

Mayor: Katy Kinney Harris

Councilmembers: Laurie Bugbee, Steve Bush, Greg Hanson, Chuck Porter, Brian Vanover

Town Attorney: Emily Romanenko

Interim Clerk-Treasurer: Tina Eggers

Please note, this agenda also serves as the special meeting notice pursuant to RCW 42.30.080.
The purpose of the special meeting is for Council to consider revisions to the
Town's Personnel Policies & Procedures and take action.

Meeting Participation

The public may attend the special meeting by joining virtually or attending in person. Public comments will be limited to the agenda item posted. Written comments may be submitted in advance of the meeting (by 2:00 p.m.) by emailing: mayor@yarrowpointwa.gov.

Join on computer, mobile app, or phone

1-253-215-8782

Meeting ID: 828 2018 7301#

Passcode: 061694

<https://us02web.zoom.us/j/82820187301?pwd=3imRx6Wtjv5dGfiBZ5f2qh0rYfameS.1>

1. CALL TO ORDER @ 4:00 PM

2. PUBLIC COMMENT

Comments are limited to the posted agenda item below. Each speaker limited to 3 minutes.

3. AGENDA ITEM

**3.1 Personnel Policies & Procedures Revisions:
Approval of Resolution, Adoption of Ordinance; and
Direction to Administration (15 minutes)**

Presented by: Tina Eggers, Interim Clerk-Treasurer

4. ADJOURNMENT

Next regular Town Council Meeting: June 9, 2026 at 4:00 p.m.

Business of The Town Council

Town of Yarrow Point, WA

Special Meeting
May 28, 2026

| | |
|--|---|
| Updates to Town's Personnel Policies and Procedures | Proposed Council Action: Approve Resolution, Adopt Ordinance, and Direct Administration |
|--|---|

| | |
|----------------------|---|
| Presented by: | Tina Eggers, Interim Clerk-Treasurer |
| Exhibits: | A. Proposed Resolution B. Proposed Ordinance |

Introduction

This agenda bill proposes updates to the Town's Personnel Policies and Procedures through approval of a resolution (Exhibit A) and adoption of an ordinance (Exhibit B). The changes modernize existing policies, clarify administrative practices, and introduce new tools to support recruitment and retention.

Background

Under Section 1.08 of the Personnel Policies and Procedures:

- The Mayor's authority includes developing, implementing, and interpreting personnel policies, and making final decisions on hiring, termination, and discipline.
- The Council's role is to adopt a budget that provides for authorized positions, salary ranges and benefits. The Council adopts, amends, or revises personnel policies by resolution.

The last comprehensive update occurred on October 10, 2025. Since then, Administration has identified several areas needing clarification, modernization, or adjustment to support staff recruitment and retention. The Town emphasizes its commitment to maintaining a high quality, flexible, customer service-oriented workforce, supported by competitive pay and benefits.

Proposed Amendments

Below is a structured outline of each proposed change, the attachment to the Resolution provides the full edits in track-changes.

- a. Working Hours (Section 4.01)
 - Updates official working hours to reflect current practice.
- b. Paydays (Section 5.04)
 - Clarifies paycheck issuance when scheduled paydays fall on weekends.
- c. Health Insurance Benefits (Section 6.04)
 - Expands Town-provided medical, dental, and vision coverage to full-time employees' dependents.
 - Serves as a recruitment and retention tool.
 - Clarifies that temporary employees are not eligible for insurance.

- d. Vacation Policy (Section 7.01)
 - Allows the Mayor to authorize a higher level of vacation accrual.
 - Serves as a recruitment and retention tool.
- e. Management Leave (New Section 7.02)
 - Creates a new incentive for senior-level positions.
 - Serves as a recruitment and retention tool.
- f. Credit Card Use (Section 9.15)
 - Increases credit limits and allowable purchase amounts.
 - Requires the adoption of an ordinance so that YPMC 2.48.010 is aligned.
- g. Job Descriptions (Appendix A)
 - Removes telework language since it's housed in Appendix C.
 - Makes minor edits to the Supervisor section.
 - Serves as a recruitment and retention tool.
- h. Summary of Employee Insurance Benefits (Appendix B)
 - Adds the Town's optional deferred compensation program to the list of benefits.
 - Future item: consider offering a financial match to support use of the program.
 - Serves as a recruitment and retention tool.
- i. Teleworking Policy (Appendix C)
 - Clarifies the policy and improves readability. (Telework duration remains case-by-case, a signed Telework Agreement is still required, and Mayor continues to have the authority to terminate teleworking at any time.)
 - Serves as a recruitment and retention tool.

Financial Information

With the exception of Health Benefits, the proposed changes would have minimal or no financial impact.

Regarding Health Benefits, the estimated additional cost from June through December 2026 is approximately \$9,400, or about \$780 per month. If approved, Administration would implement the benefit immediately through Caselle and the Association of Washington Cities (AWC), and include the adjustment in a subsequent 2026 budget amendment if needed.

For comparison, the City of Clyde Hill provides health benefits for employees and covers 90% of dependent premiums. In addition, Clyde Hill offers employees a cafeteria plan benefit of \$13,500 annually, or approximately \$1,125 per month.

Administration recommends a simpler approach by providing the full health benefits package as presented.

Alternatives

1) Do Not Approve

Impact: The Personnel Policies and Procedures dated October 10, 2025, would remain in effect, which may negatively impact recruitment and retention efforts.

2) Modify

Impact: Depending on the nature of the revisions, the proposed changes could either strengthen or weaken recruitment and retention efforts.

Recommended Action

- MOVE TO:
- 1) Approve Resolution No. _____, amending the Town's Personnel Policies and Procedures for the efficient and consistent administration of the personnel affairs of the Town; providing for superseding provisions, severability, and establishing an immediate effective date.

 - 2) Adopt Ordinance No. _____, an Ordinance of the Town of Yarrow Point, Washington, amending Chapter 2.48 of the Yarrow Point Municipal Code, as it relates to use of credit cards by town officials and employees; providing for severability; and establishing an effective date.

 - 3) Direct Administration to include any financial adjustments in a subsequent 2026 Budget Amendment if needed.

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE YARROW POINT, WASHINGTON, AMENDING THE TOWN'S PERSONNEL POLICIES AND PROCEDURES FOR THE EFFICIENT AND CONSISTENT ADMINISTRATION OF THE PERSONNEL AFFAIRS OF THE TOWN; PROVIDING FOR SUPERSEDING PROVISIONS, SEVERABILITY, AND ESTABLISHING AN IMMEDIATE EFFECTIVE DATE.

WHEREAS, the Yarrow Point Town Council last modified the Personnel Policies and Procedures at the Council meeting of October 10, 2025; and

WHEREAS, the Yarrow Point Town Council has determined that it is in the best interest of the Town to adopt amendments to various Personnel Policies and Procedures, as set forth in Attachment A, incorporated herein by this reference, and to enable the efficient and consistent administration of personnel matters; and

WHEREAS, the Mayor, as the Chief Executive Officer of the Town has the authority to prepare and submit to the Town Council any proposed amendments to the Town's personnel policies that are deemed necessary or desirable;

WHEREAS, the changes are to modernize existing policies, clarify administrative practices, and introduce new tools to support recruitment and retention; NOW, THEREFORE,

THE TOWN COUNCIL OF THE YARROW POINT, WASHINGTON, HEREBY RESOLVE AS FOLLOWS:

Section 1. Amending Town of Yarrow Point Personnel Policies and Procedures. The Town of Yarrow Point Personnel Policies and Procedures are hereby amended as reflected in Attachment A, new text underlined and deleted text struck-through, and incorporated herein by this reference as if set forth in full, and summarized as follows:

- a. Working Hours (Section 4.01) – Updates official working hours to reflect current practice.
- b. Paydays (Section 5.04) – Clarifies paycheck issuance when scheduled paydays fall on weekends.
- c. Health Insurance Benefits (Section 6.04) – Expands Town-provided medical, dental, and vision coverage to full-time employees’ dependents; and clarifies that temporary employees are not eligible for insurance.
- d. Vacation Policy (Section 7.01) – Allows the Mayor to authorize a higher level of vacation accrual.
- e. Management Leave (New Section 7.02) – Creates a new incentive for senior-level positions.
- f. Credit Card Use (Section 9.15) – Increases credit limits and allowable purchase amounts.
- g. Job Descriptions (Appendix A) – Removes telework language; and makes minor edits to the Supervisor section.
- h. Summary of Employee Insurance Benefits (Appendix B) – Adds the Town’s optional deferred compensation program to the list of benefits.
- i. Teleworking Policy (Appendix C) – Clarifies the policy and improves readability.

Section 2. Implementation. The Mayor, or their designee, is hereby authorized and directed to update the Town of Yarrow Point Personnel Policies and Procedures.

Section 3. Superseding Provisions; Severability. In cases where these Personnel Policies and Procedures conflict with Federal or State law, these Personnel Policies and Procedures shall be deemed superseded. In all other cases these amended Personnel Policies shall apply. If any section, sentence, clause or phrase of this resolution or section of the Town of Yarrow Point Personnel Policies and Procedures adopted hereby should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause or phrase of this resolution or the adopted section.

Section 4. Effective Date. Any benefits created, or any changes to policy, resulting from this resolution, shall be effective immediately.

PASSED and APPROVED by the Town Council this 28th day of May 2026.

Katy Kinney Harris, Mayor

ATTEST:

Christine L. Eggers, Interim Clerk-Treasurer

Attachment A: Personnel Policies and Procedures

PERSONNEL POLICIES AND PROCEDURES

Town of Yarrow Point, Washington

Proposed Changes May 28, 2026

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CHAPTER 1

PURPOSE AND SCOPE

1.01 WELCOME MESSAGE

Congratulations on your selection as a Town of Yarrow Point employee. Every Town employee is selected for the breadth of their job skill and their positive approach to customer service. We must be good not only at our own jobs, but also be able to help others be good at theirs. We select each Town employee expressly for their ability to enhance our team approach to Town services.

While some Town of Yarrow Point employees provide direct services to citizens, the Town is, in large part, a “contract Town,” which means other government agencies or private companies contract with the Town to provide services that would be cost prohibitive for the Town to offer on its own.

We pride ourselves on selecting, training, and supporting a high quality, multi-talented, flexible, and customer service-oriented Town staff. We believe that our competitive pay and benefits help us attract and retain excellent employees. Welcome to the Town of Yarrow Point team!

1.02 EMPLOYEE ACKNOWLEDGMENT FORM

Each employee of the Town must read and sign an acknowledgment form as follows:

Included are the Town of Yarrow Point’s personnel policies. It is your responsibility to read these policies and ask questions about anything you do not understand. These policies will acquaint you with employee benefits, the Town’s personnel practices and rules, and some organizational philosophy.

It is important to understand that these policies do not promise specific treatment in specific circumstances: they do not create an employment contract either express or implied and they do not guarantee employment for any length of time with the Town.

Consistent with the Town’s responsibility to be flexible in responding to emerging citizen needs, these policies are themselves flexible. The policies are general guidelines only. Although we hope that your employment relationship with the Town will be long term, we recognize that at times things do not always work out as hoped. Either of us may decide to end the employment relationship at any time and for any reason.

Also, as the Town grows and changes, personnel policies may change. The Town, therefore, reserves the right to revise, supplement, clarify or rescind any policy or portion of a policy when deemed appropriate by the Town. While we endeavor to advise employees of changes in the personnel policies, we provide no guarantee that you will receive either actual or constructive notice of such changes either before or after a change is implemented.

Please also understand that no elected official, supervisor, manager or representative of the Town other than the Mayor has the authority to make any written or verbal statements or representations that are inconsistent with these policies.

If you have any questions about these policies or any other policies of the Town, please feel free to ask the Mayor.

1.03 ORGANIZATIONAL CHART

Yarrow Point is a “Mayor-Council” municipality. The citizens elect the Town Council and Mayor at large. The Mayor acts as the Town’s Chief Executive Officer and the Chair of the Council. The Council then biannually elects from among its members a Mayor Pro Tem to serve as Chair of the Council in the

Mayor's absence. All Town employees work under the direction and supervision of the Mayor. In the Mayor's absence, the Clerk-Treasurer will supervise day-to-day activities.

The Town Council approves positions, pay ranges and benefits when adopting the budget. The Mayor is responsible for the individual pay and benefit administration within these Council-approved pay and benefit plans. Please feel free to discuss with the Mayor your position, how it fits into the organization, and how your pay is determined.

1.04 TOWN HISTORY

Yarrow Point is a small town within a major metropolitan area, and as it has always been, is a peaceful refuge from urban bustle. Prior to the Town's incorporation in 1959, Yarrow was a bucolic Lake Washington peninsula. Leigh S.J. Hunt, editor of the *Seattle Post-Intelligencer* purchased much of the Point in about 1886 and proceeded to develop it as a country estate. On its northern shore he built a home he named "Yarrow" after a flower and a favorite poem by William Wordsworth. Over time the name seemed suitable for such a lovely place, and the area became known as Yarrow Point.

Up until World War II, landowners farmed holly trees, vegetables and strawberries or took the ferry over Lake Washington to work in Seattle. With the construction of the SR520 floating bridge and the post-war housing boom, things began to change, but a group of citizens made sure they didn't change too much. When a commercial development threatened the quality of life here, a movement began towards creating a local government and assuming local control over decision making. Yarrow Point officially incorporated as a Town on June 15, 1959.

Since then, Yarrow Point has evolved into a suburban residential community, proud of the history, eager to retain its unique quality of life and looking ahead to future challenges. Today Yarrow Point is a community of just about 1135 people. The Town Council, residents and staff face the tasks ahead with enthusiasm, innovation, and energy. There is a special atmosphere and attitude in a town such as ours. We recognize a unique opportunity to do things differently, to make changes that improve the quality of life, and to positively shape the future of our community.

1.05 PUBLIC SERVICE

Members of Town staff strive to provide quality customer service. This means making visitors to Town Hall feel welcome, answering citizens' questions and concerns in an efficient and timely manner, and following through to ensure that each citizen inquiry is resolved to the best of our ability.

"Public service" is important to all of us at Town Hall. We are here to transform Town Council goals into reality, to ensure tax dollars are spent prudently and to help citizens find solutions to their problems. The Town of Yarrow Point is a Town of innovation; one that recognizes that there is always room for improvement and that effectively resolving issues requires flexibility and ingenuity. We pride ourselves on our willingness to grow and learn from past mistakes and build on the successes of others. We are committed to preserving the Town of Yarrow Point as a quality community in which to live.

