to 5:00 p.m. The employee's work hours for that day are 8:30 a.m. to 5:00 p.m.

Time spent traveling for work-related purposes, not including the employee's normal commute, is considered compensable time. The allowable in-class and commute time will be verified through the seminar agenda and mapping websites.

PER DIEM REIMBURSEMENTS FOR TRAVEL DAYS

The District reimburses employees for meals on days of travel dependent upon outbound and inbound trips.

> Outbound Trips are defined as the time of day the employee would reasonably have to leave their home or the District offices in order to arrive at their event destination in a timely manner.
>
> Inbound Trips are defined as the time of day the employee would reasonably arrive back at their home or the District offices, upon the scheduled conclusion of the event.

The District will not reimburse meals on travel days when an employee has departed early or stayed late to accommodate personal activities.

The charts below show which meal the District will reimburse the travelling employee for during inbound and outbound trips.

Departure & Arrival Time	12:00 a.m. - 7:30 a.m.	7:31 a.m. – 1:00 p.m.	1:01 p.m. – 7:30 p.m.	7:31 p.m. - 12:00 a.m.	12:00 a.m. - 7:30 a.m.	7:31 a.m. – 1:00 p.m.	1:01 p.m. – 7:30 p.m.	7:31 p.m. - 12:00 a.m.
Meals:	**Outbound (leaving home or office)**				**Inbound (returning home or office)**			
Breakfast	YES	NO	NO	NO	NO	YES	YES	YES
Lunch	YES	YES	NO	NO	NO	NO	YES	YES
Dinner	YES	YES	YES	NO	NO	NO	NO	YES

EXAMPLE:

Current recommendations for air travel include arriving at the airport 2 hours prior to the scheduled departure of the flight. An employee scheduled to leave on an 11:00 a.m. flight can reasonably expect to leave home at 8:00 a.m. for the hour-long commute to Seattle-Tacoma Airport, in order to arrive by 9:00 a.m. In this case, since the employee does not have to reasonably leave home until 8:00 a.m., they will not be allowed to claim the breakfast per diem even if they choose to leave earlier to give themselves plenty of time to arrive early. A useful tool to use to determine travel times is Google Maps (www.google.com/maps), which shows traffic impacts on chosen routes.

MEALS FOR OVERTIME WORK AND LOCAL TRAINING CLASSES

The District reimburses employees for a meal with an overtime assignment if it is unplanned and disrupts their daily schedule. Employees are eligible for the overtime meal per diem if:

- The employee works more than three consecutive overtime hours contiguous to the normal work day on an emergency callout basis, or
- The employee works more than five consecutive hours on an emergency callout basis, not contiguous to the normal workday.

The District also reimburses employees when they attend a full day training class that is not on District property and lunch is not included with the registration.

Employees should submit a completed Meal Reimbursement Form to Payroll for processing. Reimbursements are made at the month end payroll following submission of this form. The IRS has ruled that reimbursements for local meals are taxable for federal income tax reporting purposes.

If the situation is an emergency, one person may go out and purchase food for all of the workers involved. In situations such as this, the reimbursement shall be made to the employee who purchased the meals, and other employees will not be reimbursed. The employee requesting reimbursement shall fill out a petty cash check request form, attach all copies of the purchase receipts, obtain their Director's authorizing signature and turn it in to the Finance Director. If a purchased meal is provided, the employee is not entitled to per diem meal reimbursement.

MEETING REFRESHMENTS

The District may provide meals, coffee, and light refreshments for training sessions that are hosted at the District office when staff members are required to attend. Such hosting must be pre-approved by the General Manager.

OTHER REIMBURSABLE EXPENSES

Employees may be reimbursed for other receipted expenses incurred on behalf of the District with General Manager's approval. The District reimburses its employees for all reasonable expenses such as mileage, meeting fees and lunches for business meetings, including meetings with King County Department of Natural Resources, the Seattle Public Utilities, the Washington Finance Officers Association, trade associations, and other pre-approved meetings to discuss District business and/or professional association topics. Employees should identify the purpose of the meeting for each receipt. If the employee is paying for meals for other individuals as well, they should name these individual(s) on each receipt.

INVENTORY AND PURCHASING

All procurement of materials, supplies, equipment and services shall conform to the District's Procurement Policy Purchasing Guidelines. Authorization and purchasing limits are identified by position and established by resolution as determined and approved by the Board of Commissioners and are included in the policy.

APPENDIX A – 2019 SALARY RANGES

2019 NUD Salary Ranges (Includes 3.3% COLA)				
Position Title	Grade	Min.	Mid.	Max.
Administrative Specialist (Finance)	9.0	$3,749	$4,387	$5,026
Receptionist (Finance)	9.0	$3,749	$4,387	$5,026
Maintenance Aide	9.0	$3,749	$4,387	$5,026
Administrative Specialist-Senior (Finance)	10.5	$4,154	$4,860	$5,566
Administrative Specialist-(Engineering)	11.0	$4,293	$5,023	$5,752
Engineering Technician	12.0	$4,593	$5,374	$6,156
Facilities Maintenance Worker	12.0	$4,593	$5,374	$6,156
Fleet Mechanic	12.0	$4,593	$5,374	$6,156
Utility Worker	12.0	$4,593	$5,374	$6,156
Administrative Specialist-Lead (Finance)	13.0	$4,917	$5,753	$6,589
Executive Assistant (HR)	13.0	$4,917	$5,753	$6,589
Communications Support Specialist	13.0	$4,917	$5,753	$6,589
Executive Assistant (Board)	13.0	$4,917	$5,753	$6,589
Inventory & Purchasing Specialist	13.0	$4,917	$5,753	$6,589
Facilities Maintenance Technician	13.0	$4,917	$5,753	$6,589
IT Technician	13.0	$4,917	$5,753	$6,589
Utility Worker-Senior	13.0	$4,917	$5,753	$6,589
M&O Analyst/Dispatcher	13.5	$5,089	$5,954	$6,819
Permit Technician	13.5	$5,089	$5,954	$6,819
Engineering Inspector	14.0	$5,259	$6,153	$7,047
Fleet Mechanic-Senior	14.0	$5,259	$6,153	$7,047
Safety & Water/Wastewater Quality Coord.	14.0	$5,259	$6,153	$7,047
Utility Worker-Acting Lead	14.0	$5,259	$6,153	$7,047
Accountant	14.5	$5,443	$6,368	$7,293
Fleet Mechanic-Lead	15.0	$5,627	$6,582	$7,537
IT Specialist-GIS	15.0	$5,627	$6,582	$7,537
Utility Worker-Lead	15.0	$5,627	$6,582	$7,537
Engineering Inspector-Senior	15.0	$5,627	$6,582	$7,537
SCADA System Specialist	16.0	$6,020	$7,044	$8,068
IT Engineer	16.5	$6,231	$7,291	$8,351
Engineer	17.0	$6,441	$7,537	$8,633
Fleet & Facilities Supervisor	18.0	$6,894	$8,066	$9,238
Utility Supervisor	18.0	$6,894	$8,066	$9,238
IT Engineer-Senior	18.5	$7,136	$8,349	$9,563
Engineer-Senior	19.0	$7,376	$8,631	$9,886
IT Engineer-Lead	19.0	$7,376	$8,631	$9,886
Engineering Supervisor	20.0	$7,891	$9,233	$10,576
Utility Superintendent	20.0	$7,891	$9,233	$10,576
Acting M&O Director	21.0	$8,444	$9,881	$11,318
IT Director	21.0	$8,444	$9,881	$11,318
Assistant General Manager	23.0	$9,668	$11,312	$12,957
Engineering Director	23.0	$9,668	$11,312	$12,957
Finance Director	23.0	$9,668	$11,312	$12,957
M&O Director	23.0	$9,668	$11,312	$12,957

APPENDIX B - EMPLOYEE RECOGNITION PROGRAM

The District has established a recognition program to acknowledge and formally recognize the extraordinary contributions, exemplary performance, and continuous service of its employees to the customers of the District. The goal of the STAR (Special Thanks and Recognition) program is to foster teamwork and to promote employee morale and pride District-wide. For the most part, the amount for each award type is budgeted annually in the District Operating Budget. Those awards which are not budgeted, are spelled out in this appendix.

