

RESOLUTION NO. 2017-005

A Resolution of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, reorganizing and consolidating the District Personnel Manual for future revision

WHEREAS, the District has a personnel policy manual; and

WHEREAS, the District has amended the personnel policy manual on several occasions, and

WHEREAS, the District has also adopted stand-alone personnel policies, and

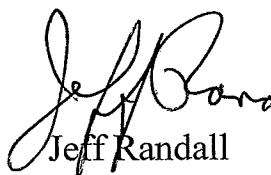
WHEREAS, the District has identified a need to reorganize and consolidate all personnel policies into one manual for ease of use, and anticipated revision of said manual to stay current with applicable legal requirements

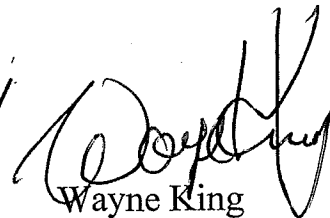
NOW THEREFORE, BE IT RESOLVED, that the attached Personnel Policy Manual, which consolidates and reformats all locatable personnel policies, is hereby adopted for the Public Utility District No. 1 of Jefferson County, Washington.

BE IT FURTHER RESOLVED, that the attached Personnel Policy will be updated with board review in the coming months.

ADOPTED at a regular meeting of the Board of Commissioners of Public Utility District No. 1 of Jefferson County held this 7th day of February 2017.

Kenneth Collins
President


Jeff Randall
Vice President


Wayne King
Secretary



Human Resources

Policy Manual



Policy Manual

Human Resources Policies

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Human Resources Policies

Dates of Adoption and Revision

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

The adoption date and the most recent revision date of each human resources policy is listed below.

Section	Subject	Adoption Date	Most Recent Revision Date
HR-1	Introduction	June 1992	February 2017
HR-2	Definitions	February 2017	<i>none</i>
HR-3	Employment	June 1992	February 2017
HR-4	General Conduct and Discipline	June 1992	February 2016
HR-5	Attendance and Leaves	June 1992	February 2017
HR-6	Personnel Actions and Salary	June 1992	February 2017
HR-7	Benefits	June 1992	February 2017
HR-8	Health and Safety	May 1992	February 2017
HR-9	Harassment	June 2014	February 2017
HR-10	Travel	June 1992	July 2016

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Human Resources Policies Section HR-1: Introduction

- HR1.01 Purpose
- HR1.02 Goals
- HR1.03 Distribution and Maintenance
- HR1.04 Applicability

HR1.01 Purpose

These policies related to human resources have been adopted in order to facilitate the efficient administration of a personnel system for the District which will ensure fair and consistent administration of benefits and discipline to all district employees. These policies are intended to provide consistent guidelines to both staff and Board of Commissioners.

HR1.02 Goals

The District has, as its first obligation, the provision of cost effective, quality service to the citizens of the county and customers of its utility systems. The needs of the county and customers should be considered a part of any administrative decision or Policy. The next obligation shall be to fairly administer these policies to promote a safe and harmonious work atmosphere free from arbitrary job action or discipline, encouraging consistent responses to recurrent situations.

HR1.03 Distribution and Maintenance

The Manager or his/her designee shall attempt to ensure that copies of this manual are provided or available to all District employees and to encourage discussion by education of employees regarding the Manual's provisions. Provided, however, that it shall be the obligation of all employees to educate themselves regarding obligations and rights under this manual and failure to receive a copy of this manual or to review its provisions shall not be deemed a defense to any disciplinary action or termination.

This manual may be amended at any time by action of the Board of Commissioners. Except to the extent required by law relating to retirement benefits, nothing herein shall be deemed to create a vested, contractual right in any employee to the continuation of any Policy or procedure.

Policy HR-1: Purpose and Applicability

HR1.04 Applicability

These policies shall supersede all previous Resolutions relating to a Personnel Policy.

In the event of conflict between any provision of this manual and any provision of any personal service contract, or state law, the provisions of this manual shall yield to that contract, or law. In the event that any contract, or law incorporated in this document or upon whose provision these rules and policies rely is amended, this manual shall be deemed amended in conformance with the changes.

Jefferson County PUD #1

Human Resources Policies Section HR-2: Definitions

“Board”	The District’s Board of Commissioners.
“Board of Commissioners”	The District’s governing body as created under Chapter 54.12 RCW.
“Bookkeeper”	The individual designated by the CFO or designee to maintain the records relevant to the subject matter at hand.
“Commission”	The District’s Board of Commissioners.
“Department Head”	An employee who serves as the department supervisor or who has been designated by the Manager as a member of the management team.
“District”	Public Utility District #1 of Jefferson County
“Exempt Employee”	An employee who is exempt from overtime under the FLSA regulations.
“Full-time”	An employee who is regularly scheduled to work 40 hours per week.
“General Manager”	The employee appointed by the Board of Commissioners as the District’s Chief Administrative Officer pursuant to RCW 54.160.100.
“Immediate Family”	Immediate family shall mean parents, spouse or children (natural or adoptive).
“Manager”	The District’s General Manager as designated by the Board of Commissioners.
“Non-exempt Employee”	An employee who is eligible for overtime under the FLSA regulations.
“Part-time”	An employee who is regularly scheduled to work less than 40 hours per week.

Policy HR-2: Definitions, continued

“Personal Leave”	An employee’s PTO.
“PTO”	Paid Time Off.
“PUD” or “JPUD”	Public Utility District #1 of Jefferson County
“Supervisor”	An employee having the authority to direct another employee or employees within their department and recommend the hiring, transfer, suspension, layoff, promotion, dismissal, assignment, reward or discipline of another employee.
“Utility”	Public Utility District #1 of Jefferson County

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Human Resources Policies Section HR-3: Employment

- HR3.01 Equal Employment Opportunity/Non-Discrimination
- HR3.02 Recruitment and Selection
- HR3.03 Employment of Relatives
- HR3.04 Regulation on Outside Employment
- HR3.05 Memberships in Organizations and Participation in non-work related activities
- HR3.06 Political Activity
- HR3.07 Two District Positions
- HR3.08 Orientation
- HR3.09 Uniforms and Equipment
- HR3.10 Necessary Training
- HR3.11 Continuing Education and Training
- HR3.12 Probation
- HR3.13 Performance Appraisals
- HR3.14 Employee Records

HR3.01 Equal Employment Opportunity/Non-Discrimination

It is the policy of the District to provide equal employment opportunities without regard to race, color, religion, sex, sexual orientation, gender identity, age, pregnancy, marital status, national origin, genetic information, any physical or mental disability, military or veteran status, or any other basis prohibited by law. Employment and promotional decisions are based solely upon an individual's qualifications and both intellectual and physical ability to perform the duties.

This policy includes all phases of employment, placement, upgrading, demotion or transfer, layoff, recall and termination, rates of pay or other forms of compensation, selection for training, use of all facilities and participation in all District sponsored employee activities.

It is the responsibility of the Manager to ensure affirmative implementation of this policy to avoid any discrimination in employment or work place.

Policy HR-3: Employment, continued

HR3.02 Recruitment and Selection

When any position has become vacant and prior to any posting or advertisement of vacancy, the supervising Department Head or Manager shall review the position, its job description and the need for such a position within the operation of the District. The Department Head shall make recommendations to the Manager for review and action. The position shall be posted and/or advertised only after the Manager and/or Board has reviewed and approved the recommendation(s).

Failure to follow the above procedure may invalidate the hiring.

Application shall be made through a procedure approved by the Manager or Manager's designee. Applications shall require information of specific job experience and training. Applicants shall affirm the accuracy of the statements made. Any person supplying false information may forfeit review of their application or be subject to immediate termination if hired.

All statements submitted as part of the application shall be subject to investigation and verification prior to appointment.

HR3.03 Employment of Relatives

The Jefferson County PUD is a publicly owned utility, and any person employed by it is therefore a public servant.

It is the Commissioners desire to avoid the reality or appearance of improper influence or favor, as well as to avoid the possibility of nepotism in the hiring of new employees. As such, those responsible for engaging new hires shall not hire relatives of employees.

Relatives are defined as such: Spouse, fathers, fathers-in-law, mothers, mothers-in-law, brothers, brothers-in-law, sisters, sisters-in-law, sons, sons-in-law, daughters, daughters-in-law, stepfathers, stepmothers, grandparents, stepbrothers, stepsisters, stepsons, or stepdaughters of employees.

The Utility also reserves the right not to employ relatives (including those related by marriage) of its vendors, or government agencies that regulate the utility or its industry, where such a restriction is a reasonable step toward avoiding the actuality or appearance of a conflict of interest or to protect confidential information.

Policy HR-3: Employment, continued

If two people become related or enter a domestic partner relationship, they have a responsibility to notify the Human Resources Office of such an event. Whenever possible, the District will make arrangements for transfer of one of the employees or make an assignment to a different supervisor as appropriate. If arrangements for transfer or reassignment are not feasible, the employees will be allowed thirty (30) calendar days to determine which of them will resign. If no decision is made during this time the District reserves the right to make and implement the decision.

HR3.04 Regulation on Outside Employment

Employment by the District shall carry with it the obligation to devote an employee's undivided job loyalty and attention to public employment and to avoid both actual conflicts of interest and the appearance of impropriety. No full-time employee shall engage in any outside employment without receiving the prior authorization by his/her Department Head. Permission shall not be unreasonably withheld. However, if any such additional employment interferes with the efficient performance of the job, constitutes a conflict of interest or would result in a poor public image for the District as determined by the Manager with concurrence of the Board of Commissioners, permission will be denied. Any person currently engaging in outside employment as of the effective date of these rules shall submit within five (5) working days the details of such employment to the Manager for his review.

HR3.05 Memberships in Organizations and Participation in non-work related activities

Employees are free to belong to organizations and participate in such activities which do not require use of regular working hours or interfere with regular work activities.