1.06 SCOPE OF POLICIES

These personnel policies apply to all Town employees. In cases where these policies conflict with a Town ordinance, state or federal law, a personal services contract, or union contract, the terms of the law or contract prevail. In all other cases, these policies apply.

1.07 CHANGING THE POLICIES

As the Town grows and changes, these personnel policies may also change. The Town, therefore, reserves the right to revise, supplement, clarify or rescind any policy or portion of a policy when deemed appropriate by the Town. While we endeavor to advise employees of changes in the personnel policies, we provide no guarantee that you will receive either actual or constructive notice of such changes either before or after a change is implemented.

1.08 ADMINISTRATION OF THE PERSONNEL SYSTEM

These policies and the Town's personnel system shall be administered as follows:

Town Council: Adopts a budget that provides for authorized positions, salary ranges and benefits. The Council shall adopt, amend, or revise these personnel policies by resolution.

Mayor: Has responsibility for developing, implementing, and interpreting the personnel policies. The Mayor is responsible for the final decision on hiring, termination and discipline of all employees.

Employee: Employees are full partners with the Town in reading, understanding, and following the personnel policies. Employees are required to sign a statement of understanding and acceptance of the personnel policies. Comments, suggestions and complaints should be discussed with the Mayor.

1.09 DEFINITIONS

Immediate Family: Includes the employee's spouse, registered domestic partner, child, stepchild, parent, brother or sister, mother or father-in-law, son or daughter-in-law, grandparent, grandchild, and those over whom the employee has legal guardianship.

Regular Full-Time Employee: An employee who has successfully completed a working test period as defined in these policies and who regularly works either forty (40) hours per week or such other number of hours per week of work as the Mayor shall establish as a full-time week of work. Regular full-time employment status does not imply or guarantee for-cause status.

Regular Part-Time Employee: An employee who has successfully completed a working test period as defined in these policies and who regularly works less than forty (40), or such other number of hours per week of work as the Mayor shall establish as a full-time work week, but at least an average of one-half of the hours of work per week worked by a regular full-time employee. Regular part-time employment status does not imply or guarantee for-cause status.

Part-Time Seasonal Employee: An employee who normally works less than forty (40) hours per week, on a seasonal basis. The employees who work in the summer months for the Public Works Department, are considered part-time seasonal employees.

At-Will Employee: All employees, including regular full-time and regular part-time employees, are considered at-will employees, unless the employee has a written employment contract modifying at-will status. At-will employees can be dismissed without cause.

Contractors: An individual or firm retained to provide professional services to the Town as independent contractors pursuant to a professional services contract. Contractors are not employees of the Town.

Short-Term Volunteer: A Town volunteer working less than eight hours per week for a period not exceeding three months.

Temporary Employee: Employees who hold jobs of limited duration due to special projects, abnormal workloads, or emergencies. Temporary employees are always at-will and their employment is based on the current needs of the Town.

Working Test Period: Initial period of employment usually lasting for six months during which time either the Town or the employee may terminate employment for any or no reason. Following a successful working test period employees are granted regular employment status. The working test period may be extended under certain circumstances (see Section 3.06). Unless otherwise specified, when regular employees are referred to in these policies, they shall include working test period employees.

Anniversary Date: The date the employee commenced work with the Town; or a date based on the

commencement of employment but adjusted for periods of unpaid leave. Benefits normally calculated based on the anniversary date include vacation and sick leave eligibility and accrual, eligibility for insurance and retirement programs and calculation of years of service with the Town.

Exceptional Performance: When an employee demonstrates superior performance by achieving work goals ahead of schedule, under budget, and/or otherwise performing operational duties above and beyond expectations.

Position Date: The date an employee commences work in a specific position or classification.

Performance Review Date: The date established by the Mayor as the next formal performance review date for an employee. Normally this occurs twelve months from the last review date. However, the performance review date may be delayed or accelerated based on an employee's performance. Adjustments to an employee's salary normally occur on the performance review date.

Training: Education the Town provides to an employee to enhance or improve the employee's performance. Training is usually scheduled at Town expense and on Town time.

1.10 EMPLOYEE STATUS

All employees of the Town are "at-will" employees.

CHAPTER 2

GENERAL POLICIES AND PRACTICES

2.01 EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Town of Yarrow Point is an equal employment opportunity employer. It is the policy of the Town to treat employees and job applicants based on job-related qualifications and competence. These policies and all Town employment practices shall be applied without regard to an individual's gender, race, color, religion, national origin, age, sexual orientation, gender expression or identity, genetic information, marital status, honorably discharged veteran or military status, citizenship or immigration status, pregnancy, disability, or any other basis prohibited by applicable law.

The Town does recognize the importance of, and is committed to, achieving workforce diversity that reflects the diversity of its residents. Toward this end special effort will be made during employee recruitment to reach out to minority populations and thus widen the applicant pool, striving for proportional representation for all.

As part of the Town's commitment to workforce diversity, it will make good faith efforts to provide reasonable accommodation of an employee's sincerely held religious belief, unless the requested accommodation would create an undue hardship.

2.02 DISABILITY DISCRIMINATION PROHIBITED

The Town will not discriminate against qualified applicants or employees with a disability, and it will provide reasonable accommodation as required by law. An employee who reasonably believes that he/she needs assistance in accommodating a disability shall make a written request to the Mayor specifying the accommodation requested.

2.03 REASONABLE ACCOMMODATION OF PREGNANCY AND RELIGIOUS BELIEFS

An employee who needs accommodation due to pregnancy may be afforded the following accommodations with or without medical certification: frequent, longer, or flexible restroom breaks; seating or allowing the employee to sit more frequently; and limiting lifting to 17 pounds or less. In addition, a pregnant employee may be entitled to other workplace accommodation(s), as long as there is no significant difficulty or expense and subject to written certification from a health care professional regarding the need for the requested accommodation. For up to two years following childbirth, an employee will be afforded reasonable breaks during the workday as needed to express breast milk and will be provided a private location for this purpose.

The Town will also reasonably accommodate the sincerely held religious beliefs of an employee, unless a requested accommodation would result in undue hardship. Any requests for accommodation related to pregnancy or religious beliefs should be made to the Mayor.

2.04 LIFE THREATENING/COMMUNICABLE DISEASES

Employees with life threatening illnesses or communicable diseases are treated the same as all other employees. They are permitted to continue working as long as they are able to maintain an acceptable level of performance and medical evidence shows they are not a threat to themselves or their co-workers. The Town will work to preserve the safety of all its employees and reserves the right to reassign employees or take other job actions, including termination, when a substantial and/or unusual safety risk to the employee, co-workers or the public exists.

2.05 POLICY AGAINST UNLAWFUL HARASSMENT AND DISCRIMINATION

It is Town policy to foster and maintain a work environment that is free from discrimination and unlawful harassment. Toward this end, the Town will not tolerate discrimination or unlawful harassment by employees or of employees by anyone, including any co-worker, contractor, vendor, member of the public, or other third party.

Unlawful harassment is defined as verbal, physical or visual conduct that demeans or shows hostility or aversion toward another employee or member of the public based upon that person's protected status, such as gender, race, sexual orientation, gender expression or identity, ancestry, religion, national origin, age, disability, marital status, veteran status, citizenship or immigration status, or other protected group status. The Town will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

See Section 2.06, Unlawful Harassment/Discrimination Complaint Procedure for guidance on what to do if you experience harassment.

2.06 SEXUAL HARASSMENT PROHIBITED

Sexual harassment is one form of unlawful harassment and will not be tolerated in the Town of Yarrow Point. Prompt disciplinary action will be taken against any employee who commits or participates in any form of sexual harassment. Sexual harassment includes any unwelcome or personally offensive sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (or aimed at just one sex) by supervisors, co-workers or third parties such as customers or vendors. Harassment is illegal when used as a part of a decision to hire or fire someone or when used to make other employment decisions such as changes in pay, promotion, or job assignment. It is also illegal when it interferes with the employee's work performance or creates a hostile, offensive or intimidating work environment. Sexual harassment can include verbal behaviors such as unwanted sexual comments, suggestions, jokes, pressure for sexual favors, or foul or crude language; non-verbal behavior such as suggestive looks or leering or the display of sexually oriented or explicit materials; and physical behavior such as pats or squeezes, obscene gestures, or repeatedly brushing against someone's body.

If you have a sexual harassment complaint, or if you believe you have witnessed unlawful harassment, please follow the steps below in Section 2.07 Unlawful Harassment or Discrimination Complaint Procedure.

2.07 UNLAWFUL HARASSMENT OR DISCRIMINATION COMPLAINT PROCEDURE

The Mayor is responsible for ensuring an atmosphere free of discrimination and unlawful harassment. Further, employees are responsible for respecting the rights of their co-workers and others, including the citizens they serve.

The following procedure outlines the steps to take if you experience unlawful harassment or discrimination on the job.

1. If you believe or feel you are being harassed or discriminated against, you may make it clear to the other person that you are offended and that their behavior is not welcomed. If this does not resolve the matter or if you are uncomfortable with such direct communication, you should move to step 2.
2. If you experience or witness any job-related harassment or believe you have been treated in a discriminatory manner, promptly report the incident to the Mayor or Clerk-Treasurer.
3. All complaints will be investigated promptly by the Town's attorney or designee. Upon receiving a complaint from the employee or a supervisor, the Town's attorney shall

promptly initiate an investigation and upon completion of the investigation recommend to the Mayor or Town Council whether further action should be taken. If the investigation shows the accused employee did engage in harassment, appropriate disciplinary action will be taken, up to and including termination, that is necessary to stop any further harassment and to return to a professional work environment.

4. Both the employee filing the complaint and the alleged offender shall receive either a verbal or written response to the complaint. Unless extra time is needed for a thorough investigation, the response will normally be given within thirty (30) days of the date the complaint was received.
5. The Town prohibits retaliation of any kind against an employee or member of the public for filing a good faith complaint under this policy or for assisting in a complaint investigation. Any employee who retaliates against a complainant may be subject to disciplinary action. If you feel that you have been retaliated against for filing a complaint or cooperating with an investigation, use this procedure to report it immediately.
6. Any employee who is found to have made knowingly false harassment allegations against another person will be subject to disciplinary action or other appropriate sanctions up to and including dismissal.

2.08 WORKPLACE VIOLENCE PROHIBITED

The Town of Yarrow Point strictly prohibits threatened or actual workplace violence. This includes, but is not limited to, any of the following conduct associated in or around the workplace, or otherwise related to Town employment:

- Threatening injury to damage against a person or property;
- Fighting or threatening to fight with another person;
- Threatening to use or the possession, custody, storage, or control of a weapon on Town premises;
- Abusing or injuring another person;
- Abusing or damaging property;
- Using obscene or abusive language or gestures in a threatening manner;
- Raising voices in a threatening manner.

(Because of the potential for misunderstanding, joking about any of the above misconduct is also prohibited.)

"Weapon" Definition: The term "weapon" is defined in its broadest sense and means any object or substance that ordinarily is capable of inflicting death or serious bodily harm including, but not limited to: a hand gun or any other firearm or similar device; a knife (other than a pocket knife with a blade less than three inches in length); or other item intended for physical harm, such as straight razor or other dangerous sharp object, explosive device, electronic stun device, mace, pepper spray, or other chemical assault propellants.

"Town Premises" Definition: The term "Town premises" means all areas under Town ownership and/or control, including, but not limited to buildings, offices, vehicles, work areas, lounges, parking lots, desks, cabinets, lockers, and storage areas, provided that this term does not include an employee's personal vehicle if it is not used for work-related activities and there is no immediate threat

to human health, life, or safety. The Town reserves the right to search all Town premises and employee property brought onto Town premises when the Town determines that such a search is a reasonable and necessary precaution for workplace safety.

Reporting Violent Conduct: Any workplace violence incidents or incidents indicating a potential for violence are to be reported by an employee to the Mayor or the Town's attorney as soon as possible. Incident reports are to be completed, as appropriate. If the Mayor determines that an employee has violated this policy, the employee will be subject to immediate discipline up to and including discharge, as deemed appropriate by the Town. The Town shall handle specific concerns with customers or other public parties as it determines under its policies and procedures. If at any time an employee has a reasonable belief that there is imminent danger, the employee should contact law enforcement as soon as possible for immediate action (e.g., 911 call).

Reporting Domestic Violence: The Town of Yarrow Point will provide appropriate support and assistance to employees who are victims of domestic violence (defined below). This includes confidential means for coming forward for help, resource and referral information, work schedule adjustments or leave as needed to obtain assistance as feasible. Other appropriate assistance will be provided based on individual need.

The Town is committed to working with employees who are victims of domestic violence to prevent abuse and harassment from occurring in the workplace. No employee will be penalized or disciplined solely for being a victim of harassment in the workplace.

Employees who are perpetrators of domestic violence are also encouraged to seek assistance. The Town will provide information regarding counseling and certified treatment resources and make work schedule arrangements to receive such assistance.

The Town will not tolerate domestic violence including harassment of any employee, contractor, or any other member of the public while in Town offices, facilities, work sites, vehicles, or while conducting Town business. This includes the display of any violent or threatening behavior (verbal or physical) that may result in physical or emotional injury or otherwise places one's safety and productivity at risk.

Any employee who threatens, harasses, or abuses someone at the workplace or from the workplace using any Town resources such as work time, workplace phones, FAX machines, mail, email, or other means may be subject to corrective or disciplinary action up to and including termination. Corrective or disciplinary action may also be taken against employees who are arrested, convicted, or issued a permanent injunction as a result of domestic violence when such action has a direct connection to the employee's duties as a Town employee.

All employees need to take seriously the problem of domestic violence and its effects in the workplace. The Town will take all reasonable measures to foster a safe working environment for all employees, contractors, and citizens.

"Domestic Violence" Definition: The physical, sexual, and/or psychological abuse of an individual perpetrated by a current or former intimate partner.

Imminent Danger/Violence Incident Procedure: Any employee who reasonably believes that a situation with an aggressive employee, guest, contractor, vendor, or other party (e.g., any person who uses obscene or abusive language or gestures, makes threats, or acts in a violent or threatening manner) may immediately become violent putting the employee or others in imminent danger at the work site, should take immediate action and contact law enforcement as soon as possible (e.g., 911 call). The employee should promptly leave the work area and report to the Mayor or the Town's attorney. (As appropriate, however, the employee should first try and secure the area and see that no other individuals are potentially at risk). No disciplinary action shall be taken against any employee who leaves a work area when the employee has a reasonable belief that an emerging situation with an aggressive person is likely to turn violent at that time at the work site. The timing and circumstances of possible return by the employee to the work area should be coordinated by the employee with the Mayor. The employee,

supervisor and/or police personnel shall follow Town procedures in response to such events, including incident reporting and appropriate action deemed necessary by the Mayor.