PROGRAM DESCRIPTION

STAR Award

This program is intended for employees to recognize one another for their contributions towards the betterment of the District throughout the year. All employees are eligible to make and receive STAR awards; however, the General Manager is not eligible to receive one. Awarding employee should complete an Employee Recognition Form and give to their Director or the General Manager for approval. Each Director has an allocated budget based on three awards per employee within their department. There is no maximum number of awards an employee may receive.

After June 30th, subject to Director's approval, the remaining budget may be used by employees who wish to make additional awards. STAR Awards are typically given out at monthly staff meetings with the reason for the award being read out loud by the awarding employee or their Director. The award amounts are specifically approved by the Board in the annual budget for the STAR Awards.

Summer BBQs & Summer Picnic

These events are designed to recognize District employees for their commitment and contributions towards the smooth operation of the District.

During the months of May through September, each Director and the General Manager takes a turn hosting a monthly BBQ as the managing "Host." Random teams from all departments are drawn and assigned to each Host. BBQ events occur during the work week and run from 11:30 a.m. to 1:30 p.m. to ensure all employees can participate during their normal meal break. Team members are paid to organize, set up, prepare, and clean-up for each event. Based on staff feedback, the Management Team will decide if there will be one summer picnic or multiple BBQs. The annual budget for the Summer BBQs or Summer Picnic will be approved by the Board as a part of the overall operating budget.

STAR Awards Event

The STAR Awards Event is held yearly in December. The purpose of the event is to present the All Star Service Awards for the current year. Miscellaneous low-cost awards and gifts are given to staff and related attendees (e.g., dessert contest, ping pong and dart tournaments, gifts for the children, etc.). Attendance at the event is on paid time. There is an annual budget for the Star Awards Event.

Halloween Potluck

A Halloween potluck and voluntary costume competition is hosted during the lunch break to improve employee relations. The District may provide drinks, decorations, and one meat dish within the budget amount. Employees are asked to contribute a food item. There is an annual budget for the Halloween Potluck.

Employee Appreciation Breakfast

Each spring the Commissioners and Management Team plan, organize, and serve a cooked or catered breakfast for all employees to show their appreciation and discuss the goals for the current year. Attendance at the breakfast is on paid time. There is an annual budget for the Employee Appreciation Breakfast.

All Star Service Awards

Recipients are selected from all previous STAR award recipients identified throughout the calendar year and from new nominations. All Star Service Awards are given in recognition of deeds, conduct or work performance, above and beyond the expectations of the respective position, towards the betterment of the District. Awards are given for contributions such as substantiated savings, avoidance of major potential problems, improvement of work process or conduct that resulted in the:

(a) Improvement of work relationships (e.g., squashing rumors, mediating disputes between co-workers, or facilitation of process between work groups).

(b) Growth and development of more junior co-worker(s).

All employees are eligible to receive the award with the exception of the Directors and the General Manager. Nominations may be made by all employees with the exception of the General Manager. There is an annual budget for the All Star Service Awards.

Years of Service Awards

All employees are eligible for this award based on the number of years of service. Staff creates an annual budget for the Years of Service Awards, although the budgets lie in different areas of the operating budget (vacation and Amazon cards are taxable income to the recipient and are thus in direct labor, service plaques retirement refreshments are budgeted with other miscellaneous recognition items).

- For one year of service, an employee will receive a certificate signed by the Board of Commissioners.
- For five years of service, an employee will receive a Years of Service plaque signed by the Board of Commissioners and 4 hours of vacation added to their vacation bank.
- For 10 years of service, an employee will receive a Years of Service plaque signed by the Board of Commissioners and 8 hours of vacation added to their vacation bank.

- For 15 years of service, an employee will receive a Years of Service plaque signed by the Board of Commissioners and 12 hours of vacation added to their vacation bank.
- For 20 years of service, an employee will receive a Years of Service plaque signed by the Board of Commissioners, lunch with their Director and/or the General Manager, 16 hours of vacation added to their vacation bank, and a $200 Amazon gift card.
- For 25 years of service, an employee will receive a Years of Service plaque signed by the Board of Commissioners, lunch with their Director and the General Manager, 20 hours of vacation added to their vacation bank, and a $250 Amazon gift card.
- For 30 years of service, an employee will receive a Years of Service plaque signed by the Board of Commissioners, lunch with their Director and the General Manager, 24 hours of vacation time added to their vacation bank, and a $300 Amazon gift card.
- For 35 years and every fifth year forward, an employee will receive a Years of Service plaque signed by the Board of Commissioners, lunch with their Director and the General Manager, 30 hours of vacation added to their vacation bank, and a $350 Amazon gift card. For every fifth year forward of 35 years, an additional $50 will be added to the Amazon gift card.
- Upon retirement, employees who have 15 or more years of service with the District will receive $10 per year of service in the form of an Amazon gift card. On the last day of work for the retiring employee, the District will hold an informal gathering to present the gift; refreshments are provided by the District.

The vacation hours added for the “Years of Service” award is in addition to the 8 hours added to all employees for the personal holiday.

GM Dinner

Once each year, the District provides a dinner for the Leadership Team to recognize the hard work accomplished by the team during the year.

PROGRAM ADMINISTRATION

- The Finance Department maintains an adequate inventory of award items for all members of the Management Team based on the number of potential recipients.
- The awarding Director should notify the Finance Department of any approved awards to be given at the next staff meeting, specifying the awarding or originating employee, recipient, award category, date to be awarded, and the reason for the award.
- The Finance Department maintains records of the awards made including date, recipient, award category, the originator of that award, and reason for the award.
- All cash awards and gift cards given are subject to income tax withholding.

APPENDIX C - HANDBOOK RECEIPT ACKNOWLEDGEMENT

As an employee of Northshore Utility District, I acknowledge the following:

- I have received a copy of the Employee Handbook.
- I understand that the Handbook contains important information about the District's policies, work rules, and my benefits. I also understand that the Handbook outlines some of my responsibilities as an employee of the District.
- I understand that I have the responsibility to read and understand the information in the Handbook, and to ask my Director or Human Resources for clarification of any information I do not understand.
- I understand that this Handbook is not a contract of employment or a guarantee of specific treatment in specific situations. Unless otherwise stated in a written employment contract, I understand that my employment relationship with the District is "at-will"; either the District or I can terminate the relationship at any time, with or without cause, reason, or notice.
- I pre-authorize the District to withhold from my final paycheck the amount necessary for: (a) any uniform allowance received during the new hire probationary period, (b) boot allowance received within the 30 days of employment, (c) any 125 Plan reimbursements in excess of my actual contribution into the plan, and (d) applicable repayment of educational expenses or other outstanding cost owing to the District. If it becomes necessary to initiate legal action to recover amounts owed, the District will be entitled to recover any attorney fees.
- I understand that the provisions contained in the Employee Handbook are subject to modifications and exceptions without prior notice and at the District's discretion. I further understand that no Supervisor, Director or representative of the District, other than the District's General Manager (with knowledge and concurrence of the Board) has the authority to make any written or verbal statements or representations which are inconsistent with those in the Employee Handbook.
- I acknowledge that, before signing this form, I have asked for and received clarification on any of the items listed on it that I did not understand.