HR3.06 Political Activity

The rules governing political activities of employees shall follow the provisions of existing laws and statutes, as the same exist or as hereafter amended.

Solicitation for the payment to any partisan, political organization or for any partisan political purpose or any compulsory assessment or involuntary contribution is prohibited. No person, elected official or employee shall solicit, on District property, any contributions to be used for partisan political purposes. Employees shall have the right to vote and to express their opinions on all political subjects

Policy HR-3: Employment, continued

and candidates and to hold any political party office or participate in the management of a partisan, political campaign. Nothing in this section shall prohibit an employee from participating fully in campaigns relating to constitutional amendments, referendums, initiatives and issues of a similar character and for non-partisan offices except as provided for in RCW 54.16.100.

Terms of individual grant contracts shall regulate political activities of District employees in positions funded primarily by federal grant aid funds.

HR3.07 Two District Positions

No person elected to a District position shall also hold another District job. Violation shall result in immediate termination from the original position.

HR3.08 Orientation

Orientation of new employees shall be conducted by the employee's Supervisor and Manager or designee. General work rules, office, shop and facility layouts and job responsibilities shall be covered. The employee should be assisted in filling out necessary forms, receive a copy of his/her job description, and be assigned working space, equipment and uniforms as appropriate.

HR3.09 Uniforms and Equipment

District employees may be assigned equipment and/or uniforms to be used on the job. The responsibility for maintenance and/or cleaning of such equipment or uniforms will be determined on a department-by-department basis; however, the employee bears the responsibility for exercising reasonable care with all issued items. District employees will be provided with all necessary safety equipment. Employees who are assigned maintenance duties in the field must furnish his/her own small hand tools.

Uniforms or equipment assigned to an employee must be returned upon termination.

HR3.10 Necessary Training

Necessary training should be directed by the Department Head or Supervisor or designee at the direction of the Department Head. Training may include:

1. Observation of job tasks while acting as a helper.

Policy HR-3: Employment, continued

2. Direct participation in assignments while being observed by an experienced employee, Supervisor or Department Head.
3. Accomplishment of assignments which are later reviewed and constructively evaluated by the Supervisor and/or Department Head.
4. "Dry-run" training which allows employees to perform tasks and to become familiar with equipment or operations before actual specific tasks are assigned.
5. Where training is required by the PUD or for State of Washington certification, the employees' wages will be paid by the District during the training.

HR3.11 Continuing Education and Training

The District recognizes that it is a part of a dynamic business community and that it must maintain a competitive knowledge and ability base among its employees. Employees are, therefore, strongly encouraged to maintain and upgrade their abilities to ensure the District's ability to serve the needs of its customers. Use of District employees' talents will be maximized towards accomplishment of the District's goal of providing the best and most efficient service possible to its customers and the tax payers of Jefferson County.

District employees are encouraged to develop skills and knowledge in areas of specific application to present and future job responsibilities benefitting the District. District employees who require CEUs to maintain certification will be expected to maintain that certification by acquiring the necessary CEUs; the District will reimburse the employee for those costs associated with maintaining the certification.

Study and class time should not interfere with the employee's regular working hours and/or productivity unless specifically approved by the Manager.

Policy HR-3: Employment, continued

HR3.12 Probation

All new employees shall be subject to a probationary time period as designated in their respective collective bargaining agreement. During that time period, all permanent position occupants shall accrue all District benefits; temporary employees shall accrue only annual leave and sick leave benefits. At the end of the probationary period, all employees shall receive an evaluation of performance and notice of successful or unsuccessful completion of probation. Time in employment in a temporary position shall count towards an employee's probationary time. Any employee may be dismissed for any cause during or upon completion of the probationary period without violation of the employee's rights as a District employee.

HR3.13 Performance Appraisals

The performance appraisal is a means by which the employee and his/her Supervisor/Department Head can gain a mutual understanding of the employee's and Supervisor's respective expectations. It is a forum in which to discuss both good and poor performance or expectation issues.

In an attempt to achieve the District's goal to train, and retain the best qualified employee for every job, the appraisal process is a key point. When this process is understood and properly used on a regular basis, there is a gain to the employee who becomes further cognizant of what the District needs and expects. The District, in addition, may gain insight into specific jobs and their operation from someone who has first-hand knowledge of how the system is working. Both will gain through the enhancement of work satisfaction based on mutual expectations, growth and development, and in the revelation of training needs.

- A. Personnel Record: The evaluation becomes a part of the employee's personnel record and is a factor in determining whether the employee becomes a regular employee after probationary period, or is advanced based on merit, experience or other considerations, reclassified, or, on the other hand, demoted or terminated.
- B. First Review: The first performance appraisal and counseling interview takes place at the end of the probation period between the Manager and employee. The Manager or Manager's designee shall schedule additional performance

Policy HR-3: Employment, continued

appraisals and counseling sessions not less than annually and more frequently if needed or requested by the employee. The employee should be given reasonable notice that the evaluation is to be done in order to give the employee some advance time for review of the performance during the preceding period. As an outcome of each interview, barring termination, the employee and Manager will agree on a work plan to be used as a guide in assessing performance for the ensuing period (usually one year).

C. Employee Request for a Review: An employee can request a review at any time as long as 72 hours' notice is given to the Manager. The employee should be encouraged to take an active part in the process. For this reason, the appraisal record shall provide for both the Manager and employee to make written comments.

D. Contents of Review: All appraisals should indicate

1. Either satisfactory or unsatisfactory performance based on the work plan and/or other factors.
2. Corrective measures in the case of unsatisfactory performance.
3. A discussion of advancement status.

At a minimum, the appraisal form or narrative summary should have space for Manager or designee and employee written comments, and signatures of both. By signing the form, the employee is attesting that the appraisal has been discussed, and disagreements with it on the part of the employee are made a part of the record. Employees who strongly disagree have recourse through the grievance procedures.

A copy of the performance appraisal, together with related correspondence, shall be given to the employee and is to be retained in the employee's personnel file.

Policy HR-3: Employment, continued

HR3.14 Employee Records

A service record folder shall be prepared for each employee and shall be maintained as directed by the Human Resources Manager. An employee's records should contain the employee's name, title of position held, employment application, the department to which the employee is assigned, salary, changes in employment status, training received, performance appraisals, personnel actions affecting the employee including discipline and all other pertinent information. Access to this file shall be limited to the employee, a person with the employee's written consent, the employee's department head or immediate supervisor, the Human Resources Manager, the Manager, and legal counsel to the District. An employee shall have the absolute right to review his/her file at reasonable times upon request. The review of the file shall be conducted in the presence of the Human Resources Manager.

Records of leave, vacation, overtime and compensatory time shall be kept by the Bookkeeper for each employee.

Jefferson County PUD #1

Policy Manual

Section HR-4: General Conduct and Discipline

- HR4.01 Personal Appearance and Conduct
- HR4.02 Conflict of Interest
- HR4.03 Use of District Telephone, Equipment or Supplies
- HR4.04 PUD-owned Technology Resource – Acceptable Use Policy
- HR4.05 Use of PUD Vehicles
- HR4.06 Contact with the News Media
- HR4.07 Purchasing, Inventory and Billing Procedures
- HR4.08 Discipline
- HR4.09 Types of Discipline
- HR4.10 Cause for Disciplinary Action or Termination
- HR4.11 Grievance Procedure
- HR4.12 Complaints Against Employee or District

HR4.01 Personal Appearance and Conduct

All employees must maintain a clean and neat appearance appropriate to their work assignments.

It shall be the responsibility of all employees to represent the District to the public in a positive and courteous manner.

The District will attempt at all times to operate its business in the most efficient and effective manner consistent with good management practices. All employees shall conduct themselves in a manner that will be consistent with established rules and will further the operation of District activities.

HR4.02 Conflict of Interest

If in the performance of regular or specifically assigned duties, an employee finds that he/she or his/her family may directly benefit from actions of the employee, the employee should discuss the potential conflict of interest with the Manager. If the Manager feels that the employee can perform his/her duties without compromising the position of the District, the employee or the involved public then the Manager shall so note in employee's file and the employee may then proceed. If the Manager finds that the conflict can be avoided by agreement between parties, then such an agreement should be made and noted.

Policy HR-4: General Conduct and Discipline, continued

In any case, employees should be free of conflicts of interest which could directly benefit themselves or their families. Receiving of financial or other benefits as a result of District employment, other than from the District, shall be cause for disciplinary action.

HR4.03 Use of District Telephone, Equipment or Supplies

Employees shall not use District supplies for personal activities nor store District equipment or supplies in personal vehicles or private residences, garages, etc., unless necessary to accomplish an assigned task and only with the Supervisor's approval. Employees shall not place long distance calls on the District's phone bill for personal business. Nothing in this Policy shall be read to prevent reasonable, limited use of District telephones for local personal calls and in emergency situations.

Employee's misuse of District telephones, equipment or supplies may result in disciplinary action. Theft of District services, equipment or supplies can result in termination.

HR4.04 PUD-owned Technology Resource – Acceptable Use Policy

Purpose

This policy defines the appropriate use of technology resources that are owned by Jefferson County PUD #1 and provided for employee use. Departments are permitted to issue their own policies that augment or adopt this policy through reference, but not to supersede or contradict it.

Applicability

This policy applies to anyone who uses PUD Technology Resources, including employees, temporary employees, contractors, vendors and all others.

Definitions

Internet: The Internet is a worldwide “network of networks,” including bulletin boards, World Wide Web (WWW), data servers, applications, messaging services, and other functions and features, which are accessed via a computer, a mobile phone, or other client devices.

Digital Equipment: Includes but is not limited to computers, laptops, telephones, cellular telephones, Personal Digital

Policy HR-4: General Conduct and Discipline, continued

Assistants (PDAs), and combination devices such as smart phones. Any technology provided by the PUD for communications, computing, printing, etc. is covered by this definition.