Security Precautions: All Town security policies and rules must be always adhered to. To prevent inappropriate outsider access, Town solicitation and access rules must be strictly followed. It is especially important that building security rules and procedures are specifically enforced at all times (e.g., doors locked after hours). Failure to comply with these requirements may lead to disciplinary action, up to and including discharge, as deemed appropriate by the Town.

2.09 EMPLOYEE PERSONNEL RECORDS

Access to an employee's personnel file generally is limited to the Mayor and Clerk-Treasurer, or the employee's immediate supervisor, although labor laws, collective bargaining agreements, public disclosure laws and other laws or regulations may mandate access by other persons to the personnel file. The personnel file contains such items as the employee's job application, job description, emergency numbers and contacts, performance evaluations, salary information, training records, disciplinary actions, and letters of commendation.

Employee's Right to Inspect File: Employees have the right to review their own file and may request removal of irrelevant or erroneous information. If the Town denies the employee's request to remove the information, the employee may submit a written statement of explanation to be placed in his/her file. If you wish to see your personnel file, please make your request to the Mayor. Employees have the right to a copy of any information in their files.

It is the employee's responsibility to keep all personal contact and benefits information including address, phone number and beneficiaries up to date. This information should be given to the appropriate member of staff as soon as is reasonably possible to ensure accurate disbursement of benefits.

CHAPTER 3

EMPLOYMENT PRACTICES

3.01 MERIT EMPLOYMENT

Consideration in the selection, placement and retention of employees shall be based on merit. Merit is defined as the match between the knowledge, abilities, skills, and interest of the individual and the requirements of the position as well as how the employee performs the duties of that position. Selection processes will be job related and will attempt to measure a candidate's knowledge, abilities, skills, and interests as they relate to the duties of the position.

3.02 APPOINTING AUTHORITY

The Mayor may appoint and remove any employee of the Town. Supervisors may make recommendations to the Mayor regarding the appointment and removal of employees.

3.03 HIRING PROCEDURES

The Town will administer such pre-employment examinations and background checks to test and verify applicants' qualifications, abilities, and background as is legally required and as the Town deems necessary. Examples of such procedures include requiring applicants/employees to show proof they are authorized to work in the United States, driving record checks and requiring applicants/employees who have unsupervised access to children to complete a disclosure statement and submit to a State Patrol background check.

Driving Record/License: Applicants for positions in which the applicant is expected to operate a motor vehicle will be required to present a valid Washington State driver's license. Driving records of applicants may be checked. Applicants with poor driving records, as determined by the Town, may be disqualified for employment with the Town in positions requiring driving.

Offers of Employment: After a candidate's selection or promotion has been approved by the Mayor, the Mayor will notify the candidate in writing and officially extend an offer of employment or promotion, including compensation levels and conditions of employment. The candidate must be made aware that employment and compensation are always subject to budget availability and continued satisfactory performance. No Town representative other than the Mayor has the authority to enter into any agreement for employment for a specific period of time or make any agreement contrary to at-will employment. In limited cases, the Mayor may delegate this hiring authority. Any such delegation will be expressed in writing.

3.04 CONTRACT SERVICES

The Town may contract for professional services that are not available in house. When the Mayor determines that architectural design, engineering study and design, landscape architecture or structural design services are needed, the State of Washington's uniform policy for the procurement of these services specified in Ch.39.80 RCW must be followed. Any service that would be provided by one of the above listed professionals, in their capacity with the Town as a registered architect, engineer or land surveyor must also be procured under the process outlined in State code. These additional professional services might include geotechnical, environmental, aerial photography and GIS mapping services provided by registered professionals.

Other professional services offered by attorneys, planners, accountants, information technology consultants, bond brokers or counsels or other professionals may be procured by direct negotiation with a selected firm or individual.

Scope of work, compensation, and other terms for contract service providers (or “contractors”) will be established in service contracts approved by the Town Council. All contracts must be kept current. Contractors are not Town employees and are not eligible to participate in employee benefit programs.

3.05 TEMPORARY EMPLOYEES

Temporary employees may be used to temporarily replace regular employees who are on vacation or other leave, to meet peak workload or seasonal needs, or to temporarily fill a vacancy until a regular employee is hired.

Temporary employees may be hired without competitive recruitment or examination, although all hiring processes must comply with state and federal laws.

The Town will not employ a temporary employee for more than six months. Limited exceptions to this policy may be made but must be approved by the Town Attorney.

Compensation/Benefits: Temporary employees are eligible for overtime pay as required by law; non-exempt employees will accrue sick leave consistent with applicable legal requirements. Temporary employees normally do not receive retirement, vacation, health insurance, holidays, or any other benefits during their employment. The Mayor may offer benefits to temporary employees on a case-by-case basis, considering the Town’s need for the employee, the employee’s skills and abilities, and the estimated length of temporary employment with the Town. Temporary employees will normally not be placed on the state PERS retirement system, although there are some exceptions depending on PERS eligibility criteria. Eligibility for PERS does not imply or guarantee eligibility for other benefits.

3.06 VOLUNTEERS

The Town wishes to make use of the rich skills and talents and goodwill of individuals and organizations within the community to benefit the entire community without adding unnecessary liability to the citizens of the Town.

Individual volunteers and organizations that perform voluntary services in conjunction with the Town must do so in a safe, appropriate, and legal manner in accordance with Town policies.

Scope of Volunteer Service: Except for short-term volunteers (see Section 1.09), a scope of volunteer service description will be provided to individual volunteers and organizations. The scope of work will identify the policies and procedures for each volunteer service project and will include the following:

- a. The duties of the volunteer service assigned
- b. Supervision responsibilities
- c. Training and orientation prior to performing the volunteer service
- d. Personal protective equipment to be provided
- e. Name of contact person and description of how to contact them, and
- f. Any other relevant information

Liability Coverage: The Town is self-insured through the Washington Cities Insurance Authority (WCIA) for comprehensive liability coverage. Volunteers working within the scope and on behalf of the Town have liability coverage under the WCIA Coverage Document. Liability insurance is not medical insurance. The Town does not provide regular medical insurance for volunteers. The WCIA Coverage Document excludes volunteer coverage for those under the age of 14 years and for those volunteers working through another organization. Therefore, the Town cannot utilize any individual volunteers under the age of 14 years unless such individuals are volunteering as a part of a group that is providing its own insurance naming the Town as “additional insured”.

All organizations performing volunteer services shall provide proof of Commercial General Liability coverage in a per-occurrence amount set by the WCIA and/or the Mayor, naming the Town as an additional named insured. Each organization providing volunteers to the Town must sign a waiver holding

the Town harmless for any injuries and claims of any kind resulting from the actions of the volunteers of that organization in addition to providing the supervision necessary for the project.

Timekeeping for Volunteers: Except for short-term volunteers and Town Council-appointed commission or committee members, all volunteers must submit monthly records of their time spent in volunteer service. Failure to do so may result in separation from volunteer service with the Town. Short-term volunteers are not required to submit time records; nevertheless, each month, the designated supervising staff member must estimate and report the short-term volunteer hours to the Clerk-Treasurer. All volunteer worker hours must be reported to the Clerk-Treasurer.

Personal Injuries: The Town's Workers' Compensation plan provides limited medical insurance coverage for volunteer workers injured while working for the Town. Workers' Compensation does not provide any compensation for time lost from a regular job due to an injury while volunteering for the Town, nor does Workers' Compensation provide coverage for any permanent injuries to a volunteer.

Supervision: When individual volunteers are utilized, the Town will provide appropriate supervision. When organizations provide volunteers for service to the Town, the organization must provide adequate supervision of its volunteers and the Town will provide overall supervision of the project.

Provision of Personal Protective Equipment: The Town shall provide personal protective equipment as required for the scope of work and identified by the Washington Industrial Safety and Health Act and WAC 296.24. All volunteers requiring personal protective equipment shall be provided adequate training in its proper use and care. The staff member providing this training shall document this training and provide a copy of this documentation to the Clerk-Treasurer.

Volunteer Travel: Unless specifically authorized in writing and in advance, time spent in volunteer service does not include the commute to, from, or between job sites.

Termination of Volunteer Service: The Town and/or the volunteer may terminate volunteer service at any time without cause.

Background Checks: As required in RCW 43.43.834 all persons potentially coming into contact with children or vulnerable adults will have completed a background check for history of abuse and/or sexually deviant behavior or other crimes of violence. A copy of the results of this background check will be provided to the volunteer. In addition, if volunteers are performing court ordered community service, the volunteer is required to disclose the nature of the infraction or offense for which they are serving. The Town reserves the right to require a background check on any volunteer as a condition of either becoming or being retained as a volunteer. Lastly, the Town may check references for potential volunteers.

Documentation of Training: The Town should provide volunteers with adequate instruction and training. Training records identifying specific training provided, any testing results and attendance sheets will be maintained by the Town for a minimum of three years. These records will be provided to the Clerk-Treasurer upon completion of training.

Waivers: Organizations providing volunteer service should sign an "Agreement Regarding Organizational Service with the Town," including the agreement to defend, indemnify and hold the Town harmless for any claims or lawsuits that arise out of their activities. All organizational volunteer service agreements must be reviewed and approved by the Town's attorney.

Individual volunteers should sign an "Agreement Regarding Individual Volunteer Service with the Town." Short-term volunteers should sign a "Volunteer Release" form.

3.07 WORKING PROBATION PERIOD

Upon hire or appointment, all employees enter a working probation period that is considered an integral part of the selection and evaluation process. The working test period gives an employee time to learn the job and the supervisor time to evaluate whether there is an appropriate match between an employee and

the job. Resignation or termination during the working test period may be deemed a separation in good standing.

The normal working probation period is six months from the employee's date of hire, re-hire, or promotion. The Mayor may for any reason extend the working probation period up to three additional months not including any periods of absence from work of the employee. The Mayor shall indicate, in writing, successful completion of the working probation period.

Performance Reviews: During the working probation period, the employee's performance may be evaluated orally or in writing on a scheduled basis or as needed. These evaluations may document that the employee is successfully completing the working probation period, provide a written plan of improvement that includes what is needed for the employee to gain regular employment status or recommend termination of employment.

If an employee's performance is substandard and does not improve, if it becomes clear that an employee is unable to satisfactorily learn the position, or if the match between the Town and an employee does not seem appropriate, an employee may be terminated at any time for any reason during the working probation period. Only in unusual circumstances, as authorized by the Mayor, will the working probation period be extended to further evaluate performance.

Use of Sick Leave/Vacation: Working test period employees may use sick leave as it accrues but may not use accrued vacation until having completed six (6) months of employment. If an employee is voluntarily or involuntarily terminated during the working test period, no payoff of accrued vacation is made.

3.08 PROMOTIONS

The Town's policy is to encourage promotion from within the organization. Openings will usually be posted so that employees may become aware of opportunities and apply for positions in which they are interested and for which they are qualified. Current employees applying for positions will be given preference when qualifications are equal to or exceed those of outside candidates.

New Working Probation Period: After promotion to a new position, a new working probation period of six months must be completed, unless waived or reduced by the Mayor. In the case of unsatisfactory performance in a promotional situation, the employee will be considered for (but not guaranteed) transfer back to the previous position or level formerly held by the employee, if that position or a position at that level is open and available.

CHAPTER 4

HOURS AND ATTENDANCE

4.01 WORKING HOURS

The Town's basic workweek is Sunday 12:01 a.m. through Saturday midnight. Town Hall is open for regular business on Monday through Thursday ~~from 8:30 a.m. to 4:30 p.m., and Friday from 8:30 a.m. to 12:00 noon~~ from 8:00 a.m. to 4:00 p.m., and Friday, by appointment, 8:00 a.m. to 12:00 p.m. A normal working schedule for regular, full-time employees is based on forty (40) hours each work week. Different work schedules or workweeks may be established by the Mayor.

The Public Works Coordinator's work hours are ~~7:30 a.m. to 3:30 p.m.~~ 7:00 a.m. to 3:00 p.m. Monday through Friday. Part-time seasonal employees' work hours are determined by the Mayor.

4.02 OVERTIME/COMPENSATORY TIME

Exempt employees are not covered by the FLSA overtime provisions and do not receive overtime pay or compensatory time. An exempt employee is paid to perform a job that may not necessarily be completed in a normal work week. There will be no actual deduction in pay for absences of less than a full day for personal reasons, illness, or disability.

Part time employees are eligible for overtime/compensatory time as approved by the Mayor.

4.03 ATTENDANCE

Employees are expected to report for work on time and maintain good attendance. If an employee is unable to report to work on time, the employee should notify the Mayor before the work day begins or within thirty (30) minutes of the employee's scheduled start time. If an absence continues beyond one day, the employee must call in to the Mayor each day. If the Mayor is unavailable, the employee should leave a message on the Mayor's voice mail.

4.04 ADVERSE WEATHER, EMERGENCIES, AND NATURAL DISASTERS

During periods of inclement weather, an emergency or a natural disaster, the Town should continue to provide essential public services. Therefore, employees must make every reasonable effort to report to work if they can do so without endangering their personal safety. An employee who is unable to travel to work or expects to arrive at work late shall advise the Mayor by phone. During periods of inclement weather, emergency or a natural disaster, employees may be assigned emergency services work schedules other than their normal work assignments.

If, due to inclement weather, emergency or a natural disaster, the Town determines either to send employees home before the conclusion of their workday or not to have employees come to work, the employees will be paid their normal rate of pay for their regularly scheduled hours for that day. If conditions preventing employees from coming to work continue beyond a day, the Mayor shall determine work status for employees.

4.05 CALL BACK

All employees are subject to call back in emergencies or to provide necessary services to the public. Non-exempt (FLSA covered) employees called back to duty will be paid at their regular rate, with the overtime rate paid for hours worked in excess of forty per workweek.

4.06 PERSONAL PHONE CALLS

Employees are not permitted to make personal long distance phone calls that are charged to the Town. However, if Town business creates an unforeseeable need for the employee to work late, a brief, long distance personal call, for the purpose of notifying family members, is permitted.

CHAPTER 5

COMPENSATION

5.01 SALARY PLAN

The Town Council approves an annual budget with a salary schedule proposed by the Mayor that establishes pay ranges for each job classification.

5.02 SALARY POLICY

It is the intent of the Town Council to attract and retain quality Town employees. Within budget limitations, the Town endeavors to pay salaries competitive with those of other employers in the applicable labor market. Salaries are reviewed on an annual basis and, resources permitting, a cost of living or market adjustment may be applied to salary ranges by the Mayor.