_____

Employee Name (Please Print)

_____ _____

Employee Signature Date

NOTE: At the start of employment, non-exempt employees will be paid up to two (2) hours to review this handbook and ask questions if necessary. Non-exempt employees already employed by the District at the time of a handbook update will be given reasonable time to read it and ask questions during normal working hours.

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

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APPENDIX D - SUBSTANCE ABUSE POLICY FOR OPERATORS OF COMMERICAL MOTOR VEHICLES

Introduction

The United States Department of Transportation (DOT) mandates urine drug and evidential breath alcohol testing for employees in safety-sensitive positions, including those who are required to hold a commercial driver's license (CDL).

This policy sets forth the District's Substance Abuse Testing program and the testing and reporting requirements as required by those federal regulations. It applies to all District employees who are required to have and maintain a CDL in order to perform the duties of their job, and for them, this policy ***is in addition*** to the requirements set out in the District's Substance Abuse Policy section.

If You Have Questions

Human Resources is designated to answer questions about this policy. If they are not available, feel free to contact any Supervisor, Director or the General Manager.

Application

This policy applies to all employees who are required to have and maintain a CDL to perform the duties of their job.

Definitions

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

Alcohol Use. The drinking or consumption of any beverage, liquid mixture or preparation (including medication), containing alcohol.

Commercial Motor Vehicle (CMV). A commercial motor vehicle is one that:

(1) has a gross vehicle weight of over 26,000 pounds (including combined weight if the towed unit weighs over 10,000 pounds); or
(2) is designed to transport 16 or more passengers, including the driver; or
(3) is used to transport hazardous materials.

Driver. This term includes all employees (a) whose positions may involve driving a CMV, and (b) are required to hold a CDL.

Drugs. For the purposes of this section, in accordance with the applicable federal regulations, "drugs" refers to the following five substances: marijuana (THC), cocaine, opioids, phencyclidine (PCP), and amphetamines /methamphetamines.

Safety-Sensitive Functions. All drivers are considered to be performing safety-sensitive functions from the time a driver begins work or is required to be in readiness to work until the time they are relieved from work and all responsibility for performing work. Safety-sensitive functions include:

(1) Time at the facility or other property waiting to be dispatched.
(2) Time inspecting, servicing, or conditioning any CMV or equipment at any time.
(3) Time spent driving, or in or upon, any CMV at any time.
(4) Time loading or unloading, supervising, assisting or attending a vehicle being loaded or unloaded.
(5) Time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Safety-Sensitive Position. For purposes of this section, these are positions associated with the driving of CMVs and includes the period in which an employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

Substance Abuse Professional (SAP). A Substance Abuse Professional, a licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug-related disorders. The SAP is responsible for evaluating employees with positive test results.

Effective Date

This Substance Abuse Policy is effective immediately.

Prohibited Conduct

The following conduct regarding alcohol and drug use or abuse is prohibited:

A. Alcohol Concentration

Employees may not report for duty or remain on duty requiring the performance of duties covered under this policy while having a blood alcohol concentration of 0.04 or greater. Blood alcohol concentration (BAC) is the amount of alcohol in the bloodstream. It is measured in percentages. For instance, a BAC of 0.10 percent means that a person has 1 part alcohol per 1,000 parts blood in the body.

B. Alcohol Possession and On Duty Use of Alcohol

Employees may not possess or use alcohol while on duty or while operating a CMV.

C. Pre-Duty Use of Alcohol

Employees may not operate a CMV within four hours after using alcohol. An on-call employee who consumes alcohol within four hours of being called in will acknowledge the use of alcohol and will not report for duty.

D. Alcohol Use Following an Accident

If an employee is required to take a post-accident alcohol test, they may not use alcohol for eight hours following the accident, or until a post-accident alcohol test is given, whichever comes first.

E. Use of Drugs

Employees may not report for duty or remain on duty when they have used a drug or drugs, except when the use is pursuant to instructions of a physician who has advised the employee that the substance will not adversely affect their ability to safely operate a CMV. Employees may not report for duty or remain on duty when they have used a drug or drugs that are not their own. If an employee is taking a prescription or over-the-counter medication that may impair their ability to perform their duties safely and effectively, they must notify their supervisor and should provide written notice from their physician or pharmacist with respect to the effects of such substances.

F. Refusal to Submit to a Required Test

Employees may not refuse to submit to a post-accident, random, reasonable suspicion, or follow-up alcohol or drug test as directed by this policy.

G. Positive Drug Test

Employees may not report for duty or remain on duty requiring the performance of duties covered under this policy if they test positive for drugs or alcohol.

H. Tampering With a Required Test

Employees may not tamper with, adulterate, alter, substitute, or otherwise obstruct the testing process.

I. Possession, Transfer or Sale

Employees may not possess, transfer or sell drugs or alcohol while in any position covered by this policy.

Circumstances Requiring Testing

A. Pre-employment Drug Testing

All employees covered by this policy must pass a drug test as a post-offer condition of employment and before performing safety-sensitive functions.

B. Reasonable Suspicion Testing

Employees subject to this policy must submit to a drug or alcohol test when reasonably suspected that this policy (except the prohibitions against possession, transfer or sale of alcohol) may have been or is presently being violated. A referral for testing will be made on contemporaneous, articulable, observations concerning the appearance, behavior, speech, or body odors of the employee. Such referrals will be made by supervisory personnel who have received training concerning the signs and symptoms of drug and alcohol use.

If removed from duty based on reasonable suspicion of drug use, employees will not be allowed to perform or continue to perform their job duties until the test results are returned and indicate a negative result. If removed from duty based on reasonable suspicion of alcohol use, employees will not be allowed to perform or continue to perform covered functions until:

(1) An alcohol test is administered and their breath alcohol concentration measures less than 0.02; or
(2) 24 hours have elapsed following the determination that there is reasonable suspicion to believe that the employee has violated this policy concerning the use of alcohol.

C. Post-Accident Testing

Following an accident involving a CMV, employees are required to submit to alcohol and drug tests when a fatality occurs as a result of the accident or when they receive a citation under state or local law for a moving traffic violation if the accident involved:

(1) Bodily injury to any person who, as a result of the injury immediately receives medical treatment away from the scene of the accident; or
(2) One or more vehicles incurred disabling damage requiring removal by towing.

Testing should occur as soon as possible, but should not exceed eight hours for alcohol testing and 32 hours for drug testing. No alcohol test or drug specimen should be taken before the administration of necessary first-aid and/or other appropriate medical care. Employees must make every reasonable effort to notify management as soon as possible whenever an accident has occurred.

A driver who is subject to post-accident testing must remain readily available for such testing and may not take any action to interfere with testing or the results of testing. Drivers who do not comply with post-accident testing requirements will be considered to have refused to submit to testing and will be subject to sanctions for refusal to test as provided in this policy. Safety Manual, 3.1.7 Drug and Alcohol Testing

D. Random Testing

Employees covered by this policy will be subject to random, unannounced drug testing at an annual percentage rate as required by current federal law.