Data Files: Information contained in files such as e-mail messages, database tables, telephone records, extracts from databases or output from applications

Messaging: Any technology used to facilitate digital communication, including but not limited to Instant Messaging (IM), electronic mail (e-mail, both PUD-provided and through external services for personal use), peer-to-peer networking (P2P), mobile, fixed, and software-based voice over Internet protocol (VoIP) telephones.

PUD-owned Technology Resources: Technology resources paid for by PUD funds, including, but not limited to: Internet/Intranet/Extranet-related systems, computer equipment, software, operating systems, storage media, network accounts providing electronic mail, and systems that enable web browsing, and file transfer.

Social Networking: Any Internet site that is focused on creating “networks” of individuals such as MySpace, FaceBook, LinkedIn, etc.

Hacking/Hacking Tools: Behavior and tools designed to circumvent security measures, or to otherwise effect unauthorized changes to computer hardware or software.

Peer-To-Peer Networking: Protocol or service for networking devices without a centrally managed server.

Communication protocol: An agreed-upon method of communication used within networks.

Malware: A general term for potentially hostile software; encompasses viruses, Trojans, spyware, etc.

Policy HR-4: General Conduct and Discipline, continued

Policy:

PUD Resources are for PUD Business: PUD-owned technology resources shall serve the business needs of Jefferson County PUD #1.

PUD equipment is issued for PUD Business needs: Workstations will be assigned to employees that need to run PUD software to perform designated tasks. Laptops will be issued to employees that need to run PUD software when outside of the office. Phones will be issued to employees that need to be contacted outside of business hours or whose hired role requires significant time spent outside the office during business hours.

Confidentiality: PUD-held information on the customers of Jefferson County PUD #1 may not be disclosed without a clear business need, or public disclosure request.

Limited Personal Use: PUD-owned technology resources may be used for personal purposes on a limited basis, providing the following requirements are met:

- No marginal cost to the PUD
- No interference with work responsibilities
- No disruption to the workplace.

Limited use of external e-mail services: The limited use of an external e-mail service is allowed, providing that the service applies anti-malware controls in a manner equivalent to that provided by the PUD.

Specific Prohibitions and Limitations: PUD policies regarding acceptable behavior and communication will apply to use of the Internet and messaging. Specifically prohibited use includes but is not limited to:

- Conducting a private business;
- Political campaigning;
- Accessing sites which promote exclusivity, hatred, or positions which are contrary to the PUD's policy of embracing cultural diversity;

Policy HR-4: General Conduct and Discipline, continued

- E-mails shall not be used to reprimand employees or to identify individual's errors, this should be done through proper management channels.
- E-mails meant to harass sexually or otherwise are prohibited
- Accessing inappropriate sites including adult content, online gambling, and dating services;
- Accessing sites that promote illegal activity, copyright violation, or activity that violates the PUD's ethical standards.
- Using the internet to obtain or disseminate language or material which would normally be prohibited in the workplace;
- Using encryption technology that has not been approved for use by the PUD;
- The use of personally owned technology for conducting PUD business, where official PUD records are created but not maintained by the PUD;
- Making unauthorized general message distributions to all users (everyone);
- Installing any software that has not been approved by the PUD;
- Sharing or storing unlicensed software or audio/video files;
- Using security exploit tools (hacking tools) to attempt to elevate user privileges or obtain unauthorized resources;
- Broadcasting e-mail to large numbers of constituents unless the list members are hidden through the use of the BCC field.
- Using a PUD e-mail address when posting to public forums e.g. blogs, social media sites, wikis and discussion lists for personal use;
- Accessing sites that distribute computer security exploits ("hacking" sites);
- Excessive use of online shopping,
- Excessive use of social networking sites for personal use;
- Excessive use of streaming media for entertainment during work hours;
- The use or installation of unauthorized Instant Messaging, e.g. AIM, Yahoo Instant Messenger, Meebo, IRC, etc.; links and attachments are prohibited using the authorized IM client;
- Using unauthorized Peer to Peer Networking, e.g. E-Mule, Kazaa, Limewire, Warez, etc.

NOTES: If any of the above prohibited uses is required for a legitimate business reason, it is management's responsibility to follow the exception process as referenced in HR5.05, (7).

Policy HR-4: General Conduct and Discipline, continued

Use Standard Resources Only: Digital equipment and all applications must be authorized and installed by appropriate personnel.

Additional Cost to the PUD: Resources that incur a cost to the PUD, whether accessed via the Internet, mobile/PDA, email or other applications, must not be accessed or downloaded without prior approval. It is the supervisor's responsibility to assure the business need, applicability, and safety of any new resource.

No Expectation of Privacy: Nothing in this policy confers an individual right or be construed to provide an expectation of privacy. Employees must not expect privacy in the use of PUD communications and digital equipment.

Conflicts: If any component of this policy conflicts with any applicable collective bargaining agreement, the collective bargaining agreement shall control. The remaining non-conflicting features of this policy shall remain in effect.

Responsibilities

Employee Responsibilities

- Monitor personal use of the internet, messaging, and other applications, to ensure that the PUD is being appropriately served.
- Adhere to PUD standards as discussed in the policy language above. Read and adhere to relevant policies.
- Obtain authorization from their supervisor before incurring charges; for example, downloading data or accessing a paid service.
- Employees are prohibited from sharing account passwords with other employees.

Management Responsibilities

- Support enterprise-grade technology to enforce this policy, to ensure that the primary purpose of that use is to meet PUD business needs, and that relevant PUD standards are met.
- Review and make decisions regarding the approval of all non-work related broadcast announcements. Acceptable uses for non-work related broadcast announcements would include

Policy HR-4: General Conduct and Discipline, continued

arrival or departure of a department employee or a departmental charitable campaign event.

- Management will require employees to use complex passwords that:
 - Do not contain the user's account name or parts of the user's full name that exceed two consecutive characters
 - Are at least eight characters in length
 - Contain characters from three of the following four categories
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)
- Management will require passwords to be changed after 90 days of use.

Policy Enforcement

In order to safeguard PUD resources, violators of this policy may be denied access to PUD computing and network resources and may be subject to other disciplinary action within and outside the PUD. Violations of this policy will be handled in accordance with the PUD's established disciplinary procedures. The PUD may temporarily suspend, block or restrict access to computing resources and accounts, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, confidentiality, or availability of PUD computing and network resources, or to protect the PUD from liability.

- a) If violations of this policy are discovered, the PUD will take appropriate actions to resolve the issue and violators may be subject to disciplinary measures.
- b) If violations of this policy are discovered that are illegal activities, the PUD may notify appropriate authorities.
- c) The PUD reserves the right to pursue appropriate legal actions to recover any financial losses suffered as a result of violations of this policy.

Exception Process

Exceptions to this policy will be requested in writing to management, and the request will be escalated to Human Resources or the appropriate information security personnel.

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Exceptions will be documented in writing and retained according to existing retention schedules. Exceptions may be granted on a limited-time basis.

HR4.05 Use of PUD Vehicles

All District vehicles shall be used by employees only for and in performance of official District business. No District vehicle shall be used for solely personal purposes. Violation of the prohibition against personal use may result in disciplinary action or termination.

HR4.06 Contact with the News Media

The Manager or his/her designee and District Commissioners should be responsible for all contacts with the news media, including the answering of questions from the media.

In discussing District-related topics with the news media, care should always be taken in interpreting District policies. Generally, policy-related questions should be answered by Commissioners or the Manager or Manager's designee depending on the magnitude of the issue.

HR4.07 Purchasing, Inventory and Billing Procedures

The District has a specific purchasing, inventory and billing procedure. All employees are required to use either the particular project system or District wide system. These procedures are intended to provide an accountability system of public funds, equipment and supplies. Employee shall submit request for purchase to Supervisor.

HR4.08 Discipline

Disciplinary actions and terminations shall be administered in accordance with these rules in order that an atmosphere of job security will be promoted to encourage the provision of efficient District services by experienced, dedicated and long-term employees. The Manager retains the right to remove any employee, subject to any applicable rule and Board notification.

Primary emphasis is placed on preventing situations requiring disciplinary action through effective employee-management relations. When a Supervisor determines that disciplinary action is appropriate, he/she shall inform the employee concerned of the reasons which justify the action. Disciplinary action shall be based

Policy HR-4: General Conduct and Discipline, continued

on good cause, consistent with applicable law, regulation provisions of this manual and being fair and equitable; provided, however, that nothing herein shall be read or interpreted to provide a contract right which limits the authority of the Manager as the chief administrative officer of the District to terminate any employee of the District.

Principles of Discipline: Discipline encompasses all aspects of supervision which correct, mold, strengthen, or guide employees toward greater productivity and satisfactory adjustments to working relationships. An atmosphere of discipline is achieved through instruction, good example and practice, which influences employees to abide by rules, regulations, and procedures, and aids them in controlling their emotions and developing appropriate habits of conduct.

Good discipline is the essence of effective teamwork. It has as its objective self-discipline, or that control which is self-motivated. Supervisors stimulate self-discipline by:

- a. Giving employees a chance to express themselves on matters affecting them;
- b. Considering their views;
- c. Recognizing individual dignity and the need for a sense of security.

Self-discipline is further enhanced by recognizing employee's contributions and giving them a sense of accomplishment, pride in the District, and confidence in the personal integrity, consideration, and understanding of Supervisors. It is fostered and sustained by fair and equal treatment of all employees.

Delegation of Authority to Discipline, Suspend and Discharge Employees: The Manager shall have the final authority to discharge employees, within the rules and policies of the District.

All Department Heads shall have the authority to reprimand any employee under their supervision and may recommend to the Manager for action suspension of any employee with or without pay

Policy HR-4: General Conduct and Discipline, continued

pending the results of any inquiry or disciplinary proceeding in accordance with these policies.