5.03 GENERAL SALARY PRACTICES

Employee Pay Rates: Employees shall be paid within the appropriate salary range. The Mayor shall determine pay within the range. The Mayor may establish a temporary entry salary at a trainee rate that is not more than 10% below the entry-level salary for that position.

Starting Rate of Pay: New or promoted employees will normally start their employment at or near the beginning of the pay range for their classification. The Mayor, however, may approve compensation at a higher rate within the salary range when qualified applicants cannot be recruited or it is determined that the applicant has experience and qualifications that warrant a higher salary. When the starting pay of a newly appointed employee exceeds mid-point of the applicable pay range, the Mayor will report the reasons to the Town Council.

COLA: Cost of living adjustment ("COLA") may be approved by the Council during the budget cycle. COLA will not be tied to performance.

Merit Increases: When employees consistently meet the job requirements, they are eligible for a merit salary increase within the step range for their position. Merit increases take effect the day after approval.

Confirmation of satisfactory performance by the employee shall be demonstrated by a formal written evaluation. If an employee's performance is unsatisfactory, the Mayor may defer a scheduled pay increase for a specified period of time or until the employee's job performance is satisfactory.

Successful completion of a written work plan for improvement must occur before the employee is eligible to be considered for a deferred salary increase. No deferred salary increase shall be made retroactive.

The Mayor shall consult with the Personnel Committee on proposed merit increases but shall retain ultimate authority to approve any merit increase, so long as the increases are within the approved budget.

The Mayor is responsible for conducting employee performance evaluations in a timely manner and that applicable merit increases are forwarded to the Clerk-Treasurer. The review period shall be between August and October.

The Mayor may accelerate by up to three months the performance review dates and pay increases for employees with exceptional performance.

5.04 PAYDAYS

Employees are paid monthly, ~~but no sooner than~~ the 25th of each month for work performed each month. If a regularly scheduled payday falls on Saturday or Sunday, paychecks will be distributed on Friday; if it falls on a holiday, paychecks will be distributed on the last regularly scheduled working day preceding the holiday. Certain employees, depending upon their work schedules, may be paid on alternate schedules.

Pay Deductions: The Town will withhold from the employee's paycheck those deductions required by law and any voluntary deductions (e.g. health insurance premiums, flexible spending accounts, automatic deposits, retirement, voluntary life or disability insurance, charitable or nonprofit organizations) authorized by the employee and approved by the Mayor.

Any employee who believes there are any errors in their pay, including overpayment, underpayment, or improper deductions from pay, should report your concerns to the Clerk-Treasurer immediately. The Town will promptly investigate all reported wage and pay complaints and, if appropriate, take corrective action to remedy identified errors. Retaliation against an employee who raises a concern about improper wage or pay is prohibited.

Payroll Records: Official payroll records are kept by the Clerk-Treasurer. Each employee shall submit a time sheet signed by the employee and the Mayor on a monthly basis noting hours or days worked, leave taken and overtime worked. Falsification of payroll records will be grounds for immediate discharge.

5.05 GARNISHMENT

The Town will enforce garnishments and wage attachments as required by federal or state laws. A court ordered writ of garnishment will not be cause for corrective action or discharge.

5.06 COMPENSATION UPON TERMINATION

Upon a regular employee's separation from Town employment, the employee will receive the following compensation: regular wages for all worked hours that have not been paid; any overtime, compensatory time or holiday pay due; and payment of any accrued but unused vacation authorized for payment, if applicable. Payment will be made at the next regular payday. (See Sections 7.01 and ~~7-037.02~~).

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CHAPTER 6

EMPLOYEE BENEFITS

6.01 RETIREMENT BENEFITS

All retirement benefits shall be a fringe benefit accruing to the employee by virtue of employment with the Town and shall not be considered part of the employee's regular rate of pay.

All Town employees contribute to Social Security and the Medicare insurance portion of FICA.

State Retirement System (PERS): All regular full-time and eligible part-time employees are covered by the statewide retirement system, the Public Employees Retirement System (PERS). Benefit levels, contribution rates, and eligibility criteria are set by the State of Washington.

Deferred Compensation Plan: The Town provides a voluntary deferred compensation⁴⁵⁷ plan for employees.

(See Appendix "B" for more details on retirement plan benefits and contributions.)

Employees should notify the Mayor of their intent to retire at least three months prior to the date of retirement.

6.02 DISABILITY BENEFITS (WORKERS COMPENSATION)

All employees are covered by the State Workers' Compensation (Industrial Insurance) Program. For qualifying cases, State Industrial Insurance will pay the employee for workdays lost and medical costs due to job-related injuries or illnesses. All job-related accidents should be reported immediately to the Mayor. The State Workers' Compensation Program may not cover activities undertaken by employees outside their normal scope of work or workday. If an employee is absent for one or more days due to an on-the-job accident, the employee must file a claim for Workers' Compensation. If the employee files a claim, the Town will continue to pay (by use of the employee's unused sick or other leaves) the employee's regular net salary pending receipt of Workers' Compensation benefits.

Coordination of Benefits: When an employee receives Workers' Compensation benefits, the employee is required to repay to the Town the amount covered by Workers' Compensation and previously advanced by the Town (via use of sick or other accrued leave). This policy is to ensure that employees will receive prompt and regular payment during periods of injury or disability as long as accrued sick or other leave is available, while ensuring that no employee receives more than he/she would have received had the injury not occurred. Upon the repayment of funds advanced, the appropriate amount of sick leave shall be restored to the employee's account. Employees may supplement workers' compensation salary benefits by using accrued sick or other leaves to increase their workers' compensation disability payments up to an amount not to exceed their net pay if they were working their regular schedule.

Return to Work: In the event of an injury the Town will coordinate with the attending medical care provider to return the injured employee to work as soon as is medically possible. The Town will provide any reasonable accommodation, including temporary reassignment to light duty tasks, that the medical care provider feels is warranted while the injured employee is recovering. Injured employees shall report to the Mayor for assignment while recovering from their work related injury.

The Town may require an employee to submit to a Town-paid medical examination performed by a physician selected by the Town, to determine if an employee can return to work and whether the employee is or will be capable of performing the essential duties of the position.

The State Workers' Compensation program may cover citizens who volunteer to perform the equivalent of staff services at the Town. Volunteers must submit in a timely manner, in writing, the hours volunteered to ensure L & I contributions are made on their behalf for the time worked. Advisory Boards and Committees are not covered under this provision.

6.03 BENEFIT ALLOWANCE

See "Appendix B" for a detailed description of the Employee Health Care Plan.

6.04 HEALTH INSURANCE BENEFITS

Regular full-time employees, their spouses, registered domestic partners and dependents are eligible to participate in the Town's various insurance programs beginning with the first full calendar month of employment with the Town (example: to be eligible for coverage in March, the employee would need to start no later than the first workday in March). The programs and criteria for eligibility are explained upon hire. The Town pays insurance premiums for full-time employees, ~~and their spouses or registered domestic partners, and dependents. Spouses or registered domestic partners of part-time employees and dependents of all employees may participate in the health insurance program, but employees must pay the additional insurance premiums. Employee shall pay the difference in premiums when adding dependent coverage. This additional premium will be deducted from the participating employee's paycheck on a monthly basis. This health allowance shall be a fringe benefit accruing to the employee by virtue of employment with the Town and shall not be considered part of the employee's regular rate of pay. The Town reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable, without prior notice to affected employees (See Appendix "B" for more details and plan benefits).~~

Temporary employees ~~will not be~~ are not eligible for insurance coverage.

~~Part-time employees will be eligible for insurance coverage if qualified by the carrier, and approved by the Mayor.~~

Health allowance shall be a fringe benefit accruing to the employee by virtue of employment with the Town and shall not be considered part of the employee's regular rate of pay.

The Town reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable, without prior notice to affected employees (See Appendix "B" for more details and plan benefits).

6.05 OTHER BENEFITS

TUITION REIMBURSEMENT

This procedure provides assistance for all employees who wish to improve job skills and performance or prepare for promotional opportunities through an educational program leading to a degree.

Definitions:

1. Eligible Employees - All full-time employees who have completed one year will be eligible to apply for financial assistance under this program. Financial assistance is at the discretion of the Mayor.
2. Eligible Courses - An eligible program is one which will improve the employee's ability to perform his/her present job. Additionally, the completion of the program will enable the Employee to earn a degree.
3. Eligible Expenses - Tuition, registration fees, laboratory fees, and student fees from an accredited college/university are eligible reimbursement items. Books, special equipment, tools, and miscellaneous supplies such as pencils and paper are not reimbursable.

expenditures. The Town will not duplicate funding for employees who are receiving educational financial assistance from another governmental source, e.g., Veteran Administration benefits. However, if an employee is receiving funds from another source which does not cover all the expenses, the Tuition Assistance Program will help defray the balance of the expenses as provided for in Part 4 stated below.

4. Reimbursement Limitations - Employees may be reimbursed up to a total of \$50 % for eligible expenses.
5. Successful Course Completion - Successful course completion will be a grade of "C" or better when grade letters are given. In graduate school courses a grade of "B" or better is required, unless otherwise agreed upon by the Mayor. Otherwise, as in the case of Pass/Fail courses, or in courses when no grade is given, a written statement of successful completion from the instructor will document successful completion of a course. An employee who fails to achieve at that level will lose eligibility for future reimbursement.

Conditions and Agreement: Because the Town expends resources in helping employees with tuition costs, employees should use their newly acquired training in service to the Town. Thus, an employee must agree to remain employed for six months following the date of reimbursement or repay the Town for the amount of the reimbursement. Employees who are laid off due to staff reduction are exempt from repayment.

6.06 EMPLOYEE ASSISTANCE COUNSELING PROGRAM

The Town may provide an Employee Assistance Program for counseling. Also, to reduce absenteeism and to promote employee health and productivity, the Town encourages employee wellness through Town-sponsored, voluntary activities and programs. Subject to the annual budget, Town funds may be budgeted to promote some in-house wellness programs. These benefits shall be a fringe benefit accruing to the employee by virtue of employment with the Town and shall not be considered part of the employee's regular rate of pay.

6.07 CONTINUATION OF INSURANCE COVERAGE

Leave of Absence: Upon mutual agreement between the employee and the Town, and in accordance with the terms and conditions of the insurance policy, the Town will continue health insurance coverage at the employee's expense during an approved unpaid leave of absence. COBRA continuation rights may apply in the event coverage is not extended through the Town.

Workers Compensation Leave: If an employee cannot work because of an on-the-job injury, the Town will continue to pay for the employer's portion of health insurance premiums while an employee is receiving Workers Compensation benefits, provided that the employee continues to pay their share of premiums, if any. After six (6) months or upon separation, whichever occurs first, the employee's benefits shall cease. The employee may continue health care benefits by self-paying insurance premiums for the remainder of the time the employee receives Workers Compensation benefits, subject to trust rules and COBRA regulations.

COBRA Rights: Upon the occurrence of a qualifying event, which can include an employee's termination from Town employment, a reduction in hours, an unpaid leave of absence, a divorce, or a covered dependent being no longer eligible to be covered as a dependent, the employee, divorced spouse, or dependent may be eligible to continue Town health insurance benefits to the extent provided under the federal COBRA regulations at their own expense. Continuation rights are not available if an employee is terminated for "gross misconduct." An administrative handling fee over and above the cost of the insurance premium may be charged the employee or his/her dependents electing to exercise their COBRA continuation rights.

Termination, Retirement, Leave of Absence: For eligible employees who terminate, retire or are on an

approved leave of absence, the employee will be responsible for the health insurance premium immediately following the last month for which the Town pays this premium.

6.07 UNEMPLOYMENT COMPENSATION

Town employees may qualify for State Unemployment Compensation upon termination from Town employment depending on the reason for termination and if certain qualifications are met.

6.08 RELOCATION BENEFITS

Relocation benefits may be offered to new employees subject to Mayor approval.

6.09 BENEFITS UPON HIRE/RETURN FROM LEAVE

Upon hire or return from an unpaid leave (other than FMLA), an employee's benefits (leave accruals and insurance coverage) will commence on the first of the month after the date of hire or return from leave.

6.10 BENEFITS FOR PART-TIME AND TEMPORARY EMPLOYEES

Unless noted otherwise in these policies, benefits for regular part-time and temporary employees are as follows:

Regular Part-Time Employees: All leaves, including holidays and benefit allowances are pro-rated. Pro-rated means the ratio between the number of hours in the employee's normal work schedule of at least 20 hours per week and the regular full-time schedule of forty (40) hours per week is applied to the normal full-time benefit allocation.

Temporary Employees: Temporary employees normally are not eligible to receive benefits, including leaves, holidays, and insurance. The Mayor, however, may make exceptions to this policy.

6.11 REFRESHMENTS

As authorized in the Town Budget, the Town may furnish coffee, tea, soft drinks, or snacks for attendees of public meetings as a benefit of contribution to the public process and for employees as a benefit of employment.

6.12 MILEAGE REIMBURSEMENT

Approved employee travel with their personal vehicle will be reimbursed at the per-mile amount set by the IRS.

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CHAPTER 7

LEAVES

7.01 VACATION

Each regular full-time employee is entitled to vacation leave as follows:

| <i>Years of Employment</i> | <i>Vacation Hours Earned</i> |
|--------------------------------|---------------------------------------|
| 0 - 5 years | 6.7 hours/month (80 hours annually) |
| 5 -10 years | 10 hours/month (120 hours annually) |
| 10+ years | 13.3 hours/month (160 hours annually) |

As a recruitment or retention incentive, the Mayor may authorize a bank of vacation hours or an increased accrual schedule for an employee. The amount of the bank or higher accrual schedule shall be memorialized in the hire letter or a personnel action.

Vacation accrual begins on the first day of the first full month of employment. Vacation hours are credited at the completion of each pay period. Employees are eligible to use earned vacation after completion of the working probation period of six months, or as approved by the Mayor. Regular part-time employees earn vacation on a pro-rated basis. Temporary employees are not eligible for vacation leave. Vacation credit does not accrue during leave without pay or on overtime hours.

The Mayor is responsible for approving employee vacations without disrupting department and Town operations. As a general guideline, leave requests of one week or more in duration should be submitted in writing thirty (30) days in advance.

Vacation Accrual Maximum: Employees are encouraged to use vacation in the year it is earned. The maximum vacation balance that an employee may accrue is 240 hours. Any hours earned above the maximum will not be accrued and will be lost to the employee. Where Town operations make it impractical for an employee to use his/her vacation time, the Mayor may authorize additional accruals.

Minimum Vacation Use: Vacation may be used at a minimum rate of one (1) hour per day for non-exempt (FLSA covered) employees. Exempt employees (not covered by FLSA) are required to use vacation at a minimum rate of one (8-hour) day.