E. Return to Duty Testing

Employees who have violated this policy, including those who have tested positive on a drug or alcohol test, and who under the discipline policy are allowed to return to work, must test negative prior to being released for duty. A return to duty test following alcohol misuse may not exceed an alcohol concentration of 0.02.

F. Follow-up Testing

If an employee is referred for assistance related to alcohol misuse and/or use of controlled substances, they are subject to unannounced follow-up testing as directed by a SAP. The number and frequency of follow-up testing will be determined by the SAP, but will not be less than six tests in the first 12 months following the employee's return to duty.

G. Re-tests

If an employee tests positive for drugs, they may request a second test of the remaining portion of the split sample within 72 hours of notification of a positive test result by the Medical Review Officer (MRO).

Testing Procedures & Safeguards

The District will follow the collection and drug testing guidelines issued by the US DOT. Alcohol testing will be conducted using breath testing and/or saliva testing instruments and procedures approved by the US DOT. A supervisor or Human Resources will accompany the employee who is selected for testing.

The following employee protections will be incorporated to ensure the accuracy and integrity of the drug testing program:

(1) Only Substance Abuse and Mental Health Services Administration certified drug testing laboratories will be used.
(2) A strict chain of custody will be used to ensure the integrity of each urine specimen.
(3) The process will ensure individual privacy during the collection process and confidentiality of test results.
(4) All "positive" drug screens will be confirmed by a second test using the gas chromatography/mass spectrometry method or an equivalent approved method.
(5) All drug test results will receive a professional review by a MRO that includes offering the employee the opportunity to explain or contest a positive test result.

Refusal to Take an Alcohol or Drug Test

No employee may refuse to submit to an alcohol or drug test as directed under this policy. A refusal to submit will include, but is not limited to:

(1) Failure to provide adequate breath for testing without a valid medical explanation after an employee has received notice of the requirement for breath testing;
(2) Failure to provide adequate urine for drug testing without a valid medical explanation after an employee has received notice of the requirement for urine testing;

(3) Engaging in conduct that obstructs the testing process or submitting an adulterated or substituted specimen.

Refusal to submit to a test may be considered the same as a positive test result. Refusals will result in termination.

Securing Information from Previous Employers

If a person is to be hired or transferred into a position subject to this policy and that person during the previous three years has worked as a driver of a CMV, that person must authorize a request to release information from all employers of the driver within the past three years on the following:

(1) Positive alcohol or drug tests.
(2) Refusal to be tested.
(3) Other violations of DOT agency drug and alcohol testing regulations.

With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements (including follow-up tests).

This information must be obtained before the candidate can be employed by the District in a safety-sensitive position. However, if the information has not arrived by the anticipated start date, and if the candidate has passed the pre-employment drug test, they may be hired, and the requested information must be obtained from all previous employers within 30 calendar days of the date of hire. If the information has not been received within the 30 calendar days, the employee may not be permitted to drive CMVs until the information has arrived.

Confidentiality & Record Retention

All records related to drug and alcohol testing are maintained in a secure location with controlled access. Federal Motor Carrier Safety Regulations requires that the District maintain a driver qualification file for each driver with a CDL, which must be updated annually (Code of Federal Regulations parts 397, specifically 391.25). Employees should consult the actual regulations for specifics regarding the contents of such files and for any official interpretations. These records must be kept for as long as employees are in active status and for six years thereafter.

The District will periodically check employee motor vehicle records (MVR) for a valid license. The District will request a MVR no more than every three years but not less than every five years, unless there is a reason to suspect an employee does not have a valid driver license.

Consequences of Engaging in Prohibited Conduct or Positive Drug or Alcohol Tests

A. Discipline

Employees will be subject to appropriate disciplinary action, up to and including termination from of employment if:

(1) They test positive for a drug or drugs;
(2) Results from an alcohol test indicate a blood alcohol level of 0.02 or greater; and/or

(3) The employee has engaged in prohibited conduct as outlined in Prohibited Conduct Section.

The following provisions apply to those employees who are not terminated for their policy violations:

B. Positive Test Result

If an employee tests positive for drugs or have an alcohol test that indicates a blood alcohol level of .04 or greater from a random, reasonable suspicion or post-accident test, they will be immediately removed from duties requiring the driving of a CMV. The employee will not be permitted to return to work unless they:

(1) Have been evaluated by a qualified SAP; and,
(2) If recommended by a substance abuse counselor, have properly followed any rehabilitation prescribed; and,
(3) Have a verified negative result on a return-to-duty alcohol (<0.02) and/or drug test (depending upon which test was failed).

Upon completion of a recommended rehabilitation program and successful return to work test, employees will be subject to follow-up testing for up to 60 months as recommended by the SAP and EAP, with a minimum of six such unscheduled tests within the first 12 months of returning to duty.

C. Alcohol Concentration of 0.02 but less than 0.04

If not terminated or otherwise disciplined, employees having a breath alcohol concentration of at least 0.02 but less than 0.04, will be removed from duty requiring the driving of a CMV for at least 24 hours.

Employee Assistance Program & Referral

A confidential Employee Assistance Program (EAP) is available to all employees as described in the District Substance Abuse Policy and in the District Employee Handbook. Employees are encouraged to seek treatment voluntarily and to utilize the EAP. When an alcohol or a controlled substance problem (the driver's or a coworker's) is suspected, any employee may contact the EAP or management for guidance. Any such program, however, cannot interfere with the tests required by these rules. For example, a driver could not identify himself/herself as unfit to drive after having been notified of a random or reasonable suspicion test and expect to avoid the consequences for a positive test or a refusal to test.

Regulations & Requirements

The District follows the Federal Motor Carrier Safety Administration's established requirements for CDL standards. For specific information and clarifications see the Code of Federal Regulations.

The Effects of Alcohol and Other Drugs

The following information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life is furnished to drivers.

Alcohol

Alcohol, a natural substance formed by the fermentation that occurs when sugar reacts with yeast, is the major active ingredient in wine, beer, and distilled spirits. There are many kinds of alcohol; the kind found in alcoholic beverages is ethyl alcohol. Whether one drinks a 12-ounce can of beer, a shot of distilled spirits, or a 5-ounce glass of wine, the amount of pure alcohol per drink is about the same (5 ounces.) Ethyl alcohol can produce feelings of well-being, sedation, intoxication, or unconsciousness, depending on the amount and the manner in which it is consumed.

Alcohol is a psychoactive or mind-altering drug, as are heroin and tranquilizers. It can alter moods, cause changes in the body, and become habit forming. Alcohol is called a "downer" because it depresses the central nervous system. That's why drinking too much causes slowed reactions, slurred speech, and sometimes even unconsciousness (passing out). Alcohol works first on the part of the brain that controls inhibitions. As people lose their inhibitions, they may talk more, get rowdy, and do foolish things. After several drinks they may feel "high," but their nervous systems actually are slowing down.

A person does not have to be an alcoholic to have problems with alcohol. Every year, for example, many young people lose their lives in alcohol-related automobile crashes, drownings, and suicides. Serious health problems can and do occur before drinkers reach the stage of addiction or chronic use.