Choosing Among Disciplinary Actions: In many situations which may call for corrective action, a wide variety of such actions are available - ranging from a discussion and oral admonishment to a written reprimand, suspension, or discharge from service. The Manager or his/her designee shall have full discretion to impose disciplinary action in accordance with the circumstances of the particular case.

a. Reasonableness

Any disciplinary action demands the exercise of responsible judgment so that an employee will not be penalized disproportionately to the character of the offense. This is particularly true of an employee who has a previous record of completely satisfactory service.

b. Uniformity in Disciplinary Actions

It shall be the policy of the District that disciplinary action and terminations be fair and equitable. In order to achieve that goal, the Manager or his/her designee shall consider the following factors in reaching a decision on any disciplinary or termination action:

- 1) Is the action consistent with the general personnel policies of the District with similar disciplinary and termination proceedings?
- 2) What is the work history of the affected employee, his/her contributions to the department and the District, and the circumstances of the case?
- 3) Are there factors of mitigation which should be considered to lessen the discipline or factors such as a danger to the public or violations of the public trust of public policy calling for an enhanced punishment?

c. Procedural Failures Not a Defense

Failure to strictly adhere to any process outlined herein shall not invalidate the disciplinary action taken. Rather, the Manager may take steps to discipline the Supervisor or

Policy HR-4: General Conduct and Discipline, continued

Department Head who has failed to comply with these policies.

d. Other Disciplinary Actions

It is the goal of the District that all disciplinary action of the District be consistent. Recognizing, however, that different job histories and other mitigating circumstances may cause differing results, it shall not be a defense to any disciplinary action that the District has levied different disciplinary action in similar situations, provided, however, that this provision shall not be construed to approve or condone discrimination.

HR4.09 Types of Discipline

Oral Admonishment

An oral admonishment is a counseling session between a Supervisor and an employee on the subject of the employee's conduct and performance, or his/her failure to observe a rule, regulation, or administrative instruction. It is intended to increase an employee's efficiency and value to the District by changing his/her conduct, attitude, habits, or work methods. Following the counseling session, the Supervisor shall make a notation of the oral admonishment in the employee's personnel file for follow-up action, and advise the employee that it has been made a matter of record.

If at any time after an employee has been admonished, the Supervisor considers the employee's conduct and performance have improved, he/she shall notify the employee and make a notation in the employee's personnel file concerning the employee's improvement. In any event, an oral admonishment shall not be considered for any purpose after a period of six months from the date it is administered unless it represents a pattern of consistent misconduct.

Reprimand

A reprimand is a formal written disciplinary action for significant misconduct, inadequate performance, or repeated lesser infractions.

Suspension

A suspension is a temporary enforced absence from duty in a non-pay status which may be imposed as a penalty for significant misconduct or repeated lesser infractions. Periods of suspension

Policy HR-4: General Conduct and Discipline, continued

shall be expressed in calendar days. A suspension is a severe disciplinary action which is made a matter of permanent record.

- a. Suspensions with pay may be utilized by the Manager pending the results of an investigation or disciplinary action where it is determined that factors such as public confidence, the safety of the employee or the efficient functioning of the District call for such a suspension. Suspensions with pay shall not exceed the reasonable time necessary to complete the inquiry upon which the disciplinary action may take.
- b. An employee may request to forfeit accrued vacation rather than actually undergo the suspension without pay; the employee's absence from the work place shall, however, be required. The decision of the Manager regarding such a request shall be final.

Discharge

The Manager may terminate the employment of an individual:

- a. For cause, as detailed in the following section.
- b. When the Board of Commissioners, in its sole discretion has determined that inadequate funding exists to maintain existing levels of District services or that a lack of work exists with respect to a position, it may eliminate the position(s) and may layoff or terminate the affected employee(s). Lack of work or lack of funding determinations shall be made at the sole discretion of the Board of Commissioners and its decision shall be final.

HR4.10 Cause for Disciplinary Action or Termination

An employee may be disciplined or discharged for any act, error or omission which tends to discredit public service, which impairs the efficient operation of the District or for any of the following reasons:

- a. Arriving or being on the job under the influence of intoxicating beverages or drugs;
- b. Violation of a lawful duty;
- c. Insubordination;

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- d. Breach of discipline;
- e. Being habitually absent for any reason;
- f. Conviction of a felony; or, of a misdemeanor involving moral turpitude; or, of a revocation of a valid driver's license if necessary to perform the duties of the job for a DWI offense, whether on or off duty. If the revocation is for 30 days or less, the employee may be placed on leave without pay or take annual leave if available. A second offense will result in immediate termination.
- g. Accepting fees, gratuities or other valuable items in the performance of the employee's official duties of the District;
- h. Inability, refusal or failure to perform the assigned job and the duties thereof;
- i. Violation of duties or rules imposed by this manual.

HR4.11 Grievance Procedure

The District recognizes that there are situations that may arise when an employee feels he or she has not been treated fairly or in accordance with the rules. When grievances occur, every effort is to be made to adjust them promptly and fairly in a manner mutually satisfactory to all concerned.

An employee feeling aggrieved shall first attempt to resolve the problem with his/her Department Head, or, if no Department Head with the Manager. If any employee cannot get satisfaction from his/her Department Head, he or she may appeal to the Board of Commissioners for resolution or for the creation of an ad-hoc Employee Relations Committee (ERC) composed of; one field crew member, one office staff member, one management or Supervisory member, and one member of the Board of Commissioners. Under no circumstances shall either party of the grievance be members of the ERC. The ERC will attempt to make recommendations to resolve the grievance. If the recommendations are found unacceptable by either the grievant or Department Head so that the matter is not resolved, the Manager and Board of Commissioners will be responsible for final resolution.

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The individual is assured that no discrimination or reprisal will result because of the presentation of a problem. All grievances will be held CONFIDENTIAL to the extent permitted by law and shall become part of a grievance file.

HR4.12 Complaints Against Employee or District

The District will from time to time receive and investigate complaints against employees and/or District operations.

This procedure will establish the method in which the District will receive and investigate complaints. The following steps will outline the action to be taken:

1. Once a complaint has been received by the District, whether it be by letter, phone or in person, a complaint form will be filled out and submitted to the Manager or Manager's designee.
2. The complaint form will be filled out giving all pertinent information including date, time and location, complainant's name, address and phone number, how the complaint was reported, who received the complaint, a summary narrative of the complaint, who if anyone is accused, the witnesses of the complaint and the Department Head's review and comments on the complaint.
3. The Manager or Manager's designee and the affected Department Head will then determine the course of action required to handle the complaint.

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Policy Manual

Section HR-5: Attendance and Leaves

HR5.01	Attendance
HR5.02	Hours of Work
HR5.03	Standard Work Week
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HR5.10	Military Leave
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HR5.13	Jury Duty Leave

HR5.01 **Attendance**

Employees shall be in attendance at the job in accordance with the rules regarding hours of work, holidays and leave. Attendance at the job may include, but not be limited to: presence and performance at the primary office location; performance in the field; attendance at meetings representing the District; performance of job products/tasks at other than the primary office location with Supervisor / Department Head approval.

An employee, who for any reason cannot report to work, shall make a sincere effort to immediately notify his/her Supervisor of his/her reason for being absent within two (2) hours of the beginning of the work period. If the absence continues beyond the first day, the employee shall notify the Supervisor on a daily basis unless other arrangements have been made.

Leave requests for medical, dental or optical appointments shall be submitted in advance.

At the discretion of the Manager, a doctor's certificate may be required for any period in excess of three (3) days. The District may request the opinion of a second doctor at its discretion.

Policy HR-5: Attendance and Leaves

HR5.02 Hours of Work

All employees shall work a schedule as approved by the Manager or his/her designee. A temporary employee's work week should not normally exceed the regular work week of other employees in the department to which he/she is assigned.

HR5.03 Standard Work Week

The standard work week is 40 hours starting Monday at 12:00 a.m. ending Sunday at 11:59 p.m.

HR5.04 Rest Periods

Meal breaks and any other breaks will be taken/scheduled in a manner not to interfere with the effective provision of District services.

All employees are entitled to, but not required to take, two (2) fifteen (15) minute breaks during the work day, one in the morning and one in the afternoon. Breaks shall be taken away from the work station to maximize the recuperative effect of the break time.

HR5.05 Holidays

All full-time employees are provided paid holidays. The holidays observed by the District are:

New Year's Day	Veteran's Day
Martin Luther King Jr.'s Birthday	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Day
Fourth of July	Floating Holiday
Labor Day	

1. Holidays occurring during an employee's absence on leave shall not be considered as a part of the leave expended.
2. A Department Head shall have the right and the authority to require one or more of the employees in that department to work on a holiday.
3. Non-exempt employees required to work on a holiday shall choose one of the following options:
 - a. The employees may be paid at the rate of double the regular pay for those hours worked which fall on a holiday (holidays shall start at 0001 hours and end at 2400 hours of the designated holiday date).

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- b. The employees may accrue compensatory time at the rate of double the rate for those hours worked which fall on a holiday. All other compensatory time policies will apply.
4. If a holiday falls on Saturday, the preceding Friday will be allowed off. If a holiday falls on Sunday, the following Monday will be allowed off.

HR5.06 Unpaid Holidays for Reasons of Faith or Conscience

Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church or religious organization

The employee may select the days on which he or she desires to take the two unpaid holidays after consultation with his or her supervisor. If an employee prefers to take the two unpaid holidays on specific days, then the employee will be allowed to take the unpaid holidays on the days he or she has selected unless the absence would unduly disrupt operations, impose an undue hardship, or the employee is necessary to maintain public safety. The term “undue hardship” has the meaning contained in the rule established by the Office of Financial Management.