Payment of Accrued Vacation Time: Employees who successfully complete their working test period, as specified in Section 3.07 of these policies, will be paid for accrued but unused vacation time upon separation from employment. Employees who voluntarily or involuntarily terminate employment prior to the successful conclusion of the working test period will not be paid for accrued vacation leave. Any employee in good standing with at least 5 years of regular employment with the Town may cash out up to 40 hours per year of vacation time at the employee's current hourly wage.

Personal Leave: The Mayor may grant up to three vacation days per year, based on the employee's performance. Merit vacation days cannot be used during the working test period. Earned but unused merit vacation days cannot be cashed out during employment or upon separation of employment.

7.02 MANAGEMENT LEAVE

In recognition of the demands of senior level positions, an annual Management Leave bank will be provided. The Clerk-Treasurer shall receive eighty (80) banked Management Leave hours annually. These hours will be pro-rated for new hires. Deposits will be made upon hire and January 1 of each year to be used during the year. Any management leave balances as of December 31 will not be allowed to

be carried forward into the next year and will be forfeited. Upon separation from the Town, a balance of Management Leave will be forfeited. Requests to take Management Leave will be in the same manner as vacation leave is requested.

7.027.03 **SICK LEAVE**

Regular full-time and regular part-time employees are eligible to accrue sick leave on the first day of the first full month of employment. Full-time employees shall accrue sick leave at the rate of eight (8) hours per month; part-time employees shall accrue on a pro-rata basis. Total accrued sick leave shall not exceed 500 hours. Sick leave is available for use following its accrual. Sick leave is credited following completion of each pay period.

Temporary employees do not accrue sick leave. Employees do not accrue sick leave benefits during a leave without pay.

Reasons for Sick Leave: Sick leave covers those situations in which an employee is absent from work due to:

- (1) Physical injury or illness of the employee;
- (2) The need to care for immediate family members who are ill or recovering from a temporary disability or childbirth;
- (3) Medical or dental appointments for the employee, spouse, registered domestic partner or dependent child. Employees should try their best to schedule such appointments outside of normal work hours or at times that least interfere with the workday;
- (4) Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others;
- (5) Use of prescription or non-prescription medication that impairs job performance or safety;
- (6) Periods of temporary disability directly associated with pregnancy or childbirth;
- (7) Additional leave beyond bereavement leave may be authorized by the Mayor if a death occurs within an employee's immediate family.

Doctor's Documentation: A doctor's certificate may be required when an employee is absent for a period of three (3) or more consecutive days. The Town may also request the opinion of a second doctor at the Town's expense to determine whether the employee suffers from a chronic physical or mental condition that impairs the employee's ability to perform the essential functions of the job. The Town may terminate employees who are habitually absent due to illness or disability if their disability cannot be reasonably accommodated or when the employee's absenteeism prevents the orderly and efficient provision of services to citizens. Reasonable accommodation may include consideration by the Town of retraining or reassignment.

The Town may require a doctor's certificate that the employee is able to return to work or perform job duties.

Minimum Sick Leave Use: Sick leave may be used at a minimum rate of one (1) hour per day for non-exempt (FLSA covered) and one day (8 hours) for exempt employees (not covered by FLSA).

When Sick Leave is Exhausted: Employees who use all their accumulated sick leave and require more time off due to illness or injury may, with the Mayor's approval, use vacation, floating holidays or, as a last resort, take leave without pay.

Sick Leave Pay-Out at Retirement or Resignation: Accrued but unused sick leave time shall have no cash value except at the time of normal service retirement or resignation following at least 5 years of service. At such time, an employee shall receive a cash payment equal to 30% of the amount computed by multiplying the number of unused sick leave hours credited to the employee, times the hourly rate of pay received at time of retirement or resignation. The pay-out will be based on a limit of no more than 500 accrued hours.

7.037.04 USE OF LEAVE TO CARE FOR FAMILY MEMBER

Consistent with the Washington Family Care Act, employees may use their choice of any accrued leave (whether vacation, sick leave, comp time or floating holidays) that they have available for their own use to care for their child, spouse, parent, parent-in-law, registered domestic partner, or grandparent who is ill.

An employee may use available paid time off to care for his/her child where the child has a health condition requiring treatment or supervision, or where the child needs preventive care (such as medical, dental, optical or immunization services).

An employee may use available paid time off when a spouse, registered domestic partner, parent, parent-in-law, or grandparent has a "serious or emergency health condition", which are conditions:

- Requiring an overnight stay in a hospital or other medical care facility;
- Resulting in a period of incapacity or treatment or recovery following inpatient care;
- Involving continuing treatment under the care of a health care services provider that includes any period of incapacity to work or attend to regular daily activities; or
- Involving an emergency (i.e., demanding immediate action)

Where the need for family care leave is unexpected, the Town understands that advance approval of the use of leave (as is required for certain kinds of leave) may not be possible. Employees are required, however, to notify their supervisor of the need to take time off to care for a family member as soon as the need for leave becomes known. The Town reserves the right to require verification or documentation confirming that a family member has or has had a "serious or emergency" health condition when available leave is used to care for that family member.

7.047.05 BEREAVEMENT LEAVE

Any regular employee who suffers a death in the immediate family shall receive up to three (3) days leave with pay. If additional time is needed, the Mayor may authorize up to five (5) days.

7.057.06 SHARED LEAVE PROGRAM

The Mayor may authorize employees to donate their accrued vacation or sick leave to another Town employee who is suffering from or who has an immediate family member suffering from an extraordinary or severe illness, injury, or physical or mental condition that has caused or is likely to cause the employee to take leave without pay. The following conditions apply:

1. To be eligible to donate either vacation or sick leave an employee must have at least eleven (11) days of accrued vacation or sick leave. In no event shall a leave donation result in the donor reducing a vacation or sick leave balance to less than ten (10) days. Transfer of leave will be in increments of one day. Leave is donated on an hour for hour basis with no relation to actual earnings of either the donor or the recipient. All donations of leave are strictly voluntary and confidential.
2. For an employee to receive donated leave, the employee must first exhaust all of the employee's own

accumulated compensatory time and sick leave and have a vacation leave balance not greater than eighty (80) hours. An employee may receive donated leave and still retain up to eighty (80) hours of accrued vacation leave.

3. An employee using shared leave will continue to receive the same salary and benefits as an employee using vacation or sick leave. Unused donated leave can be given back to the donor(s).

7.067.07 MATERNITY LEAVE

Full time employees are granted six weeks of paid leave to care for a newborn child or a new adoption. Leave shall begin on the day of birth of the child or the date of the adoption and shall continue for six uninterrupted weeks. If the employee wishes to take additional time beyond the allotted six weeks, they may use accumulated sick leave until expired and then may use accumulated vacation time. The Federal Family & Medical Leave Act and Washington Family Care Act may also apply.

7.077.08 LEAVE WITHOUT PAY

Although the Town of Yarrow Point is not a large enough employer (under 50 employees) to have employees eligible for protected leave under the Federal Family and Medical Leave Act or the Washington Paid Family Medical Leave Act (see below), The Mayor may grant an unpaid leave of absence as a form of reasonable accommodation to an employee with a disability or for other family or medical reasons. Medical documentation verifying the disability and or need for leave may be required in such cases. Any employee who needs leave due to a health condition, parenting, caring for an ill relative or other personal circumstances not covered elsewhere in this policy manual should contact the Mayor to explore leave options. Leave options will be considered on a case-by-case basis, taking into account the amount of time off needed, the Town's ability to cover the absence and other relevant factors.

An employee shall be required to use any accrued paid leaves before a leave without pay begins. If an employee is on unpaid status for more than thirty (30) days, the employee's anniversary date and time in service will be changed to reflect the period of absence.

7.087.09 WASHINGTON PAID FAMILY MEDICAL LEAVE PROGRAM

Washington State Paid Family and Medical Leave (PFML) is a program administered by the Washington Employment Security Department (ESD) to provide paid leave benefits to eligible employees who need leave for certain family and medical reasons. The PFML program is funded through premiums collected by ESD via payroll deductions and employer contributions. Employees may obtain additional information at www.paidleave.wa.gov.

Eligibility: Under PFML, employees may be eligible for monetary benefits and job protection when taking leave for covered reasons. Eligibility requirements are as follows:

Monetary Benefits: In order to be eligible for monetary benefits from ESD, an employee must have worked 820 hours in Washington (for any employer or combination of employers) during the year preceding the claim.

Job Protection: In order to be eligible for job protection under PFML, an employee must work for an employer with 50 or more employees in Washington, must have worked for that employer for at least 12 months, and must have worked 1250 hours in the last year. Because the Town has fewer than 50 employees, the PFML does not provide job-protected leave. However, employees may be eligible for leave under another policy or law (e.g., leave for disability or for pregnancy/childbirth).

An employee is ineligible for PFML benefits during any period of suspension from employment or during which the employee works for remuneration or profit (e.g., outside employment or contracting) and when an employee is receiving workers compensation benefits.

Leave Entitlement: Eligible employees are entitled receive benefits for up to 12 weeks of medical or family leave, or a combined total of 16 weeks of family and medical leave per claim year; an additional two weeks of paid leave may be available in the event the employee's leave involves incapacity due to her pregnancy. The claim year begins when the employee files a claim for PFML benefits. PFML leave may be taken for the following reasons:

Medical Leave: Medical leave may be taken due to the employee's own serious health condition, which is an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

Family Leave: Family leave may be taken to care for a covered family member with a serious health condition; for bonding during the first 12 months following the birth of the employee's child or placement of a child under age 18 with the employee (through adoption or foster care); or for qualifying military exigencies. For purposes of family leave, covered family members include the employee's child, grandchild, parent (including in-laws), grandparent (including in-laws), sibling, or spouse, and also includes any individual with whom an employee has a relationship that creates an expectation that the employee will care for the individual.

PFML leave may be taken intermittently, provided that there is a minimum claim requirement of eight consecutive hours of leave in a week for which benefits are sought.

Application Process: An employee must submit an application to ESD in order to seek PFML benefits. For guidance on the application process, please refer to the ESD website (www.paidleave.wa.gov). Eligibility determinations will be made by ESD. If approved, the employee will need to file weekly benefit claims with ESD to continue receiving benefits.

Notification Requirements: If the Town learns that an employee needs leave for a PFML-qualifying reason, it will provide the employee with a notice explaining the right to apply to ESD for PFML benefits. An employee must provide written notice to the Mayor of the intent to take PFML leave. If the need for leave is foreseeable, notice must be given at least 30 days in advance of the leave. For unforeseeable leave, notice must be given as soon as practicable. The employee's written notice must include the type of leave taken (family or medical), as well as the anticipated timing and duration of the leave.

PFML Monetary Benefits: If ESD approves a claim for PFML benefits, partial wage replacement benefit payments will be made by ESD directly to the employee. The amount of the benefit is based on a statutory formula, subject to a weekly maximum. ESD's website includes a benefits calculator to assist employees in estimating their weekly benefit amount.

With the exception of leave taken in connection with the birth or placement of a child and leave for a qualifying military exigency, monetary PFML benefits are subject to a seven-day waiting period. The waiting period begins on the Sunday of the week in which PFML leave is first taken; no monetary benefits will be paid by ESD for that week. Employees may use available accrued leave to cover absences during the waiting period.

Paid leave accruals (vacation, sick leave, or any other accrued leave) are not supplemental to PFML benefits, meaning that an employee cannot receive accrued leave and PFML benefits for the same absence. If an employee elects to use accrued leave during a PFML-covered absence, the receipt of accrued leave must be reported to ESD as part of the PFML claims process and will result in a pro-rated (reduced) weekly PFML benefit to reflect that the employee already received some compensation for the absence.

Coordination with Other Benefits: When an employee is on leave and only receiving PFML benefits, the employee is deemed to be in unpaid status for purposes of Town policies and benefit programs. Insurance coverage will be handled in the same manner as other unpaid leaves of

absence, pursuant to Town policy and subject to any plan and legal requirements requiring continuation of coverage.

7.097.10 JURY AND WITNESS LEAVE

Employees may be granted time off with pay to serve on a jury or as a job-related court witness. If an employee is summoned during a critical work period, the Town may ask the employee to request a waiver from duty. It is expected that employees will report to work if there is a break during jury duty where the employee is not required to report to the courts.

An employee on jury or witness leave will continue to receive regular wages but must sign over to the Town any check constituting compensation for jury or witness services (other than expense payments).

7.107.11 MILITARY-RELATED LEAVE

Military Leave: Any employee who is a member of the Washington National Guard or of the U.S. Army, Navy, Air Force, Coast Guard or Marine Corps, or of any organized reserve of the United States, will be granted military leave in accordance with state and federal law.

In accordance with Washington law, an employee is entitled to a paid military leave of absence for a period not to exceed 21 working days during each year beginning October 1st and ending the following September 30th. A "day" is calculated according to the number of days the employee would have worked, but for the military training. In the event an employee is scheduled to work a shift that begins on one calendar day and ends on the next calendar day, only the first shift shall be charged against the employee's paid military leave entitlement. Military leave beyond the 21 days of paid time off will be unpaid, provided that employees may elect to use accrued vacation, compensatory time or other available paid time off during the period of military leave. During an unpaid leave the employee will neither earn additional vacation or sick leave nor be entitled to health insurance benefits except as may be provided for under COBRA or other applicable law. Reinstatement following active duty will be in compliance with state and federal laws at the time of the return to work.

An employee who needs military leave should notify the Mayor as soon as the employee receives notice of the need to report for military duty. A copy of the military orders should be provided as soon as practicable.

Leave for Spouses and Registered Domestic Partners of Military Personnel: During a period of military conflict declared by the President or Congress, an employee who is the spouse or registered domestic partner of a member of the Armed Forces, National Guard or Reserves is entitled to up to 15 days of unpaid leave while his/her spouse or domestic partner is on leave from deployment, or before and up to deployment. The purpose of this leave is to support the families of military personnel serving in military conflicts by permitting them to spend time together before a family member is deployed or while the family member is on leave from a deployment. An employee must work an average of 20 hours per week to be eligible for this family military leave.

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

7.117.12 HOLIDAYS

The following are recognized as paid holidays for all regular employees:

| | |
|-----------------------------------|------------------------|
| New Year's Day | January 1 |
| Martin Luther King Jr.'s Birthday | 3rd Monday in January |
| President's Day | 3rd Monday in February |

| | |
|-------------------------------------|------------------------------------|
| Memorial Day | Last Monday in May |
| Juneteenth | June 19 |
| Independence Day | July 4 |
| Labor Day | 1st Monday in September |
| Veteran's Day | November 11 |
| Thanksgiving Day | 4th Thursday in November |
| Day after Thanksgiving | Day after Thanksgiving |
| Christmas Day | December 25 |
| One Floating Holiday (personal day) | As scheduled by employee and Mayor |

The employee must be on paid status on the day before and after a holiday to qualify for a paid holiday.