In some studies, more than 25 percent of hospital admissions were alcohol-related. Some of the serious diseases associated with chronic alcohol use are alcoholism and cancers of the liver, stomach, colon, larynx, esophagus, and breast. Alcohol abuse also can lead to serious physical problems such as:

- Damage to the brain, pancreas, and kidneys;
- High blood pressure, heart attacks, and strokes;
- Alcoholic hepatitis and cirrhosis of the liver;
- Stomach and duodenal ulcers, colitis, and irritable colon;
- Impotence and infertility;
- Birth defects and Fetal Alcohol Syndrome, which causes retardation, low birth weight, small head size, and limb abnormalities;
- Premature aging; and
- A host of other disorders, such as diminished immunity to disease, sleep disturbances, muscle cramps, and edema.

Marijuana

Contrary to many young people's beliefs, marijuana is a harmful drug, especially since the potency of the marijuana now available has increased more than 275 percent over the last decade. For those who smoke marijuana now, the dangers are much more serious than they were in the 1960s.

Preliminary studies have shown chronic lung disease in some marijuana users. There are more known cancer-causing agents in marijuana smoke than in cigarette smoke. In fact, because marijuana

smokers try to hold the smoke in their lungs as long as possible, one marijuana cigarette can be as damaging to the lungs as four tobacco cigarettes.

New studies using animals also show that marijuana interferes with the body's immune response to various infections and diseases. This finding may have special implications for those infected with the Acquired Immune Deficiency Syndrome (AIDS) Human Immunodeficiency Virus (HIV). Drugs like marijuana that weaken the immune system may exacerbate the condition of people infected with this virus.

Even small doses of marijuana can impair memory function, distort perception, hamper judgment, and diminish motor skills. Health effects also include accelerated heartbeat and, in some persons, increased blood pressure. The changes pose health risks for anyone, but particularly for people with abnormal heart and circulatory conditions such as high blood pressure and hardening of the arteries.

More importantly, there is increasing concern about how marijuana use by children and adolescents may affect both their short- and long-term development. Mood changes occur with the first use. Observers in clinical settings have noted increased apathy, loss of ambition, loss of effectiveness, diminished ability to carry out long-term plans, difficulty in concentrating, and a decline in school or work performance. Many teenagers who end up in drug treatment programs started using marijuana at an early age.

Driving under the influence of marijuana is especially dangerous. Marijuana impairs driving skills for at least 4 to 6 hours after smoking a single cigarette. When marijuana is used in combination with alcohol, driving skills become even more impaired.

Cocaine

Cocaine is one of the most powerfully addictive of the drugs of abuse-and it is a drug that can kill. No individual can predict whether they will become addicted or whether the next dose of cocaine will prove fatal. Cocaine can be snorted through the nose, smoked, or injected. Injecting cocaine-or injecting any drug-carries the added risk of contracting AIDS if the user shares a needle with a person already infected with HIV, the AIDS virus.

Cocaine is a very strong stimulant to the central nervous system, including the brain. The drug accelerates the heart rate and at the same time constricts the blood vessels, which are trying to handle the additional flow of blood. Pupils dilate, and temperature and blood pressure rise. These physical changes may be accompanied by seizures, cardiac arrest, respiratory arrest, or stroke.

Nasal problems, including congestion and a runny nose, occur with cocaine use, and with prolonged use the mucous membrane of the nose may disintegrate. Heavy cocaine use can severely damage the nasal septum and cause it to collapse.

Research has shown that cocaine acts directly on structures that have been called the brain's "pleasure centers." Stimulating these pleasure centers produces an intense desire to experience the pleasure effects again and again. The stimulation causes changes in brain activity; as a result, a brain

chemical called dopamine is allowed to remain active longer than normal, which triggers an intense craving for more of the drug.

Users often report feelings of restlessness, irritability, and anxiety; and cocaine can trigger paranoia. Users also report being depressed when they are not using the drug and often resume use to alleviate further depression. In addition, cocaine users frequently find that they need increasingly more cocaine more often to generate the same level of stimulation. Therefore, any use can lead to addiction.

“Freebase” is a form of cocaine that is smoked. It is produced by a chemical process in which “street cocaine” (cocaine hydrochloride) is converted to a pure base by removing the hydrochloride salt and some of the “cutting” agents. The end product is not water soluble, so the only way to get it into the system is to smoke it.

“Freebasing” is extremely dangerous. The cocaine reaches the brain in seconds, creating a sudden and intense high. However, the euphoria quickly disappears, leaving the user with an enormous craving to freebase again and again. The user usually increases the dose and the frequency to satisfy this craving, resulting in addiction and physical debilitation.

“Crack” is the street name given to a type of freebase cocaine that comes in the form of small lumps or shavings. The term “crack” refers to the crackling sound made when the mixture is smoked (heated). Smoking “crack” is very dangerous, since it produces the same debilitating effects as “freebasing” cocaine. Crack has become a major problem in many American cities because it is cheap-selling for between $5 and $10 for one or two doses-and easily transportable-being sold in small vials, folding paper, or tinfoil.

PCP (Phencyclidine)

PCP is a hallucinogenic drug, meaning that it alters sensation, mood, and consciousness and may distort hearing, touch, smell, taste, and visual sensation. It is legitimately used as an anesthetic for animals. When used by humans, PCP induces a profound departure from reality, which leaves the user capable of bizarre behavior and severe disorientation. These PCP induced effects may lead to serious injuries or death.

PCP produces feelings of mental depression in some individuals. When PCP is used regularly, memory, perception functions, concentration, and judgment are often disturbed. Chronic PCP use may lead to permanent changes in cognitive ability (thinking), memory, and fine motor function.

Mothers using PCP during pregnancy often deliver babies who have visual, auditory, and motor disturbances. These babies also may have sudden outbursts of agitation and other rapid changes in awareness similar to the responses of adults intoxicated with PCP.

Narcotics – Opioids

Narcotics are drugs that relieve pain and often induce sleep. Opioids, which are narcotics, include opium, morphine, codeine, heroin, and their synthetic and semi-synthetic variations, such as

methadone, hydrocodone, hydromorphone, oxycodone, and oxymorphone. Some common names for semi-synthetic opioids include OxyContin®, Percodan®, Percocet®, Vicodin®, Lortab®, Norco®, Dilaudid®, Exalgo®.

Narcotic use is associated with a variety of unwanted effects including drowsiness, inability to concentrate, apathy, lessened physical activity, constriction of the pupils, dilation of the subcutaneous blood vessels causing flushing of the face and neck, constipation, nausea and vomiting and, most significantly, respiratory depression.

Among the hazards of illicit drug use is the ever-increasing risk of infection, disease and overdose. Skin, lung and brain abscesses, endocarditis, hepatitis and AIDS are commonly found among narcotic abusers. Since there is no simple way to determine the purity of a drug that is sold on the street, the effects of illicit narcotic use are unpredictable and can be fatal.

With repeated use of narcotics, tolerance and dependence develop. The development of tolerance is characterized by a shortened duration and a decreased intensity of analgesia, euphoria and sedation which creates the need to administer progressively larger doses to attain the desired effect.

Withdrawal symptoms experienced from heroin/morphine-like addiction are usually experienced shortly before the time of the next scheduled dose. Early symptoms include watery eyes, runny nose, yawning and sweating. Restlessness, irritability, loss of appetite, tremors and severe sneezing appear as the syndrome progresses. Severe depression and vomiting are not uncommon.

Amphetamines

Amphetamine, dextroamphetamine and methamphetamine are collectively referred to as amphetamines. Unlike other frequently abused drugs, the amphetamines do not occur in nature but are synthesized in a laboratory. Their chemical properties and actions are so similar that even experienced users have difficulty knowing which drug they have taken.