If possible, an employee should submit a written request for an unpaid holiday provided for by this section to the employee's supervisor a minimum of 20 days prior to the requested day. Approval of the unpaid holiday shall not be deemed approved unless it has been authorized in the desires of the employee, scheduled work, anticipated peak workloads, response to unexpected emergencies, the availability, if any of a qualified substitute, and consideration of the meaning of “undue hardship” developed by rule of the Office of financial Management.

The two unpaid holidays allowed by this policy must be taken during the calendar year if at all; they do not carry over from one year to the next.

HR5.07 Paid Time Off (PTO)

A Personal Leave Program will be instituted in recognition of the need for paid time off for rest and recreation, illness, injury, child care, bereavement, personal business or any other approved absence from work on a paid leave status, except to the extent

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Worker's Compensation, Occupational Disability Allowance, Short Term Disability Plan, or Long Term Disability Plan provisions, provide otherwise. Regular, part-time employees shall accrue personal leave at the rate of one-half of the full time employee.

Except while receiving occupational disability allowance, while on Short Term Disability, or in a leave without pay status, each eligible employee shall accrue Personal Leave as follows:

Years of Service	Days accrued per year
During the 1st yr.	20
During the 2nd yr.	20
During the 3rd yr.	20
During the 4th yr.	20
During the 5th yr.	20
During the 6th yr.	25
During the 7th yr.	25
During the 8th yr.	25
During the 9th yr.	25
During the 10th yr.	25
During the 11th yr.	26
During the 12th yr.	27
During the 13th yr.	28
During the 14th yr.	29
During the 15th yr.	30
During the 16th yr.	31
During the 17th yr.	32
During the 18th yr.	33
During the 19th yr.	34
During the 20th yr.	35
Thereafter	35

* "Day" for the purposes of this section means eight (8) hours

Use of Personal Leave shall be conditioned upon operational needs of the District and approval of the General Manager or designee. Approval of the unplanned use of Personal Leave shall be sought as early as practicable. All other use of Personal Leave shall be scheduled such that advance approval is sought at least twice as early as the length of the requested leave (e.g., one week's leave would require at least two weeks' notice). The District shall respond to the request within five (5) working days. It is the

Policy HR-5: Attendance and Leaves

intention that leave be granted upon shorter notice for emergencies, death, illness or serious accident in the immediate family.

Unplanned use of Personal Leave so frequent as to interfere with job performance or District operations shall subject the employee to possible disciplinary action, regardless of the cause for such unplanned use.

Any request for personal leave of over thirty (30) days may be rejected by the District if at least six months' notice is not given, and then only dependent upon the District's work schedule.

The District shall not be required to permit more than one employee from any work classification to be on personal leave at the same time.

In the event an employee has used all of personal leave currently credited to the employee's account and must be absent from work for a reason which would otherwise entitle the employee to use personal leave, the employee shall apply to the Department Head for permission to take leave without pay, subject to the leave without pay policy provisions.

Personal leave accrual for each regular employee shall commence from the first date of his last employment. After the first year of employment, each employee must use a minimum of ten (10) days personal leave per year. Failure to use such ten (10) days personal leave shall result in forfeiture of any unused portion each year unless such failure is the result of occupational disability or extended illness.

The maximum accumulation (carry over) of personal leave for any regular employee by the end of each posting on or near January 1st of each year shall be sixty-three (63) days (504 hours) and any personal leave in excess of the sixty-three (63) days (504 hours) shall be forfeited.

Any personal leave accrual remaining at the time an employee begins to receive the LTD benefit shall be paid in full less statutory deductions.

Any employee who has accumulated personal leave time as herein provided and who terminates his employment with the District after giving the District two weeks advance notice of his intention to quit, shall receive his accrued personal leave pay; provided it is in conformance with the provisions contained herein.

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Any employee who enlists or is inducted into the armed services of our country shall be paid for the personal leave time he has accrued to-date to the date he leaves the employ of the District.

In case of the death of any employee, all accumulated earned personal leave will be paid in accordance with Section 6 of this policy manual.

HR5.08 Annual Cashout of PTO

Regular, full-time employees of the District shall be allowed to convert a portion of their personal leave to cash at the end of December of each calendar year, provided the following guidelines are met:

1. An employee must use a minimum of fifteen (15) days scheduled personal leave annually prior to any conversion.
2. After use or conversion, a minimum of sixty-three (63) days (504 hours) of accrued personal leave must remain in the employee's accrual account at the end of December of each calendar year.

HR5.09 Bereavement Leave

Death or funeral attendance in the immediate family (not to exceed three (3) days.)

HR5.10 Military Leave

Paid leave shall be provided for in accordance with RCW 38.40.060 for any employee who is a member of any duly-established National Guard or Reserve Corps Unit.

HR5.11 Leave Without Pay

Leave without pay may be requested for absence from work not covered by any other type of leave except for leave without pay for disability. Whenever possible, leave must be requested at least two (2) weeks in advance. An employee must be a permanent employee (having completed probation) in order to qualify for leave without pay:

1. Leave may be granted to an employee for a period of up to thirty (30) days upon the approval of the Manager.
Extensions of up to ninety (90) days in any calendar year

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(total) are subject to further approval of the Board of Commissioners.

2. Accrued compensatory time, if any, and vacation leave must be expended prior to taking any leave without pay. Sick leave shall not be used for this purpose.
3. The District will pay non-wage benefits (i.e. health insurance, dental insurance, etc.) while an employee is on leave without pay up to thirty (30) days. The employee may continue to pay for non-wage related benefits if he/she wishes if leave without pay extends beyond thirty (30) days.
4. All other benefits are suspended including accrual of leave until the employee returns to work.

HR5.12 Leave Without Pay Due to Disability (including Pregnancy)

This policy shall apply to all leave without pay taken due to disability including disability due to pregnancy. The following provisions shall apply to all disabilities.

1. Whenever possible, at least fourteen (14) days notice shall be given prior to any leave incurred due to elective or scheduled surgery, pregnancy or other leave taken due to a disability with respect to which the employee may schedule or time his/her absence.
2. Accrued leave may be taken prior to the onset of a disability leave at the option of an employee. When accrued leave has been used, any employee may apply for disability leave.
3. Upon notice, the Manager may grant a leave of absence without pay for the actual period of disability, as verified by the treating physician, not to exceed six (6) months, three (3) months for maternity/paternity leave.
4. If the employee does not return to work at the end of the granted leave, or if a definite period of leave has not been established, at the end of six months, the Manager shall have the right to fill any vacancy.

Disabilities brought about or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom, are for all job related purposes, to be considered as temporary disabilities. All requests for leave by an employee under this section shall be evaluated, processed and granted under precisely the same process,

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rules and standards as would the request of any person, regardless of sex, for disability leave due to any other health reason.

1. An employee shall not be denied the opportunity to work during the entire period of pregnancy and shall be guaranteed the right to work for so long as the individual and her physician concur in her ability to work. Proof of the physician's concurrence may be required by the District at reasonable times during the pregnancy.
2. Marital status shall have no bearing whatsoever on any decision made under this policy.
3. Unless the District by its Manager has found:
 - The employee's position to be one in which business necessity requires a limitation of the leave period;
 - That limitation has been imposed at the date the leave was granted; and
 - That the employee fails to or cannot comply with such limitations,

The employee shall have the right to return to her same or a similar job.

HR5.13 Jury Duty Leave

Civil leave shall be allowed by the Manager to permit an employee to serve as a member of a jury or to appear as a witness before a court or grand jury.

Continuation of an employee's pay by the District during any period of allowed civil leave shall be contingent upon:

1. Reduction by amount of pay or reimbursement received; and
2. Proof of the amount of pay or reimbursement received and of services rendered.

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Human Resources Policies Section HR-6: Personnel Actions

- HR6.01 Department Head Responsibilities
- HR6.02 New Titles and/or Positions
- HR6.03 Elimination of Titles and/or Positions
- HR6.04 Reassignment
- HR6.05 Layoff
- HR6.06 Resignation
- HR6.07 Retirement
- HR6.08 Termination
- HR6.09 Involuntary Termination
- HR6.10 Termination as a Result of a Disability
- HR6.11 Death
- HR6.12 Rights of Appeal

HR6.01 Department Head Responsibilities

Department Heads have overall responsibility for their employees and departmental functions. Each Department Head is accountable to the Manager for the activities of his/her department and employees. Their specific assignments are outlined in their job descriptions. Generally, Department Heads are responsible for the following items with respect to employees:

- a. Providing direct supervision or assuring adequate direct supervision of employees
- b. Employee training
- c. Employee discipline
- d. Preliminary performance appraisal
- e. Employee safety
- f. Working conditions
- g. Administering leave policies
- h. Establishing work assignments, shifts, duty rosters and job descriptions.

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- i. Attending the meetings of the Board of Commissioners and any other meetings at the direction of the Manager.

The Department Head may delegate some of these duties but retains overall responsibility for the operation of his/her department.

HR6.02 New Titles and/or Positions

All new job titles and job descriptions must be approved by the Manager prior to advertisement.

Unbudgeted positions deemed necessary and approved by the Manager and Board of Commissioners will become part of the budget on an individual basis by budgetary amendment.

HR6.03 Elimination of Titles and/or Positions

All District job titles and positions are approved or disapproved in the District's annual budget. All positions are subject to the Commission's ability to fund said positions in the budget year based upon the District's projected revenues and/or anticipated work load. All attempts will be made to ensure a stable and efficient collection of employees by minimizing any reduction in staffing by reassignment, wage reduction or other means.

HR6.04 Reassignment

Promotion, downgrading, layoff, discharge and interdepartmental transfer shall be based on individual performance and work force needs.

The District has two (2) types of reassignment:

1. A change in job title and classification which may result from the creation of a new position within the District, filling of a vacancy or moving an employee from one department to another.
2. A change of job classification due to promotion.

HR6.05 Layoff

In determining who is laid off, consideration is to be given to the individuals performance and to qualifications required for

Policy HR-6: Personnel Actions, continued

remaining jobs and, lastly, seniority in the positions to be affected may be considered.