A holiday falling on a Saturday will be observed on the preceding Friday. A holiday falling on a Sunday will be observed on the following Monday.

Part-time and Temporary Employees: Holidays will be pro-rated for regular part-time employees. Temporary and other non-regular employees usually do not receive holidays, though exceptions may be made by the Mayor as part of an individual's benefit package.

Floating Holiday: Each regular full-time employee is entitled to one floating holiday per calendar year. Regular part-time employees shall receive pro-rated floating holiday leave in proportion to the number of hours in their normal work schedule. Temporary employees are not eligible for this holiday. Floating holidays are awarded at the beginning of each calendar year for regular employees.

- The floating holiday shall be scheduled by agreement between the employee and the Mayor.
- The holiday must be used by the end of the calendar year and cannot be carried over into the next year. Unused floating holidays are not compensated upon termination.
- Employees hired after the first of the year may be granted a pro-rated portion by the Mayor.

Religious Holidays: If an employee's religious beliefs require observance of a holiday not included in the holiday schedule, the employee may, with the Mayor's approval, take the day off using vacation, compensatory time, a floating holiday or leave without pay.

Holidays Worked: Non-exempt employees who work on a holiday will be paid for eight (8) hours pay at the regular rate of pay and will also be paid for all hours actually worked on the holiday at one-half (1/2) times the regular rate of pay, provided that the total hourly rate shall not exceed one and one-half (1-1/2) times the regular rate of pay. Such work time must be pre-authorized by the Mayor. Employees who are called out during stand-by duty shall receive holiday pay plus call out pay as described in Section 4.05.

7.127.13 CONTINUATION OF BENEFITS DURING LEAVE

Employees on paid leave shall continue to receive benefits they were entitled to prior to the start of their leave including the accrual of vacation, sick leave, holidays, retirement, and health insurance benefits. Unless noted otherwise in these policies, an employee's benefits, including health insurance, are suspended during the period of unpaid leave, including leave accruals. In certain circumstances, self-payment of insurance premiums may apply (see Section 6.06, Continuation of Insurance Coverage).

CHAPTER 8

PERFORMANCE REVIEWS AND TRAINING

8.01 PERFORMANCE REVIEWS

To ensure that employees perform their jobs to the best of their abilities, it is important that employees and supervisors communicate regularly, openly and frequently about job expectations, job performance and employee concerns. The Town has established a performance review process to ensure that this dialog occurs and to document employee performance.

The primary purpose of annual performance reviews is to ensure that employees understand what is required of them to successfully perform their jobs. Additionally, performance evaluations are used as a factor in pay increase decisions, performance improvement counseling efforts, career growth and determination of training needs.

Working Test Period: During the working probation period, the Mayor and the employee will meet to discuss the employee's progress. An example of a process for reviews during the working test period is outlined in Section 3.07.

Scheduled Reviews: An annual written performance review is required for all employees. Employees receive performance reviews each year on their performance review date. Normally reviews occur 12 months after the last scheduled review. An employee's performance review date may be delayed or accelerated by the Mayor based on the employee's performance. Supervisors and employees are expected to discuss on an ongoing basis the performance issues and goals that are identified and established annually during written performance evaluations.

8.02 TRAINING POLICY

The Town seeks, within the limits of available resources, to develop staff by offering training opportunities that will increase employee job knowledge and skills. Opportunities may include, but are not limited to, on-the-job training, in-house workshops, seminars sponsored by other agencies or organizations, and programmed learning courses. Training assigned by the Town usually occurs during employee work time and is usually paid for by the Town.

As part of the performance review process, an employee and supervisor may set training goals that should be completed prior to the next scheduled performance review. This training should be job related and within budget allocations.

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CHAPTER 9

EMPLOYEE RESPONSIBILITIES AND CONDUCT

9.01 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST

The primary job for all regular Town employees is the position they hold with the Town. Due to the high performance and emergency service expectations of Town employees, any outside employment shall need to be approved in advance by the Town.

Outside Employment: Employees may engage in another job outside their Town employment if the outside job does not conflict with the interests of the Town or interfere with the employee's ability to perform the Town job. Specifically, outside activities may not:

- (1) Interfere with Town job responsibilities.
- (2) Be conducted during the employee's work hours.
- (3) Utilize Town telephones, computers, supplies, or any other resources, facilities, or equipment.
- (4) Be employment with a firm that contracts with or does business with the Town.
- (5) Involve service in a decision making or policy formulating capacity with a public, private, or nonprofit agency that receives funds from the Town and where the employee has a role in the Town to influence such actions, or
- (6) Be reasonably perceived as a conflict of interest or raise a reasonable appearance of a conflict-of-interest issue, or otherwise discredit the employee's public service.

Conflicts of Interest: No employee of the Town of Yarrow Point shall use employment with the Town for personal gain other than legal remuneration. All employees shall avoid conflicts of interest and the appearance of conflicts of interest.

9.02 POLITICAL ACTIVITIES

Town employees may participate in political or partisan activities of their choice if Town resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions.

Employees may not campaign on Town time, in a Town uniform or while representing the Town in any way. Employees may not allow others to use Town facilities or funds for political activities. Any Town employee who meets with or may be observed by the public or otherwise represents the Town to the public while performing that employee's regular duties may not wear or display any button, badge, sticker or other advertisement about any candidate or ballot issue during working hours. Employees shall not solicit contributions for a partisan political cause on Town property or Town time.

An employee shall not hold an appointed or elected public office of the Town when the holding of such office is incompatible with or substantially interferes with the official duties of the employee's job.

Except as noted in this policy Town employees are otherwise free to fully exercise their constitutional rights.

9.03 REPORTING IMPROPER GOVERNMENTAL ACTION (Whistleblower Protection Act)

In compliance with the Local Government Employee Whistleblower Protection Act, RCW 42.41.050, it is the policy of the Town:

- (1) To encourage reporting by its employees of improper governmental action taken by Town officers or employees and;
- (2) To protect Town employees who have reported improper governmental actions in accordance with the Town's policies and procedures.

Key Definitions:

"Improper Governmental Action" is any action by a Town officer or employee that is:

Undertaken in the performance of the officer's or employee's official duties, whether the action is within the scope of the officer's or employee's employment, and

- (a) In violation of any federal, state or local law or rule.
- (b) Abuse of authority.
- (c) Of substantial and specific danger to public health or safety, or
- (d) A gross waste of public funds.

"Improper governmental action" does not include personnel actions including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, re-employment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of collective bargaining or civil service laws, alleged violations of labor agreements or reprimands.

In addition, employees are not free to disclose matters that would affect a person's right to legally protected confidential communications.

"Retaliatory Action" means any adverse change in the terms and conditions of a Town employee's employment, or hostile actions by another employee towards a Town employee that are encouraged by a supervisor or senior manager or official.

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

Procedure for Reporting Improper Government Action: Employees who become aware of improper governmental action should raise the issue first with the Mayor. Where the employee reasonably believes the improper governmental action involves the Mayor, the employee may raise the issue directly with the Town's attorney or such other person as may be designated by the Mayor to receive reports of improper governmental action. This should be done as soon as the employee becomes aware of the improper action. If requested by the Mayor, the employee shall submit a written report to the Mayor or to some person designated by the Mayor, stating in detail the basis for the employee's belief that an improper governmental action has occurred.

In an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action.

The Mayor, the Town's attorney or the Mayor's designee, as the case may be, shall take prompt action to assist the Town in properly investigating the report of improper governmental action. Officers and employees involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under the law unless the employee authorizes in writing the disclosure of the employee's identity. After an investigation has been completed, the employee reporting the improper governmental action shall be advised of a summary of the results of the investigation, except that personnel actions taken because of the investigation may be kept confidential.

Employees may report information about improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action if the employee reasonably believes that:

- (1) An adequate investigation was not undertaken by the Town to determine whether an improper governmental action occurred.
- (2) Insufficient action was taken by the Town to address the improper action, or
- (3) For other reasons the improper action is likely to recur.

Employees who fail to make a good faith attempt to follow the Town's procedures in reporting improper governmental action shall not receive the protection provided by the Town in these procedures.

Protection Against Retaliatory Actions: Officials and employees are prohibited from taking retaliatory action against an employee because the employee has in good faith reported an improper governmental action in accordance with these policies and procedures.

Employees who believe they have been retaliated against for reporting an improper governmental action should advise the Mayor, the Town's attorney or other designee of the Mayor. Officials and supervisors shall take appropriate action to investigate and assess complaints of retaliation.

If the Mayor does not satisfactorily resolve an employee's complaint that the employee has been retaliated against in violation of this policy, the employee may obtain protection under this policy and pursuant to state law by providing a written notice to the Town that specifies the alleged retaliatory action and specifies the relief requested.

Employees shall provide a copy of their written charge to the Mayor no later than thirty days after the occurrence of the alleged retaliatory action. The Town shall respond within thirty (30) days to the charge of retaliatory action.

After receiving either the response of the Town or thirty (30) days after the delivery of the charge to the Town, the employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. An employee seeking a hearing should deliver the request for hearing to the Mayor within the earlier of either fifteen (15) days of delivery of the Town's response to the charge of retaliatory action or forty five (45) days of delivery of the charge of retaliation to the Town for response.

Upon receipt of the request for hearing, the Town shall apply within five (5) working days to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge. The Town will consider any recommendation provided by the administrative law judge that the retaliator be suspended with or without pay or dismissed.

Protection Against Intimidation or Coercion: Officials and employees are prohibited from using their official authority or influence, directly or indirectly, to threaten, intimidate, or coerce an employee for the purposes of interfering with that employee's right to disclose information concerning an improper governmental action in accordance with these policies and procedures.

Nothing in this section authorizes an employee to disclose information where disclosure is prohibited by law.

Responsibilities: The Mayor is responsible for implementing Town policies and procedures, for reporting improper governmental action and for protecting employees against retaliatory actions. This includes ensuring that this policy and these procedures are:

- (1) Permanently posted where employees will have reasonable access to them.
- (2) Made available to any employee upon request, and,
- (3) Provided to all newly hired employees.

Officers are responsible for ensuring the procedures are fully implemented within their areas of responsibility. Violations of this policy and these procedures may result in appropriate disciplinary action up to and including discharge.

9.04 NO SMOKING POLICY

The Town prohibits smoking by employees in all Town-owned buildings and vehicles as well as offices or other facilities rented or leased by the Town.

9.05 ELECTRONIC COMMUNICATION AND TECHNOLOGY POLICY

The Town uses electronic communication and technology as a means of reducing costs and increasing productivity. The Town provides communication resources capable of offering email, text messages, internet, telephone and voicemail, fax machines, cell phones, personal digital assistants, and other electronic communications devices (collectively referred to as the Town's Technology Resources) to assist and facilitate Town business.

No Expectation of Privacy: By using the Town's Technology Resources, employees understand and agree that they have no expectation of any privacy or confidentiality in any information they create, store, or transmit using these resources. This includes but is not limited to all computer files and information saved, reviewed, or transmitted via all the Town's Technology Resources, including but not limited to computer files, computer servers, emails, internet usage, telephones, cell phones, voicemail, and text messages, and applies to all information created, stored or transmitted during an employee's incidental personal use. No manager or other Town employee is authorized to provide assurances that such information is private. Employees' use of the Town's Technology Resources can and will be monitored, and any information created, stored, or transmitted using Town equipment may be inspected by the Town at any time.

Employees should also understand that email messages and other forms of electronic information, including documents created on Town computers, may be considered public records subject to retention requirements and public disclosure, as well as release in the event of litigation involving the Town.

Ownership: All software, programs, applications, templates, data, files, and web pages residing on Town computer systems or storage media or developed on Town computer systems are the property of the Town. The Town can access, copy, modify, destroy, and delete this property.

Confidentiality: Confidential and sensitive information may not be removed from the workplace or disclosed without authorization, unless required by law.

Acceptable Uses: The Town's Technology Resources are to be used for Town business. Incidental, de minimus personal use may be permitted where, in the judgment of the employee's supervisor or department director, such use does not interfere with the employee's or the department's productivity. Generally speaking, incidental, de minimus personal use means: (1) occasional and of short duration; (2)

done on an employee's personal time, such as a lunch break; (3) does not interfere with job responsibilities; (4) does not result in any expense to the Town; (5) does not solicit or promote commercial ventures; (6) does not utilize excessive network resources; and (7) does not constitute a prohibited use, discussed below. Employees should be mindful that personal messages and data on the Town's system are not private and may be subject to public disclosure.

Prohibited Uses: Use of the Town's Technology Resources to engage in any communication that violates federal, state, or local laws or regulations, or any Town policy, is strictly prohibited at all times. In addition, the following uses of the Town's Technology Resources are inappropriate and are prohibited at all times, unless engaged in as part of official Town business (such as a criminal investigation) or required by law (such as a public disclosure request):

- Personal commercial use;
- Accessing, receiving or sending pornographic, sexually explicit, or obscene materials;
- Use in connection with any type of unlawful harassment or discrimination, including the transmission of offensive messages derogatory toward any individual or group because of their sex, race, religion, sexual orientation, national origin, age, disability or other protected status;
- Gambling;
- Use for recreational purposes including online games;
- Use that impacts the performance of the Town's network, such as viewing streaming video and sending bulk mail;
- Infringing on the trademark, copyright, or patent rights of others, or violating software licensing agreements;
- Use for political purposes, including partisan campaigning;
- Deliberately propagating any virus, malware, spyware, or other code or file designed to disable or otherwise harm any network or system;
- Disclosing confidential information, including medical or other highly personal information about other employees;
- Using abusive, profane, defamatory, threatening, racist, sexist, or otherwise discourteous language in public or private messages;
- Connecting to the Town network or any Technology Resource using someone else's security identification login unless authorized by that person;
- Any personal use, even if incidental, that results in an expense to the Town; or
- Use that violates any other Town or Department policies, rules, or workplace expectations.

Violations: Employees who violate this policy are subject to disciplinary action, up to and including termination.

9.06 USE OF TOWN EQUIPMENT AND VEHICLES

Use of Town phones for local personal phone calls should be kept to a minimum; long distance personal use is prohibited. Use of Town cellular phones for personal use other than in an emergency is prohibited. An exception may be made when the Town changes an employee's normal work schedule and the employee needs to consequently change personal plans.