Amphetamines can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse.

Amphetamines are generally taken orally or injected. However, the addition of “ice,” the slang name for crystallized methamphetamine, has promoted smoking as another mode of administration.

The effects of amphetamines, especially methamphetamine, are similar to cocaine, but their onset is slower and their duration longer. In general, chronic abuse produces a psychosis that resembles schizophrenia and is characterized by paranoia, picking at the skin, preoccupation with one’s own thoughts, and auditory and visual hallucinations. Violent and erratic behavior is frequently seen among chronic abusers of amphetamines.

"Designer Drugs"

By modifying the chemical structure of certain drugs, underground chemists have been able to create what are called "designer drugs"—a label that incorrectly glamorizes them. They are, in fact, analogs of illegal substances. Frequently, these drugs can be much more potent than the original substances, and can therefore produce much more toxic effects. Health officials are increasingly concerned about "ecstasy," a drug in the amphetamine family that, according to some users, produces an initial state of disorientation followed by a rush and then a mellow, sociable feeling. "Designer drugs" also kill certain kinds of brain cells and are extremely dangerous.

Blood Alcohol Concentration

Blood alcohol concentration (BAC) is the amount of alcohol in the bloodstream. It is measured in percentages. For instance, having a BAC of 0.10 percent means that a person has 1-part alcohol per 1,000 parts blood in the body.

In a review of studies of alcohol-related crashes, reaction time, tracking ability, concentrated attention ability, divided attention performance, information process capability, visual functions, perceptions, and psycho-motor performance, impairment in all these areas was significant at blood alcohol concentrations of 0.05 percent. Impairment first appeared in many of these important areas of performance at blood alcohol concentrations of 0.02 percent, substantially below the legal standard in most states for drunkenness, which is 0.10 percent.

Approximately half of traffic injuries involve alcohol. About one-third of fatally injured passengers and pedestrians have elevated blood alcohol levels. For fatal intentional injuries, half of homicides involve alcohol, as do one-quarter to one-third of suicides.

The Centers for Disease Control and Prevention (CDC) estimate that about 30,000 unintentional injury deaths per year are directly attributable to alcohol. Another 15,000 to 20,000 homicides or suicides per year are associated with alcohol.

For non-fatal unintentional injuries many studies show that 25 to 50 percent involve alcohol. The same rates are found for a wide range of non-fatal intentional injuries involving alcohol, including assaults, spouse abuse, child molestation, sexual assault, rape, and attempted suicide.

BAC can be measured by breath, blood, or urine tests. BAC measurement is especially important for determining the role of alcohol in crashes, falls, fires, crime, family violence, suicide, and other forms of intentional and unintentional injury.

One problem in obtaining accurate BAC data is a lack of testing in hospital emergency rooms. Research indicates that emergency rooms do not test routinely for alcohol in crash victims. A national survey of trauma centers found that although two-thirds of the centers estimated that the majority of patients had consumed alcohol, only 55 percent routinely conducted BAC tests at patient admissions. A review of emergency room studies indicated that up to one-third of patients admitted to emergency rooms are not tested.

BAC and Impaired Driving

The public most commonly associates BAC with drunk driving. However, it is more accurate to refer to alcohol-impaired driving because one does not have to be drunk (intoxicated) to be demonstrably impaired. Driving skills, especially judgment, are impaired in most people long before they exhibit visible signs of drunkenness. While most states define legal intoxication for purposes of driving at a BAC of 0.10 percent or higher, alcohol may cause deterioration in driving skills at 0.05 percent or even lower. Deterioration progresses rapidly with rising BAC.

In recognition of impairment at lower BAC levels, the National Highway Traffic Safety Administration (NHTSA) refers to traffic crashes as “alcohol involved” or “alcohol related” when a participant (driver, pedestrian, or bicyclist) has a measured or estimated BAC of 0.01 or above. NHTSA defines a “high-level alcohol crash” as one where an active participant has a BAC of 0.10 or higher.

The Technology of Breath-Alcohol Analysis (1992) PH312
Prevention Resource Guide: Impaired Driving (1991) MS434
Safer Streets Ahead (1990) PH292

Blood Alcohol Percentage Approximations

		Body Weight in Pounds							
		100	120	140	160	180	200	220	240
Number of Drinks Per Hour	1	.04	.03	.03	.02	.02	.02	.02	.02
	2	.08	.06	.05	.05	.04	.04	.03	.03
	3	.11	.09	.08	.07	.06	.06	.05	.05
	4	.15	.12	.11	.09	.08	.08	.07	.06
	5	.19	.16	.13	.12	.11	.09	.09	.08
	6	.23	.19	.16	.14	.13	.11	.19	.09
	7	.26	.22	.19	.16	.15	.13	.12	.11
	8	.30	.25	.21	.19	.17	.15	.14	.13
	9	.34	.28	.24	.21	.19	.17	.15	.14
	10	.38	.31	.27	.23	.21	.19	.17	.16

Appendix D

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APPENDIX E - SUBSTANCE ABUSE POLICY CERTIFICATE OF RECEIPT FOR OPERATORS OF COMMERICAL MOTOR VEHICLES

[§49 CFR 382.601] The United States Department of Transportation (DOT) regulations requires the Northshore Utility District (District) to provide all drivers with educational materials regarding drug and alcohol use and abuse, and the rules and regulations of DOT that apply to the District's drivers. Each driver is required to sign a statement certifying they have received a copy of the materials described in this section. The District is required to maintain the original of the signed certificate for each driver.

My signature indicates that:

- I have read, understand, and am in receipt of a copy of the District's Substance Abuse Policy for Operators of Commercial Motor Vehicles.
- I understand that if I am seriously injured in an accident and cannot authorize a release of information to determine the existence of drugs and/or alcohol in my system, my signature on this form will authorize such information to be released to the appropriate District officials.
- I understand failure to provide a current motor vehicle record on demand will result in withdrawal of permission to operate District vehicles and may be considered a failure to meet the minimum job qualifications.
- I understand that should I receive a positive test; any Employee Relations and/or Employee Assistance files will be released to the appropriate medical/counseling personnel to assist in the assessment and/or rehabilitative treatment process.
- I understand that I must immediately inform the District of any vehicle traffic violations and driver license suspensions.
- I understand that any violation of these policies will be grounds for disciplinary action, up to and including termination.

Employee Signature	District Representative Signature
Print Name _____	Print Name _____
Date _____	Date _____

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

Appendix E

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APPENDIX F – WORKOUT FACILITY WAIVER, RELEASE, AND ASSUMPTION OF RISK

I am aware that during the use of the exercise room and exercise equipment in the headquarters office, and the basketball court at the headquarters property of Northshore Utility District (District), certain damages and hazards may occur including, but not limited to, the hazards of athletic endeavor and the risks involving accidents or injuries in particular from the exercise equipment being used.

In consideration of, and as part payment for, the right to participate in such athletic endeavors and the services and equipment made available to me by the District, I have and do hereby assume all the above mentioned risks and will hold the District, their employees, agents and staff harmless from any and all liability, actions, cause of action, debts, claims, demands of every kind and nature whatsoever even if any are groundless, false or fraudulent, which may arise from or in connection with my participation in or use of the basketball court, exercise room or any exercise equipment situated therein at the headquarters of the District.

The terms hereof shall serve as a release and assumption of the risk for my heirs, executors and administrators, and for all members of my family.