When an employee is laid off for non-disciplinary reasons, the same compensation shall be paid as accrued in voluntary termination.

HR6.06 Resignation

Any employee resigning from District service should give at least two weeks notice in writing addressed to the Manager stating the reason for leaving and the anticipated last day of work. The time limit on resignations may be waived at the discretion of the Manager. The Manager shall place a copy of the resignation and a final performance appraisal report in the employee's file and submit a copy to the Department Head if applicable.

Any employee who has accumulated personal leave time as herein provided and who terminates his employment with the District after giving the District two weeks advance notice of his intention to quit, shall receive his accrued Personal Leave pay, regular wages for all hours worked up to the time of termination which have not already been paid, any overtime, compensatory or holiday pay due; a lump sum payment at the employee's regular wage for accumulated sick leave and vacation up to the limits described elsewhere in these policies; provided it is on conformance with the provisions contained herein.

HR6.07 Retirement

In all instances the retirement date shall be the last day of the calendar month in which the employee shall work. Voluntary retirement is also allowed as provided for under the Public Employees Retirement System (PERS).

HR6.08 Termination

All terminations shall be recorded in personnel files by the Manager or his/her designee. Reasons for termination shall be noted along with any final performance appraisal.

HR6.09 Involuntary Termination

An employee may be discharged from District employment:

1. During or at the end of the probationary period without cause.
2. As a result of disciplinary action.

Policy HR-6: Personnel Actions, continued

3. For unsatisfactory job performance.
4. Due to loss of skills, certifications or other conditions which would make the employee unfit for service.
5. When the Board of Commissioners in its sole discretion has made a determination that a lack of work or funding exists with respect to the employee's position.

When an employee is terminated as a disciplinary action, the compensation payable shall be the minimum allowable under the law. No compensation shall be made for accrued sick leave.

The Human Resources Manager shall place a copy of the notice of termination in the employee's personnel file.

HR6.10 Termination as a Result of a Disability

An employee may be terminated for disability when he/she is no longer able to perform the required duties because of physical or mental impairment. Termination may be initiated by the employee, his/her legal representative or the District but in all cases it must be supported by medical evidence which establishes that the individual is unable to perform bonafide job requirements. The District may require an examination, at its expense, performed by a physician of its choice; failure to submit to such a request may result in termination.

HR6.11 Death

Termination shall be effective at the date of death. In the absence of other arrangements, all compensation due shall be paid to the surviving spouse or to the estate of the employee.

HR6.12 Rights of Appeal

The rights of appeal or grievance are detailed in Section 4 of these policies.

Jefferson County PUD #1

Human Resources Policies Section HR-7: Benefits

- HR7.01 Compensation and Payroll Policies
- HR7.02 Overtime and Compensatory Time
- HR7.03 Overtime for FLSA Exempt Employees During Emergency Situations
- HR7.04 Work Related Expenses
- HR7.05 Salary Increases
- HR7.06 Applicability of Retirement and Insurance Benefits to the Board of Commissioners
- HR7.07 Insurance Benefit Plans
- HR7.08 Retirement Benefits
- HR7.09 Unemployment Compensation
- HR7.10 Short-term Disability Benefit

HR7.01 Compensation and Payroll Policies

Deductions: Some regular deductions from the employee's paycheck are required by law; other deductions are as specifically authorized by the employee. Employees may request voluntary payroll deductions in accordance with applicable laws and statutes.

Salary Advances: The District is prohibited by Article 8, Section 7 of the Washington State Constitution from lending public funds. Cash advances shall be limited to the payment of accrued benefits, such as salary earned or vacation benefits accrued.

Records: The official payroll records are kept by the Bookkeeper. Falsification of leave records or reporting may result in disciplinary action.

HR7.02 Overtime and Compensatory Time

This policy is being adopted in consideration of the extension of the provisions of the Fair Labor Standards Act to this municipal corporation by the action of the United States Supreme Court. Except in emergencies, overtime shall be approved by the Department Head or, in his/her absence, the individual in charge of the Department at the time the need for overtime becomes apparent. In order to permit employees some flexibility in the use of the benefits which they earn through their overtime service, the following policies are adopted:

Policy HR-7: Benefits, continued

1. These policies shall apply only to those employees of the District which are subject to the Fair Labor Standards Act and whose services are rendered on the basis of a 168 hour (7 day) work week. This policy shall not apply to professional, administrative or executive employees who are exempt from the provisions of the Fair Labor Standards Act. Exempt employees shall receive no overtime and may take compensatory time only as provided for in these policies.
2. Overtime shall refer to services rendered by an employee in accordance with hours worked. Non-exempt employees shall receive overtime compensation at a rate of one and one-half (1 ½) times their regular rate of pay per hour worked in excess of eight (8) hours in one day or in excess of 40 hours in one week. Overtime shall also be paid at this rate for hours worked on a Saturday and Sunday if they are not a scheduled work day and on holidays identified in Section 5 of this manual.
3. Employees may request compensating time off in lieu of the payment of overtime. All such requests shall be subject to the approval of the Manager and shall be granted at the sole discretion of the District. Compensatory time will accrue at one and one-half (1 ½) times the hours of overtime worked. The maximum accrual of compensatory time is 40 hours. Use of compensatory time shall be taken within reasonable time from the date earned, not to exceed six months. All scheduling of compensatory time shall be mutually agreed upon by the employee and his/her Department Head.
4. The Bookkeeper is directed to keep records of the overtime earned, the compensating time requested and used.

HR7.03 Overtime for FLSA Exempt Employees During Emergency Situations

Under emergency situations, FLSA exempt employees who work in excess of forty (40) hours in a workweek may be paid at one and one-half (1 ½) times the exempt employees pay as determined on an hourly basis. Such extraordinary situations shall be determined by the General Manager considering factors including length of the time worked, extent of outages, severity of weather conditions, customer impact, and utility need. This provision does not apply to the General Manager or General Counsel of the PUD.

Policy HR-7: Benefits, continued

HR7.04 Work Related Expenses

It is the policy of the District to reimburse employees and District officials for travel, subsistence and related expenses while conducting District business or providing a service to the District. To qualify for reimbursement, such expense must be reasonable and prudent under the circumstances and directly related to the conduct of business or service of the District. Care must be taken to avoid unnecessary or excessively-costly expenditures.

No claim for personal reimbursement shall be paid unless it is accompanied by a bonafide vendor's receipt. Such receipts must show date, a description of the purchase, vendor identification and the amount paid. Personal credit card receipts are an acceptable form of receipt.

It shall be the responsibility of the Manager to ensure that these policies are adhered to. The Bookkeeper shall provide the forms and instructions necessary for their implementation and execution. In no event will a claim for reimbursement be allowed unless the same is presented in a detailed account and shall be duly certified by the official or employee submitting the claim in a manner prescribed by the Division of Municipal Corporations in the office of the State Auditor.

HR7.05 Salary Increases

There are three (3) types of salary increases which an employee may receive:

1. Merit Adjustment: Generally based on exemplary performance and/or increased responsibility or other relevant factors.
2. Grade Adjustment: Pay increase due to assignment to a new job title and classification.
3. Cost of Living Adjustment: Based on the competitive job market and economic conditions.

The General Manager is authorized, on behalf of the District to administer merit pay increases, based on performance for employees of the District not represented under collective bargaining agreements and excluding the general manager and district auditor.

Policy HR-7: Benefits, continued

The Commission authorizes the General Manager to administer merit pay increases, employee promotions, hiring, demotions, transfers, equity and market adjustments, and other administrative actions that conform to the limitations set within and in accordance with the most current resolution setting the titles and salary ranges for non-union employees.

HR7.06 Applicability of Retirement and Insurance Benefits to the Board of Commissioners

For the purposes of HR7.07 and HR7.08 below, "employee" shall be interpreted to include the Board of Commissioners if the applicable law or insurance policy will permit the inclusion of that individual without any increase in the cost of the program or policy above that which would be attributable to the addition of any full-time employee of the District.

HR7.07 Insurance Benefit Plans

Medical, dental, vision and life insurance is available to all full-time employees.

HR7.08 Retirement Benefits

District employees will belong to the Public Employees Retirement System. Descriptions of the retirement plan for each employee shall be given to the employee.

All District employees are covered by Social Security. Information on Social Security benefits is available through the Bookkeeper.

HR7.09 Unemployment Compensation

District employees may qualify for Washington state unemployment compensation after termination from District employment. Certain qualifications have to be met before a person can obtain unemployment compensation.

HR7.10 Short-term Disability Benefit

In recognition of the fact of extended illness or injury, there is established a Short Term Disability (STD) benefit as set forth below:

Non-union employees who are unable to work for forty (40) consecutive regularly scheduled hours because of their illness or injury, as certified by licensed, competent medical authority, shall

Policy HR-7: Benefits, continued

receive seventy percent (70%) of their regular straight time base pay from the forty-first (41st) regularly scheduled hour of their inability to work until they either recover and return to work or complete the waiting period required for the District's long term disability insurance eligibility, whichever is earlier. Accrued personal leave may be used to make up the difference between the STD benefit payment and 100% of gross, straight-time pay.

Return to work from coverage by the Short Term Disability benefit is conditioned upon certification by licensed, competent medical authority that the employee is able to fully perform the duties of the job and is otherwise fit to return to work.

An employee who returns to work from coverage by the Short Term Disability benefit and works less than thirty (30) calendar days because of a relapse as certified by a licensed, competent medical authority, may return to coverage by the Short Term Disability benefit immediately upon such relapse.

Any employee who returns to work, full time with no restrictions, from coverage under the Short Term Disability benefit and is required to attend recovery or follow-up doctor appointments related to the same illness or injury within ninety (90) calendar days of the first day of return may include these appointments under coverage by the Short Term Disability benefit as described without having to revisit the forty (40) hour waiting period.