Other Town equipment, including vehicles, should be used by employees for Town business only. Any

misuse of Town services, telephones, vehicles, equipment, or supplies can result in disciplinary action up to and including termination.

9.07 SAFETY/SEAT BELT POLICY

Pursuant to Washington law, anyone operating or riding in Town vehicles or driving or riding in a private or commercial vehicle while on Town business must always wear a safety/seat belt.

9.08 DRIVER'S LICENSE REQUIREMENTS

As a condition of employment for certain Town positions, an employee may be required to hold a valid Washington State Driver's license, have a good driving record, and if driving their personal vehicle on Town business, provide proof of personal vehicle insurance.

If an employee's license is revoked, suspended, or lost, or is in any other way not current, valid and in the employee's possession, the employee shall promptly notify his/her supervisor and immediately suspend any driving duties. The employee may not resume driving until proof of a valid, current license is provided to his/her supervisor. In addition, the Town may require employees in certain positions to undergo a Department of Licensing driving record check once per year, typically on their annual performance review date.

An employee may be subject to disciplinary action up to and including termination because of license suspension, revocation, or other inability to drive.

9.09 SAFETY/SECURITY

The safety of each employee, co-workers and the public is a primary responsibility of each employee. Every employee is responsible for maintaining a safe work environment and following the Town's safety policies. Each employee shall promptly report all unsafe or potentially hazardous conditions to the Mayor. The Town will make every effort to remedy problems as quickly as possible.

Endangerment of other employees or the public may result in immediate suspension or other disciplinary action up to and including termination.

Employees who are provided safety clothing or equipment for their personal protection are required to wear or utilize it. Failure to do so may result in disciplinary action up to and including termination.

When an employee is injured while on the job, no matter how minor, employees shall immediately notify the Mayor about the injury.

The Town retains the right to inspect employees' lockers, work areas, desks, packages, computers and other work equipment and tools when there is a concern for the safety or security of Town employees and members of the public. Town employees have no expectation of privacy in furnishings or equipment provided to employees by the Town including but not limited to desks, lockers, work areas, computers, equipment, and tools.

9.10 SUBSTANCE ABUSE

The Town is committed to providing and maintaining a safe and productive work environment that is free from the effects of drugs, alcohol and other job impairing substances. The Town is primarily concerned with the wellbeing of employees and the public it serves. The Town encourages employees who are concerned about personal

alcohol or drug use to seek counseling, treatment and rehabilitation. All Town employees are subject to the policies stated in this section.

Town Resources Available: Although the decision to seek diagnosis and accept treatment may be voluntary, the Town helps employees overcome substance abuse. In some cases, treatment expenses may be covered under the Town's benefit program. The Clerk-Treasurer can provide more information on available benefits. In recognition of the sensitive nature of the topic, discussions about substance abuse will be kept confidential. Employees who seek advice or treatment for substance abuse will not be subject to retaliation or discrimination. However, employees who refuse to seek treatment when requested by the Town are subject to disciplinary action.

Use of Medication: An employee taking prescription or non-prescription medication that may affect the employee's ability to work or the safety of the employee, co-workers or the public is required to notify the Mayor prior to commencement of work. The Mayor will make a determination whether it is in the best interests of the employee and the Town that the employee work, not work, or be reassigned during the period medication is used.

When Job Performance is Affected: Although the Town emphasizes rehabilitation, disciplinary action may be taken when an employee demonstrates problems in job performance associated with substance abuse or uses or is under the influence of drugs or alcohol while on the job. The Town may discipline or immediately terminate any employee possessing, consuming, manufacturing, selling, or using alcohol, drugs or other controlled substances during work hours, or who reports for duty under the influence of drugs or alcohol. The Town may also discipline or terminate an employee who exhibits an ongoing dependence on alcohol, drugs, or other controlled substances which, in the Town's opinion, impairs the employee's work performance, poses a threat to the public confidence or is a safety risk to themselves or others.

Drug-Free Workplace: To comply with the requirements of the federal Drug-Free Workplace Act, the Town adopts the following policies:

- The manufacturing, distribution, dispensation, possession, use and reporting for duty under the influence of unlawful drugs or alcohol on Town premises or during work hours by Town employees is strictly prohibited.
- Employees must notify the Town within five (5) days of any conviction for a drug violation in the workplace.
- Violation of this policy can result in disciplinary action up to and including discharge. Continued poor performance or failure to successfully complete a rehabilitation program is grounds for termination.

Drug Testing: The Town may require an employee to undergo testing for drugs when it has a reasonable suspicion that an employee may be in violation of the Town's drug-free workplace policy.

9.11 COMPLAINT PROCEDURE/PROBLEM SOLVING PROCESS

The Town recognizes that an employee may feel that she or he has been treated either unfairly or not in accordance with Town policies. For this reason, several steps are outlined below to address employee problems and complaints.

A "complaint" is defined as an action by an employee alleging a violation of the personnel or other administrative policies of the Town.

This complaint procedure does not apply to claims of discrimination, sexual harassment, or reports of

improper governmental action. Separate procedures apply to these types of complaints -- see Harassment/Discrimination Complaint Procedure, Section 2.06 and Reporting Improper Governmental Action, Section 9.03.

No punitive action shall be carried out against the employee for using this procedure.

Complaint Procedure:

- (1) Discuss your problem or complaint with the Mayor within two weeks of the occurrence that gave rise to your complaint. The Mayor will give you a reply within ten (10) working days, unless additional time is needed.
- (2) If you feel the problem is not resolved to your satisfaction with the Mayor, or you disagree with how Town policies have been applied, you should discuss the matter with the Town's attorney within two weeks of the Mayor's reply (or lack thereof). The Town's attorney will respond to your complaint within ten (10) working days after receiving the complaint unless it is that additional time is needed.
- (3) If you remain dissatisfied with the response, you can submit the problem in writing to the Town's attorney. The written complaint submitted to the Town's attorney should include a description of the problem and the remedy you seek. It should be filed within thirty (30) working days of the occurrence leading to your complaint, or ten (10) working days after an unsatisfactory response from the Mayor, whichever event occurs last.

The Town's attorney may meet with the parties involved and will prepare a written response within twenty (20) working days of the meeting unless additional time is needed. The Town's attorney may bring in a third party from outside the Town to help resolve the problem. The Town attorney's or designee's response and decision shall be final and binding. This complaint procedure shall constitute the sole and exclusive method for resolving complaints relating to the administration of these policies, and as such may not be appealed through other avenues, such as litigation or arbitration.

9.12 BULLETIN BOARDS

The Town maintains bulletin boards for posting information as required by federal and state law as well as to provide information to its employees. Posting of materials on Town bulletin boards is restricted to those materials deemed appropriate by the Town.

9.13 SOLICITATION

To avoid coercion or the appearance thereof, direct solicitation by employees for the collecting of money, goods, or gifts for other than Town sponsored events is prohibited during work hours. This includes but is not limited to solicitations for service, community, religious or charitable groups. However, occasional bulletin board postings by employees may be allowed. Solicitation for political organizations is explained in Section 9.02. All solicitation by Town employees must be in conformance with state law.

No Town funds or resources can be utilized for outside solicitations.

Except for authorized Town programs and with prior approval from the Mayor, individuals not employed by the Town are not permitted to enter Town premises at any time to solicit, survey, petition, or distribute literature. This restriction includes charity solicitors, salespersons, questionnaire surveys, union organizers or any form of solicitation or distribution.

9.14 ACCEPTANCE OF GIFTS

No Town employee shall solicit or receive a gift, loan, favor, entertainment, or other item or service of

monetary value if it is or appears to be solicited, received, or given with the intent to give or obtain special consideration or influence any job-related action of the employee. However, this policy shall not prohibit:

1. Attendance at a hosted meal provided in conjunction with a seminar, conference, or banquet which relates directly to Town business, or which is attended as a staff representative.
2. An award publicly presented in recognition of public service.
3. An occasional non-money gift (such as fruits and candy given to the Town) having a monetary value of \$50.00 or less when the gift is offered without obligation or the appearance of obligation. Such a gift may be accepted if made available to employees and the public alike.
4. Any gift that would have been offered or given to the employee regardless of Town employment.

9.15 CREDIT CARD USE

The Town has issued credit master cards to the following department heads:

- Mayor
- Clerk-Treasurer
- Public Works Coordinator

Credit Limit: The credit limit for each assigned Town credit card shall be ~~\$2,500-\$20,000~~. Town credit cards are hereby approved for the following uses:

- Travel: Credit cards may be used by the above assigned individuals (Section 2) for official business – related expenditures for hotel, parking, ferry, taxi, meals, gas, airline tickets, emergency Town vehicle repairs and other travel related expenses as authorized by the Mayor. In addition, the assigned individual may use the Town credit card for conference and class registrations. Out of state travel and out of state registration require the Mayor’s pre-approval.
- Purchases: The assigned credit cards may be used for ordering supplies, including online purchases, ~~under \$1,000~~ up to \$5,000 for Town purposes, when pre-approved by the Clerk-Treasurer.

Authorization: Payment of all credit card expenditures is contingent upon the Mayor’s approval of the monthly statement of transactions. Receipts must be obtained for each credit card transaction. The purpose of the charge and the name of the individual(s) involved must be clearly written on the receipt. Meal receipts must note who ate and the purpose of the meeting. Receipts or purchase verification for online charges are to be saved and retained by the assigned individual or designee. The Clerk-Treasurer will verify all credit card expenditures against the monthly transaction summary

Control: The assigned department is responsible for contacting the vendor when supplies purchased with the credit card are not acceptable (incorrect order, damaged, etc.) and for arranging a return for credit or exchange

The Clerk-Treasurer is responsible for administration of the cards to include, but not limited to, selection of the card provider, payment of credit card bills, managing the issuance of cards and ensuring proper use. The Mayor will disallow the use of the assigned Town credit card for violation or misuse of the credit card in accordance with this policy. The following will be considered an unauthorized purchase or use of any Town purchasing/credit card: Cash advances, payment of invoices or statements, personal purchases of any kind. Any exceptions to this policy must be approved in writing in advance by the Mayor.

Misuse of a Town credit card may result in disciplinary action or termination or legal action. Failure to provide detailed documentation as required by the policy may result in the user being responsible for the charge. Credit cards are to be returned to the Town immediately upon ending employment with the Town.

CHAPTER 10

DISCIPLINE AND TERMINATION

10.01 GUIDELINES FOR APPROPRIATE CONDUCT

Public employees are responsible to the public and are held to a high standard of performance to maintain public trust. In pursuing Yarrow Point's goal of excellence in Town service, the Town Council expects excellence from each employee. Each employee was selected to work for the Town on the belief that he or she will be able to fulfill that expectation.

The following are examples of types of inappropriate work behavior that may result in discipline up to and including termination:

- (1) Being on the job under the influence alcohol or controlled substances;
- (2) Possessing or distributing alcohol, controlled substances, or prescribed medications for which the employee does not have a prescription at work or in any Town facility or vehicle;
- (3) Violation of a lawful duty, falsification of records or making a false claim on Town funds;
- (4) Insubordination or other disrespectful conduct;
- (5) Sexual harassment or other unlawful harassment of another employee, member of the public, vendors or contractors;
- (6) Excessive or unexcused absence or tardiness for any reason;
- (7) Fighting or threatening violence in the workplace;
- (8) Acceptance of fees, gratuities or other valuable items in the performance of the employee's official duties for the Town;
- (9) Violation of duties or rules in these personnel policies, or any other Town rule or administrative order;
- (10) Theft or inappropriate removal of property;
- (11) Boisterous or disruptive activity in the workplace;
- (12) Negligence or improper conduct leading to damage of property;
- (13) Violation of safety rules or endangering the safety of the employee, co-workers or the public;
- (14) Possession of dangerous or unauthorized materials in the workplace;
- (15) Unauthorized disclosure of confidential information.

This list contains examples only and is not exhaustive. The Town may discipline or terminate employees for reasons other than those stated above. Some offenses require immediate action including termination to ensure the public trust and safety.

The Town reserves the right to depart from its standard disciplinary procedures when, in its discretion, such a departure is deemed warranted.

10.02 SUSPENSION DURING INVESTIGATION

The Mayor may place an employee on paid or unpaid suspension pending the outcome of an investigation. Based on the findings of the investigation, further action may or may not be taken by the Town.

10.03 DISCIPLINE PROCEDURE

The Town's discipline procedure is intended to give regular employees advance notice, if possible, of problems with their conduct or performance so that employees have an opportunity to improve. Based on the seriousness of the conduct for which discipline is imposed, however, discipline may begin at any level, may skip steps or disciplinary steps may be repeated. The Town may determine that immediate termination is the necessary and only step to be taken. The Town determines which step is appropriate. Granting an at-will employee use of this discipline procedure does not eliminate an employee's at-will employment status.

(1) Verbal Counseling. With the exception of offenses requiring more stringent action, the Mayor will discuss behavior and performance problems with the employee on an informal basis or through verbal discussions. This gives the employee the opportunity to make changes and avoid proceeding to the formal discipline steps below. Repeated counseling may result in a written warning.

(2) Written Warning. This is a formal written disciplinary action for misconduct, inadequate performance, or repeated lesser infractions. Written warnings are placed in the employee's personnel file. The written warning shall include the nature of the infraction, what the employee needs to do to correct the conduct or improve performance, and make clear what further disciplinary action would follow if the incident happens again or improvement does not occur within a specified time period.

(3) Suspension. A suspension is a temporary, unpaid or paid absence from duty that may be imposed as a penalty for significant misconduct or repeated lesser infractions. A suspension is a severe disciplinary action that is made part of the employee's permanent record. For exempt employees, any unpaid suspensions must be in increments of a full workweek, unless the basis for the suspension is the violation of a major safety rule.

(4) Discharge. An employee may be terminated from Town employment for a serious offense, when the progressive steps above do not result in corrected behavior or improved work performance, or when the offense is such that the Town determines immediate termination to be appropriate.

Pre-Discharge Meeting. In the event the Mayor decides to discharge an employee, the employee may be provided written notice of a pre-discharge meeting that includes an explanation of the reasons and the time of the meeting. Either the Town or the employee may waive the pre-discharge meeting or elect to conduct the exchange of information in writing.

If conducted, the meeting will be presided over by the Town's attorney or a designated representative. The employee may bring one person to the meeting as an observer who may not interfere with the orderly process of the meeting.

At the meeting, the employee shall be given an opportunity to respond, either orally or in writing, and to explain why the Town should not go ahead with the discharge. Within three (3) working days of the meeting, the Mayor will issue a written decision determining whether the discharge will proceed, or some alternative disciplinary action imposed. A longer review period may be required in more complex situations.