Date _____ Signature _____

Print Name _____

Signature of parent for child under 18 _____

Print Name _____

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

Appendix F

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APPENDIX G - ELECTRONIC MEDIA POLICY

It is District policy to maximize the cost-effective use of computer systems as a means of improving productivity. The District provides communication resources including computing resources, electronic mail (email), Internet access, tablets, cellphones, and other electronic communications devices (collectively referred to as the District's Technology Resources) to employees to assist in and facilitate District business and communications. The primary purpose of the District's network and systems is to provide service to the public as part of the District's business, in a manner that is consistent with the District's vision and values. Incidental, de minimis personal use of the District's Technology Resources by employees is permitted if accomplished in compliance with the provisions of this policy, as set forth below.

This policy does not address all required, allowed, or prohibited behaviors by employees, but covers common examples. In general, the District relies on the good judgment of its employees to ensure that District Technology Resources are used in the public's best interest.

No Expectation of Privacy

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

Standardized Software and Hardware

The District has established standard software and hardware for commonly used applications. The use, connection or installation of unauthorized, non-standard software or hardware, including personally owned software or hardware, on District computer systems without approval of the IT Director is prohibited.

Installation of Software and Hardware

Improper installation of software or hardware can damage a computer system, cause system malfunction, or conflict with system configuration. All standardized software and hardware is to be installed by the IT Department. Specialized software and hardware technologies exclusive to individual departments may be managed within the appropriate department, in coordination with the IT Department. Any moving, relocating, or rearranging of computer software or hardware needs to be coordinated with the IT Department.

Ownership and Confidentiality

All software, programs, applications, templates, data, data files and web pages residing on District computer systems or storage media or developed on District computer systems are the property of the District. The District retains the right to access, copy, modify, destroy or delete this property. Data files containing confidential or sensitive data should be treated accordingly and should not be removed from the workplace without proper authorization.

Copying Software, Programs, Applications, Templates

Employees must notify the IT Department and receive proper authorization before attempting to copy software, programs, applications or templates. In many cases, copyright laws and/or licenses for commercial software, programs, applications and templates used by the District prohibit the making of multiple copies. The District and its employees are required to abide by the federal copyright laws and to abide by all licensing agreements.

Acceptable Use of District Technology Resources

The District's Technology Resources are to be used by employees or volunteers for District business. Incidental, de minimis personal use may be permitted where, in the judgment of the employee's supervisor or Director, such use does not interfere with employee or department productivity, nor distract/take time away from the worker or co-workers assigned work. Generally speaking, incidental, de minimis personal use means: (1) it is occasional and of short duration; (2) it is done on an employee's personal time, such as on a lunch break; (3) it does not interfere with job responsibilities; (4) it does not result in any expense to the District; (5) it does not solicit for or promote commercial ventures; (6) it does not utilize excessive network resources; and (7) it does not constitute any prohibited use, as discussed below.

Prohibited Use of District's Technology Resources

Use of the District's Technology Resources to engage in any communication that violates federal, state, or local laws or regulations, or any District policy, is strictly prohibited at all times. Examples of resource usage that are inappropriate and prohibited at all times include, but are not limited to:

- Personal commercial use (meaning use that benefits an employee's outside employment or commercial business);
- Accessing, receiving or sending pornographic, sexually explicit or indecent materials, including materials of an offensive nature (unless as part of a law enforcement investigation conducted by authorized Law Enforcement personnel);
- Usage for any type of unlawful harassment or discrimination, including the transmission of obscene or harassing messages to any individual or group because of their sex, race, religion, sexual orientation, national origin, age, disability or other protected status;
- Gambling;
- Usage for recreational purposes including the loading of computer games or playing online games;
- Unauthorized copying or downloading of copyrighted material;
- Usage that violates software license agreements;

- Downloading of software programs (unless specifically approved by applicable Director and coordinated with the IT Department);
- Usage for political purposes, including partisan campaigning;
- Sending anonymous messages and/or misrepresenting an employee's name, position, or job description;
- Deliberately or maliciously propagating any virus, worm, Trojan horse, malware, spyware, or other code or file designed to disrupt, disable, impair, or otherwise harm either the District's networks or systems, or those of any other individual or entity;
- Releasing misleading, distorted, untrue or confidential materials regarding District business, views or actions;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Use of Technology Resources in an excessive manner so as to deprive others of system use or resources, including the sending of bulk email for other than official business or forwarding "chain letter" emails of any kind;
- Connecting to the District network, or any specific software package, utilizing somebody else's security identification login information to gain alternate security permissions;
- Any personal use, even if incidental, that results in expense to the District;
- Usage that violates the guidelines set forth in the Code of Ethics described in this handbook.

Downloading Files from the Internet or Opening Email Attachments

Downloading files from the Internet or opening email attachments from sources outside the District can lead to malware and/or virus attacks that can severely damage or degrade the District's network and/or data. The IT Department has installed intrusion protection systems, anti-virus and anti-malware software on all District computers and networks. Continuous updates of these applications occur however this does not guarantee that all malware is blocked or that all viruses are caught.

If an employee is downloading a file and receives a message that a virus or spyware has been detected, they must immediately cease any and all activity on their PC and call the IT Department for assistance. Similarly, if they receive an email with a suspicious attachment, or from an unusual source, they should notify the IT Department before opening it or clicking any link contained within. If an employee notices that their computer is behaving strangely or they suspect spyware or a virus, they should notify the IT Department.

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

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APPENDIX H - ELECTRONIC MEDIA POLICY – CONSENT AND PRIVACY WAIVER

I hereby consent that Northshore Utility District, or its authorized representative(s), may monitor, review, and/or copy any information on the electronic data processing system, including the electronic mail system, whether stored or in transit, at any time, and may without further notice disclose such information to any third party or parties, including government and law enforcement agencies. Per WAC 434-662-150, emails created and received by any agency of the state of Washington in the transaction of public business are public records for the purposes of chapter 40.14 RCW and are subject to all of the laws and regulations governing the retention, disclosure, destruction and archiving of public records. As such, any emails created or received by me may be disclosed as a result of a request for public records, in response to a subpoena, or in response to a discovery request served in litigation.

Prevention of Unauthorized Access

I will maintain the confidentiality of my system password, the possession of my system access card, and will not permit access to my network account or to my electronic mail account by any person unless such access has been approved in advance by my immediate supervisor. If my password is disclosed to any other individual other than an approved supervisor, for whatever reason, or if to my knowledge the security of my account is otherwise breached, I will immediately notify my supervisor.

Acknowledgment of Policies

I acknowledge receipt of the District's policy on Electronic Mail and Internet Access and agree to comply with all stated policies. I further acknowledge that the District depends upon users to bring to its attention abuses of the system and I agree to promptly notify my supervisor or the IT Director if such abuse comes to my attention.

_____

Employee Name (Please Print)

_____ _____

Employee Signature Date

*****PLEASE NOTE*****

Only those individuals who have signed and submitted a copy of this form are authorized to use the District's electronic mail system. Unauthorized access is a violation of law and District policies and may result in disciplinary action, up to and including termination.

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

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APPENDIX I – Permission to Ride

Northshore Utility District
Request for Permission to Ride,
Assumption of Risks and Waiver

I, _____, request permission to ride as a passenger in a vehicle owned by the District. No payment has been requested, given, or will be given to the District or its agents should permission be granted. I further understand that should permission be granted, I will be riding totally at my own risk and I am willing to assume all risks involved including the risk of death or serious injury. I acknowledge that any permission granted to me may be revoked at any time for any reason without prior notice.