Personal leave will be accrued at a rate of 70% of the normal rate while covered by the Short Term Disability benefit, provided that when an employee uses the personal leave option to make up all, or a portion of, the difference between the Short Term Disability benefit payment and 100% of gross straight-time pay, personal leave will then be accrued at the total rate between 70% and 100%. All other benefits will continue to accrue at the normal rates.

Once all STD and personal leave coverage has been exhausted and, according to the prognosis received from a certified medical doctor, an employee will be able to return to their previous position with the District at full capability, the employee may request leave of absence status.

Jefferson County PUD #1

Human Resources Policies Section HR-8: Health and Safety

- HR8.01 Safety
- HR8.02 Accidents on the Job
- HR8.03 Alcohol/Drug Use and Dependency
- HR8.04 Drug Free Workplace

HR8.01 Safety

The District recognizes the need for the development of safe working practices for every employee and desires to promote on-the-job safety by encouraging the proper design and use of buildings, equipment, tools and other devices. Administration of the safety program should be the responsibility of the immediate Supervisor/Department Head. Employees should be constantly on the alert to rectify unsafe working practices and report existing hazardous working conditions with the aim of immediate correction.

HR8.02 Accidents on the Job

Accidents which occur on the job, either during regular working hours, weekend service or while on special assignments, shall be immediately reported by the employee to the employee's Supervisor or the Manager. If an immediate report of an accident cannot be made, it shall be reported as soon as it is possible to do so, in any case within 24 hours.

- a. Accidents would include injuries or suspected injuries to employees or others on the job, major equipment breakdown or vehicle accidents.
- b. The term "accidents" is meant to include injuries or suspected injuries to employees which must be reported on industrial accident insurance forms and noted in personnel files.
- c. If an injury should occur on the job, these steps shall be followed:

Policy HR-8: Health and Safety, continued

- Contact the Fire Department or 911 for emergency medical service if needed.
 - Inform the medical service that this was an on-the-job accident and that State Industrial Insurance Report forms should be completed.
 - Notify the Supervisor and Manager as soon as possible following the accident and file a written report if possible
- d. In the event that an accident involving a District vehicle occurs on the job resulting in significant property damage or personal injury the employee shall follow these steps:
- Notify the police, the Manager and the District Office immediately.
 - Ask all persons to remain at the scene until pertinent information is obtained.
 - Obtain data from other drivers involved (license plate number, make of car, driver's license number, name and address of insurance company.)
 - File a written report with the Manager
- e. In order to protect both employees and the District from unwarranted liability, employees are urged not to discuss accidents with persons other than the police and the Manager until the District's insurer and the District's Attorney have been notified and the employee has reviewed the accident with the insurer and/or attorney. Overbroad, inaccurate or confusing statements may result in personal loss or liability to the employee.

HR8.03 Alcohol/Drug Use and Dependency

The District maintains a Drug Free Workplace policy in accordance with the Federal Drug Free Workplace Act of 1988 as detailed in HR8.04. All District business shall be conducted in accordance with this policy and as follows:

Policy HR-8: Health and Safety, continued

1. The habitual, abusive use of drugs or alcohol can impair an employee's work and home life. The District encourages the use of counseling and other courses of treatment and Development.
 - a. Employees who voluntarily seek treatment will qualify for the use of Personal leave to attend a bona fide treatment or counseling program.
 - b. As a part of any disciplinary action, employees continued employment may be conditioned upon completion of a drug/alcohol treatment or counseling program.
 - c. Employees who voluntarily report an alcoholic condition or drug dependency shall not be subject to any retaliatory job action or to discrimination, provided, however, that nothing in the Policy shall be interpreted to limit the District's ability to discipline or terminate an employee for the use or possession of drugs or alcohol during working hours nor to prevent the District from taking appropriate disciplinary action or from terminating an employee if an alcoholic condition or drug dependency impairs his/her ability to perform assigned duties or poses a threat to the safety of others.
2. Employees who are required to take prescription drugs shall report their use of the drug to the Supervisor or Manager, if:
 - a. The employee operates machinery, or motor vehicles or engages in other hazardous duties, and
 - b. The prescription drug may cause drowsiness or otherwise may impair the performance of assigned duties.
 - c. At the option of the District, an employee may be reassigned to less hazardous duties or placed on sick leave during the course of treatment by a prescription drug if its use coupled with the employee's duties poses a threat to the safety of the employee or other persons, or unduly impairs the quality of work performed by the employee.

Policy HR-8: Health and Safety, continued

HR8.04 Drug Free Workplace

PUD #1 of Jefferson County (PUD) has the responsibility to the public to provide safe and efficient service while ensuring safe working conditions for its employees. To satisfy these responsibilities, PUD must establish a work environment where its employees are free from the effects of drugs, alcohol or other job impairing substances. Accordingly, reporting for work under the influence of intoxicating liquor or illegal drugs, or the unlawful use, manufacture, sale, dispensing, or possession by an employee of an intoxicating liquor, controlled or illegal substance, a drug not medically authorized, or any other substances which impair job performance or pose a hazard to the safety and welfare of the employee, the public, or other employee is strictly prohibited and will result in immediate disciplinary action, including immediate suspension or termination.

As a result of disciplinary action arising from a work-related drug or alcohol incident, an employee may be required to participate in a drug or alcohol treatment program. Work absences for treatment purposes may qualify for accumulated sick leave benefits provided the employee continues to make satisfactory progress in the treatment program. All costs, deductible, and co-payments for such programs shall be the responsibility of the employee.

In order to comply with the Federal Drug-Free Workplace Act of 1988, any employee convicted of a criminal drug violation occurring within the workplace, while operating or in control of PUD machinery and equipment or while acting on behalf of the PUD, must notify PUD, as employer, within one (1) working day of the conviction date. As a condition of employment with PUD, each employee must abide by the terms of this policy.

Jefferson County PUD #1

Human Resources Policies

Section HR-9: Policy Against Unlawful Harassment

- HR9.01 Objective
- HR9.02 Prohibited Under This Policy
- HR9.03 Discrimination
- HR9.04 Harassment
- HR9.05 Sexual Harassment
- HR9.06 Retaliation
- HR9.07 Consensual Romantic or Sexual Relationship
- HR9.08 Complaint Process
- HR9.09 Confidentiality
- HR9.10 Complaint Procedure

HR9.01 Objective

Jefferson County PUD strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of Jefferson County PUD should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees should be able to work and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of Jefferson County PUD. For that reason, Jefferson County PUD will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the company will seek to prevent, correct and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment.

HR9.02 Prohibited Under This Policy

Jefferson County PUD, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Policy HR-9: Policy Against Unlawful Harassment, continued

HR9.03 Discrimination

It is a violation of Jefferson County's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, pregnancy, physical or mental disability, genetic information, military, veteran, marital status or any other basis prohibited by law.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

HR9.04 Harassment

Jefferson County PUD prohibits harassment, including sexual harassment, of any kind, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker or any person working for or on behalf of Jefferson County PUD. Verbal taunting (including racial and ethnic slurs) that, in the employee's opinion, impairs his or her ability to perform his or her job is included in the definition of harassment. The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of

Policy HR-9: Policy Against Unlawful Harassment, continued

national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status.

HR9.05 Sexual Harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment decisions or such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.”

There are two types of sexual harassment:

- “Quid pro quo” harassment, where submission to harassment is used as the basis for employment decisions. Employee benefits such as raises, promotions and better working hours are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Examples: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.
- “Hostile work environment,” where the harassment creates an offensive and unpleasant working environment. A hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials or even unwelcome physical contact as a regular part of the work environment. Texts, e-mails, cartoons or posters of a sexual nature; vulgar or lewd comments or jokes; or unwanted touching or fondling all fall into this category.

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.

Policy HR-9: Policy Against Unlawful Harassment, continued

- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, tweets and Internet postings; or other form of communication that is sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing and fondling and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

HR9.06 Retaliation

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.

Policy HR-9: Policy Against Unlawful Harassment, continued

- Serving as an investigator of a complaint.

Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to sanctions up to and including termination of employment.

HR9.07 Consensual Romantic or Sexual Relationship

Jefferson County PUD strongly discourages romantic or sexual relationships between a manager or other supervisory employee and his or her staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others or, at a later date, by the staff member as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department, or other actions may be taken.

If any employee of Jefferson County PUD enters into a consensual relationship that is romantic or sexual in nature with a member of his or her staff (an employee who reports directly or indirectly to him or her), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the human resource director or other appropriate corporate officer. Because of potential issues regarding quid pro quo harassment, Jefferson County PUD has made reporting mandatory. This requirement does not apply to employees who do not work in the same department or to parties who do not supervise or otherwise manage responsibilities over the other.

Once the relationship is made known to Jefferson County PUD, the company will review the situation with human resources in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine

Policy HR-9: Policy Against Unlawful Harassment, continued

whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved, and there are jobs in other departments available for both, the parties may decide who will be the one to apply for a new position. If the parties cannot amicably come to a decision, or the party is not chosen for the position to which he or she applied, the parties will contact human resources, which will decide which party should be moved. That decision will be based on which move will be least disruptive to the organization as a whole. If it is determined that one or both parties must be moved, but no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

HR9.08 Complaint Process

Jefferson County PUD will courteously treat any person who invokes this complaint procedure, and the company will handle all complaints swiftly and confidentially to the extent possible in light of the need to take appropriate corrective action. Lodging a complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. Because of the damaging nature of harassment to the victims and to the entire workforce, aggrieved employees are strongly urged to use this procedure. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

HR9.09 Confidentiality

The employee assistance program (EAP) provides confidential counseling services to company employees. Individuals wishing to discuss an incident confidentially or seeking information and advice of a personal nature are encouraged to contact the EAP. The role of the EAP in such cases will be limited to personal counseling and treatment for the person who is then an EAP client. Contacting the EAP will not qualify as notification to Jefferson County PUD of a potential harassment or discrimination issue (see below complaint procedure for more on how to notify the company of an issue or complaint).