WAIVER OF LEGAL LIABILITY

In consideration for granting my request to ride as a passenger in a vehicle owned by the District, and being fully aware of the risks involved, I hereby waive any and all legal rights I have or may have in the future to bring any claim or lawsuit against Northshore Utility District and its individual officers, or any other employees, officers, or agents of the District arising out of or connected with the activity.

_____ _____

Passenger Signature **Date Signed**

Witnessed: _____ Date: _____

(District Personnel Only)

If passenger is under 18:

I certify that I am the parent or legal guardian of the passenger named above; that I have read and understood the foregoing release; and that I join in the release without reservation, granting full consent and authorization for the above named person to participate in the activity.

_____ _____ _____

Parent/Guardian Printed Name Parent/Guardian Signature Date

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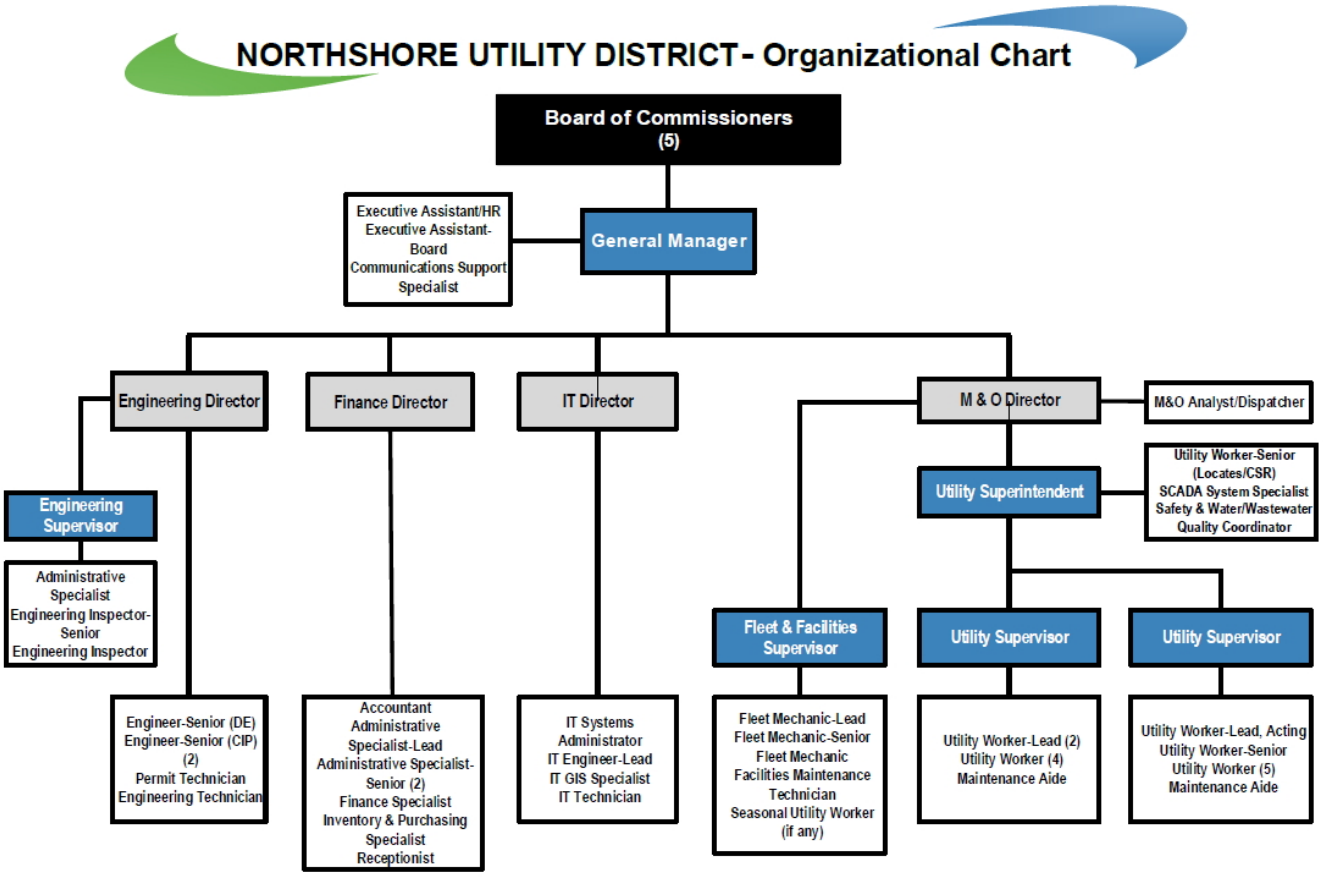
APPENDIX J - ORGANIZATIONAL CHART



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APPENDIX K – TRANSITIONAL TEMPORARY JOB DESCRIPTION

JOB ANALSIS REVIEW IS REQUIRED FOR ALL INJURIES OR PHYSICAL CONDITIONS WHICH IMPACT THE EMPLOYEES ABILITY TO PERFORM THEIR NORMAL JOB DUTIES. NON-JOB-RELATED INJURIES ARE NOT ELIGIBLE FOR REIMBURSEMENT BY THE DEPARTMENT OF LABOR AND INDUSTRIES.

Employer to Complete		
Worker Name:		L & I Claim Number (When Applicable):
Employee Pre-Injury Job Title:		Employee Temporary Job Title:
Company Name:	Northshore Utility District	Transitional/Temp Job End Date: Evaluation Date:
Employer Phone #:	425-398-4416	Transitional/Temp Hours per Day:
Employer Fax #:	425-398-4433	Transitional/Temp Days per Week:
Transitional Temporary Job Duties (including Temporary Hours):		

Frequency Guidelines:

N: Never (not at all) **S:** Seldom (1 – 10% of the time) **O:** Occasional (11 – 33% of the time)

F: Frequent (34 – 66% of the time) **C:** Constant (67 – 100% of the time)

Physical Demands:				**Frequency:**	**Description of Task:**
Sitting					
Standing					
Walking					
Heights/Ladders/Stairs					
Twisting at the Waist					
Bending/Stooping					
Squatting/Kneeling					
Crawling					
Reaching Out					
Talking/Hearing/Seeing	**L**	**R**	**B**		
Working Above Shoulders	☐	☐	☐		
Handling/Grasping	☐	☐	☐		
Fine Finger Manipulation	☐	☐	☐		
Foot Controls	☐	☐	☐		
Driving	☐	☐	☐		
Repetitive Motion	☐	☐	☐		
Vibratory Tasks H☐ L☐	☐	☐	☐		
Lifting ( ) lbs.	☐	☐	☐		
Carrying ( ) lbs.	☐	☐	☐		
Pushing/Pulling ( ) lbs.	☐	☐	☐		

Comments/Other:
Other Duties as assigned that does not violate the physical demand conditions as identified above.

Supervisor / Director Name (Please Print) _____ Title _____

Supervisor / Director Signature _____ Date _____

Executive Assistant / HR Representative _____ Date _____

For Healthcare Providers' Use Only			
Approval ☐ Yes ☐ No ☐ Approved with Modifications	Hours per Day:	Days per Week:	Effective Date:
If no, please list the objective medical finding:			
If approved with modifications, describe the modifications needed:			

Health Care Provider Printed Name _____ Health Care Provider's Signature _____ Date _____

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