During the complaint process, the confidentiality of the information received, the privacy of the individuals involved and the wishes of the complaining person will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the company's legal obligation to act on the charge and the right of the charged

Policy HR-9: Policy Against Unlawful Harassment, continued

party to obtain information. In most cases, however, confidentiality will be strictly maintained by the company and those involved in the investigation. In addition, any notes or documents written by or received by the person(s) conducting the investigation will be kept confidential to the extent possible and according to any existing state or federal law.

HR9.10 Complaint Procedure

Jefferson County PUD has established the following procedure for lodging a complaint of harassment, discrimination or retaliation. The company will treat all aspects of the procedure confidentially to the extent reasonably possible.

1. An individual who feels harassed, discriminated or retaliated against may initiate the complaint process by filing a complaint in writing with Jefferson County PUD's human resource (HR) director. No formal action will be taken against any person under this policy unless HR has received a written and signed complaint containing sufficient details to determine if the policy may have been violated. The complainant (the employee making the complaint) may obtain the complaint form from the HR department. If a supervisor or manager becomes aware that harassment or discrimination is occurring, either from personal observation or as a result of an employee's coming forward, the supervisor or manager should immediately report it to the HR director.
2. Upon receiving a complaint or being advised by a supervisor or manager that violation of this policy may be occurring, the HR director will notify the company and review the complaint with the company's legal counsel.
3. Within five working days of receiving the complaint, the HR director will notify the person(s) charged [hereafter referred to as "respondent(s)"] of a complaint and initiate the investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
4. During the investigation, the HR director, together with legal counsel or other management employees, will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
5. Within 15 business days of the complaint being filed (or the matter being referred to the HR director), the HR director

Policy HR-9: Policy Against Unlawful Harassment, continued

or other person conducting the investigation will conclude the investigation and submit a written report of his or her findings to the company.

6. If it is determined that harassment or discrimination in violation of this policy has occurred, the HR director will recommend appropriate disciplinary action. The appropriate action will depend on the following factors: a) the severity, frequency and pervasiveness of the conduct; b) prior complaints made by the complainant; c) prior complaints made against the respondent; and d) the quality of the evidence (e.g., first-hand knowledge, credible corroboration).
7. If the investigation is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, the HR director may recommend appropriate preventive action.
8. Within five days after the investigation is concluded, the HR director will meet with the complainant and the respondent separately, notify them of the findings of the investigation, and inform them of the action being recommended.
9. The complainant and the respondent may submit statements to the HR director challenging the factual basis of the findings. Any such statement must be submitted no later than five working days after the meeting with the HR director in which the findings of the investigation are discussed.
10. Within 10 days from the date the HR director meets with the complainant and respondent, the company will review the investigative report and any statements submitted by the complainant or respondent, discuss results of the investigation with the HR director and other management staff as may be appropriate, and decide what action, if any, will be taken. The HR director will report Jefferson County PUD's decision to the complainant, the respondent and the appropriate management assigned to the department(s) in which the complainant and the respondent work. Jefferson County PUD's decision will be in writing and will include findings of fact and a statement for or against disciplinary action. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

Jefferson County PUD #1

Human Resources Policies Section HR-10: Travel

- HR10.01 Purpose
- HR10.02 In General
- HR10.03 Travel Authorization
- HR10.04 Meal Per Diem Rates
- HR10.05 Meals Included in Registration Fees
- HR10.06 Lodging Rates
- HR10.07 Automobile Use
- HR10.08 Non-employee passengers
- HR10.09 Volunteers
- HR10.10 Reimbursement Procedure
- HR10.11 Extending a trip for personal reasons
- HR10.12 Traveler's responsibility
- HR10.13 Modification of Policy

HR10.01 Purpose

This policy provides guidance concerning travel while JPUD Commissioners, employees, and volunteers are conducting official District business.

HR10.02 In General

- A. Travelers are required to take steps to minimize travel expenses to the extent practical.
- B. The departure point for travel will be either 310 Four Corners Road, Port Townsend; or 230 Chimacum Road, Port Hadlock, Washington; or the traveler's residence, whichever is closer to the travel destination.
- C. The return point for travel will be either 310 Four Corners Road, Port Townsend; 230 Chimacum Road, Port Hadlock, Washington; or the traveler's residence, whichever is closer to the travel destination.
- D. No reimbursement will be made without detailed receipts, with the exception of per diem. The General Manager, or designee, will make the sole determination whether the documentation provided is reasonable, except where the General

Policy HR-10: Travel, continued

Manager is the traveler, the Board President will make such determination.

- E. When the General Manager is the traveler any required authorization will come from the Board President. When a Board member is the traveler, any required authorization will come from the Board acting as the JPUD Governing Body.

HR10.03 Travel Authorization

Any travel requests that allow for reimbursement to the traveler must be pre-approved on the attached JPUD travel request form, with the exception of the PUD Board of Commissioners who, because of their meeting schedule, may submit requests within 30 days after completion of travel. Regular meetings that Board members attend related to their duties as Board members do not require approval.

HR10.04 Meal Per Diem Rates

JPUD uses the rates set by the U.S. General Services Administration. To determine the rate for individual meals, the following calculations rounded to the nearest dollar apply:

Breakfast:	25% of the daily GSA amount
Lunch:	30% of the daily GSA amount
Dinner:	45% of the daily GSA amount

Travelers are required to accept per diem rather than reimbursement, unless such would be impractical or not in JPUD's best interest as determined by the General Manager, or designee, or the Board President where the General Manager is the traveler, or the Board where a Board member is the traveler.

HR10.05 Meals Included in Registration Fees

If meals are provided at an event and are included in the registration fee for that event, the traveler is not eligible for meal per diem for that meal. Continental meals or light refreshments do not count as a meal.

Policy HR-10: Travel, continued

HR10.06 Lodging Rates

Travelers will be reimbursed for actual costs, as evidenced by a receipt. Travelers may also use a JPUD credit card if authorized and available. Travelers should attempt to reserve lodging at the lowest available rate. Lodging is not authorized when the destination is under 50 miles away absent unusual circumstances as determined by the General Manager or designee, or by the Board President where the General Manager is the traveler, or the Board where a Board member is the traveler.

Final Day of JPUD Business: Payment for lodging expenses related to the night of the traveler's final day of business may be authorized under the following circumstances:

- A. When the overnight stay is more economical to JPUD (such as the increased cost of travel the final day of business being greater than an extra night's lodging and travelling the following day.)
- B. When the health or safety of the traveler is at unreasonable risk.
- C. In exceptional circumstances approved by the General Manager, Board President, or Board, as appropriate.

HR10.07 Automobile use

JPUD vehicles will be used for JPUD business, unless a JPUD vehicle is not available, or where use of a non-JPUD vehicle is determined to be impractical by the General Manager, Board President, or Board, as appropriate. Where use of a non-JPUD vehicle is approved, mileage reimbursement usage will be at the then-current Internal Revenue Service rate. When JPUD vehicles are unavailable, travelers will make reasonable efforts to use as few non-JPUD vehicles as possible.

Mileage reimbursement for use of a privately-owned vehicle will differ depending on the situation.

Policy HR-10: Travel, continued

If no JPUD vehicle is available: \$0.54 per mile.

If JPUD vehicle is available: \$0.19 per mile.

Use of privately-owned motorcycle: \$0.51 per mile.

Note: The per-mile reimbursement will change when the GSA reimbursement rates change.

HR10.08 Non-employee passengers in JPUD vehicles

Non-JPUD passengers may accompany JPUD employees or Board members in a JPUD vehicle used for a conference, seminar, meeting, or similar activity, provided JPUD's insurance coverage is not adversely affected, there is no increased cost to JPUD, the passenger does not drive the JPUD vehicle at any time absent a health emergency or immediate risk of safety, and the use of the JPUD vehicle continues to be strictly business related.

HR10.09 Volunteers

Volunteers conducting approved District business, including members of Advisory Boards, may be reimbursed for travel under this policy. Reimbursement of travel costs for volunteers must be approved by the General Manager or Board of Directors. Travel by JPUD Citizens Advisory Board members to and from Advisory Board meetings is not reimbursable.

HR10.10 Reimbursement Procedure

For expenses not covered by per diem, a travel expense reimbursement form must be completed that includes a detailed explanation of the items purchased and itemization of the amounts where appropriate, along with a description that clearly evidences the business purpose of the expense. JPUD will not reimburse for:

- A. Travel or meals paid by any other organization.
- B. Alcoholic beverages.
- C. Valet services unless no other reasonable option existed.
- D. Expenses incurred by anyone other than the employee.
- E. Fees for sightseeing tours or other activities with no direct relationship to District business, and entertainment expenses.

Policy HR-10: Travel, continued

F. Mileage when traveling as a passenger.

G. Any other expenditure for personal purposes.

HR10.11 Extending a trip for personal reasons

A business trip may be extended for personal reasons, such as a vacation, provided JPUD does not incur any additional expense. If additional expense is incurred, JPUD will reimburse only up to the expense that would have been incurred had the trip not been extended. The same expense calculation will be made if the traveler chooses to take a spouse, domestic partner, or other family member on a trip.

HR10.12 Traveler's responsibility to abide by travel policy

It is the traveler's responsibility to understand and abide by this policy at all times. Claiming a misunderstanding of this policy will not be grounds for reimbursement that would otherwise not be authorized. Travelers should clarify any reimbursement issues before they incur any expense for which they intend to seek reimbursement.

HR10.13 Modification of Policy

If at any time the General Manager determines administration of any part of this policy is not in the best interest of JPUD, he/she may modify or suspend the part in question pending consideration and final action by the Board.