Working Probation Period Employees: Employees in their working probation period may be terminated with or without cause at any time without following the above discipline procedure. Likewise, the employee may resign in good standing during the working probation period without discredit to their work record. Regular at-will employees continue to serve in an at-will capacity even after completion of the working

probation period.

10.04 TERMINATION

Termination from employment with the Town may be for a number of reasons including:

Resignation: Employment termination initiated by the employee who chooses to leave the Town voluntarily.

Layoff: Involuntary employment termination initiated by the Town for non-disciplinary reasons due to lack of work, reduction in force, limited funds, organization change or needs of the Town.

Medical: Employment termination initiated by either the employee or the Town when an employee is unable for health reasons to continue to perform the essential job functions.

Retirement: Voluntary retirement from active employment status initiated by the employee.

Discharge: Employment termination initiated by the Town. It may be for cause or without cause.

Prior to termination of employment, the employee will participate in an exit interview normally conducted by the Mayor during which the employee's benefits, rights and responsibilities following termination are explained. At the exit interview employees are expected to return all Town property.

10.05 RESIGNATION

The Town expects employees to provide at least two (2) weeks' prior notice of resignation. Four weeks' advance notice is preferable. Absent emergency circumstances, failure to provide at least two weeks' prior notice may result in ineligibility for re-hire and a resignation not in good standing. In certain circumstances, a resignation may be accepted and implemented immediately upon receipt.

10.06 LAYOFF

The Mayor may lay off employees for lack of work, a reduction in force, reorganization, budgetary restrictions or other factors that the Mayor finds to be in accordance with the needs of the Town.

In determining which employees are to be laid off, the Mayor may consider the following factors. These factors are not listed in any particular order:

- Positions that are needed to achieve Town Council goals, essential Town services, emergency responsibilities, or service levels as set by the Town;
- Individual performance or qualifications;
- Seniority when need, qualifications, and performance are equal;
- Any other factors that the Mayor deems relevant.

Employees who are laid off may be placed on a re-employment list for up to six (6) months. Persons on this list will be considered along with other internal or external candidates if they are qualified for any Town position. Laid-off employees who are given an opportunity for re-employment during this six-month period but decline the Town's offer may be removed from this re-employment list.

10.07 MEDICAL

If an employee has a physical or mental impairment that prevents the employee from performing the essential functions of a position and the employee cannot be reasonably accommodated, either the employee or the Town may institute termination of employment for medical reasons. The Town may require an examination at the Town's expense performed by a physician chosen by the Town prior to a medical termination. An employee's failure to submit to such an examination may result in discharge.

10.08 DISCHARGE

An employee may be discharged from Town employment for any of the reasons listed below:

- (1) During or at the end of the employee's working test period with or without cause or reason provided;
- (2) At-will employees may be discharged without cause or reason provided;
- (3) For cause employees may be discharged according to the terms of an employment contract or union contract.

10.09 BENEFITS AT TERMINATION

Employee and dependent benefits normally cease the day following the date of termination. However, based on contracts with benefit providers, some benefits may continue until the end of the month during which the employee terminates. Employees may be able to convert some group benefits to individual policies following termination. The Clerk-Treasurer will explain benefits at termination during the exit interview.

10.10 RETURN OF TOWN PROPERTY

Upon separation, the employee will be required to return to the Town all property in his/her possession or assigned to him/her including but not limited to:

- Credit cards
- Telephone calling cards
- Equipment and tools
- Keys
- Manuals and written or electronic materials/computer access codes
- Protective equipment and uniforms

The value of property not returned or lost, and any reimbursements owed to the Town may be deducted from the employee's final paycheck and/or appropriate legal action will be taken to reclaim the property.

APPENDIX A

JOB DESCRIPTIONS

Clerk-Treasurer

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned by the Mayor. Annual Performance Reviews will be performed by the Mayor. Merit increases will be subject to performance evaluations and will be presented and approved in the annual budget cycle unless special circumstances are approved by Council.

Position: Full time, Salaried, ~~in-office~~

Regular Work Schedule: Daily offices hours Monday through Friday and evening meetings, as required.
~~Remote work approved on a temporary basis.~~

Supervisor: Mayor

FLSA Status: Exempt

Duties: Duties include assisting the Mayor with day-to-day operation of the Town, including supervision of staff as delegated by the Mayor and responding to various needs of the Town residents. The legal custodian of the Town seal as required by RCW. Perform other duties as assigned by the Mayor. Ensure full-time in-person coverage of the front desk and main phone line.

Essential Functions:

Council meetings

- Integrally involved in the preparation of Council agenda packets with the Deputy Clerk. Review draft agenda packet compiled by Deputy-Clerk and approve for distribution
- Attend Council meetings
- Prepare Council minutes
- Prepare resolutions and ordinances
- Certify public records as required

Prepare policies with the Mayor and/staff for Council consideration

Be the point staff person for the Town on identifying opportunities to raise revenue, including a possible property tax levy. Research levy recommendations and manage the process.

Public Records Act

- Serve as Town's designated Public Records Officer
- Participate in required training for compliance with the Public Records Act
- Destroy records according to the adopted Retention Schedule
- Forward permanent records to WA Archives according to the Retention Schedule
- Respond to Public Records Requests and keep the required log of requests

Emergency Management Director

- Coordinate with King County to adopt their Emergency Management Plan and Annex to their Hazard Mitigation Plan to comply with RCW.
- Serve as point person for residents regarding emergency management protocols.

Risk Management

- Designated Delegate for Washington Cities Insurance Authority for annual insurance audits and attend mandatory training and Board Meetings

Grant Management

- Seek out grants to bring for Council consideration
- Apply for grants approved by Council
- Manage grants received, including processing payment requests for grants

Budget Preparation

- Prepare preliminary budget for initial Council review in September
- Work closely with staff for budget input in their functional area
- Make adjustments per Council and Mayor input in preparation for Public Hearing of Preliminary Budget in October
- Prepare Levy Ordinance for Council consideration following Public Hearing at the October meeting
- Make adjustments to the budget for final consideration and prepare the ordinance for adoption following the public hearing at the November meeting
- If current-year budget amendment is needed, prepare an ordinance and present it for Council approval at the December meeting, and certify the ordinance to the recipients per RCW
- After Council approval, certify the ordinance that adopts the budget to the recipients according to RCW
- Enter approved budget line items into Caselle Accounting Software
- Ongoing review of budget regarding year-to-date revenues and expenditures
- Prepare Quarterly Reports for Council review per RCW
- Prepare management accounting reports at Council request

Accounts Payable

- Enter invoices, establish new vendors, print checks
- Prepare the Payment Approval Report for the Council

Payroll

- Enter timesheet data, print checks and/or direct deposit pay vouchers
- Prepare Banner Bank direct deposit file
- Pay Federal Withholding Tax, Social Security and Medicare
- Pay Health Insurance, Retirement, WA CARES premiums, WA Family Medical Leave premiums, unemployment, and workers' compensation
- Maintain employee leave reports
- Prepare year-end payroll documents, W2's, and 1099's

Reconcile and Manage Taxes, Fees, and Invoices

- King County Tax Payments
- Stormwater Fees
- Franchise fees
- Telecom lease payments
- Consultant Invoices

Reconcile Bank Statements

- Fill out the spreadsheet with monthly transactions for checking, savings, LGIP, and petty cash
- Fill out the spreadsheet with LGIP allocations of income and interest
- Enter CD, CRJE, and JE journal entries into Caselle to allocate stormwater fees, taxes, LGIP revenue and interest from the bank and investment pool. Update General Ledger accordingly.
- Reconcile these transactions with Caselle "reconcile bank accounts" feature and troubleshoot any discrepancies with cash receipting
- Print monthly reconciliation reports and have the Mayor approve per the auditors' requirement
- Reconcile Bank Statements with Financial Statements to ensure that total cash equals cash that is allocated to each fund

Prepare Annual Report

- Attend State Auditor training on recent changes to procedures and the chart of accounts
- Prepare all pertinent Schedules and Notes for review by Council before submission to the State Auditor by the deadline of 150 days after the end of the fiscal year

Prepare for and participate in the biennial audit

- Upon notice of audit, prepare all requested documents for the audit team to “take and return” for examination away from Town Hall
- Participate in weekly audit meetings throughout the audit period
- Respond in a timely manner to requests or information and explanations of accounting practices and accommodate for in-house audit team

Miscellaneous

- Serve as backup for the Deputy Clerk in his/her absence by providing all duties in the Deputy Clerk’s job description.
- Prepare policies for Council consideration
- Research and propose revenue sources such as property tax levy. If directed, manage recommendations and process associated with same.

Qualifications:

- Ability to maintain cooperative and effective working relationships with elected officials, members of staff and the public.
- Ability to plan, develop and maintain complex administrative projects.
- Excellent knowledge of standard Town operations, procedures, practices and legal requirements
- Excellent communication skills. Ability to effectively communicate detailed information to the public and legislative bodies.
- Proven clerical and organizational competency.
- Proficiency in Microsoft Office programs and ability to learn new software as needed.
- Ability to perform a variety of tasks in a small office setting with minimal supervision.

Education and Experience: College Diploma and a minimum of three years of accounting & finance experience in the public sector, or any combination of education and experience that would provide the desired skills, knowledge, and ability required to perform the job. Prior Municipal Clerk/Treasurer experience preferred.

Physical Demands:

Physical demands described are representative of those needed to successfully perform essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

Work involves walking, talking, hearing, the use of hands to handle, feel or operate objects, tools or controls and reaching with hands and arms. Vision abilities include close vision and the ability to adjust focus.

Must possess a valid State of Washington driver’s license. A background check may be made before employment is confirmed.

Residency:

Must be a full-time resident of Washington State. This requirement ensures familiarity with local governance and community needs, facilitating in-person meetings, staff collaboration, Town Hall coverage, and Town events or obligations as required.

Deputy Clerk Job Description

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned by the Mayor or Clerk-Treasurer. Annual Performance Reviews will be performed by the Mayor and Clerk-Treasurer. Merit increases will be subject to performance evaluations and will be presented and approved in the annual budget cycle unless special circumstances are approved by Council.

Position: Full-time, Salaried, ~~in office. Remote work approved on a temporary basis.~~

Regular Work Schedule: Daily office hours Monday through Friday and evening meetings, as required

Supervisor: ~~Mayor~~ Clerk-Treasurer

FLSA Status: Exempt

Duties:

Assists Clerk-Treasurer in Town administration, with primary focus on the coordination of planning, building and engineering activities. The Deputy Clerk serves as the primary office manager as well as permit intake technician. Responds to public inquiries. Serves as back-up for the Clerk-Treasurer in his/her/their absence. Ensure fulltime in-person coverage of the front desk and main phone line.

Essential Functions:

Deputy Clerk functions:

- First line of contact for the public – phone and in person.
- Perform administrative tasks related to code enforcement.
- Assist Clerk-Treasurer in implementing an overall records management program consistent with State regulations. Maintains records.
- Process Account Receivables and create monthly reports in Caselle and the bank.
- Mails checks
- Respond to the various needs of the general public. Assist in daily administrative tasks as needed.
- Prepare agenda packets for Council, Planning Commission and Parks Commission meetings, sends out agenda packet, and posts agenda packet to website.
- Staffs Council, Planning Commission and Parks Commission meetings as directed by the Mayor
- Prepare agenda packet for Planning and Parks Commission meetings and distribute.
- Maintain website with all Council and Commission meeting packets.
- For any Planning Commission or Parks Commission meeting staffed, create meeting minutes and follow up on any post meeting requirements and track all projects.
- Update Laserfiche portal with town meeting materials and recordings.
- Provide all outgoing resident communication, create notices and distributes via Constant Contact/email list.
- Update town contact list, email list & works with Mayor to send out a welcome package to new residents.
- Perform administrative procurement.
- Coordinate with Town Attorney on preparation of ordinances and resolutions.
- Send passed ordinances to Code Publishing for inclusion in the Town Code.
- Process daily mail
- Help with and attend Town events
- Administer data on the Town radar signs and report results to Mayor.
- Perform notary services as needed.
- Administer paddle board lottery.
- Manage and update Town website
- Assist Public Works Coordinator with projects, ordering supplies, and providing backup support in the field.

- Work with Wetherill Nature Preserve Board to create annual mailing list for newsletter, receives all donations, and track all donation info on spreadsheet.
- Perform all flag statute requirements, half-staff, maintenance
- Coordinate with Clerk-Treasurer to Public Records Requests that relate to permits
- Participate in required training for Public Records Act compliance

Permit Technician functions:

- Ensure timely and accurate processing of all applications relating to planning and zoning, engineering and building activities. Assist in coordinating inspection and manage operations following a standard application review.
- Receive, log, track and organize development applications and prepare permits for issuance.
- Arrange pre-app meetings with applicants and Town consultants.
- Serves as clerk to the Hearing Examiner, which includes arranging and attending hearings.
- Manage Town permit software and update permit forms.
- Coordinate fee schedule update annually for Council approval
- Complete monthly and annual state permit reporting requirements.
- Archive finalized projects and updates town property record portal in Laserfiche.
- Prepare certificates of occupancy.
- Track pertinent permit dates and work with applicants to renew their permits as needed.

Qualifications:

- Ability to maintain cooperative and effective working relationships with elected officials, members of staff and the public.
- Ability to plan, develop and maintain complex administrative projects.
- Knowledge of standard Town operations, procedures, practices and legal requirements
- Excellent communication skills. Ability to effectively communicate detailed information to the public.
- Proven clerical and organizational competency.
- Proficiency in Microsoft Office programs and ability to learn new software as needed.
- Ability to perform a variety of tasks in a small office setting with minimal supervision.

Education and Experience:

High School Diploma and a minimum of three years of administrative experience within the public sector, or any combination of education and experience that would provide the desired skills, knowledge, and ability required to perform the job. BA and prior Municipal Deputy Clerk experience preferred.

Physical Demands:

Physical demands described are representative of those needed to successfully perform essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential tasks.

Work involves walking, talking, hearing, the use of hands to handle, feel or operate objects, tools or controls and reaching with hands and arms. Vision abilities include close vision and the ability to adjust focus.

Must possess a valid State of Washington driver's license. A background check may be made before employment is confirmed.

Residency:

Must be a full-time resident of Washington State. This requirement ensures familiarity with local governance and community needs, facilitating in-person meetings, staff collaboration, Town Hall coverage, and Town events or obligations as required.

PUBLIC WORKS COORDINATOR

POSITION: Full-time Salaried

DEPARTMENT: Public Works

SUPERVISOR: Mayor

FLSA STATUS: Exempt

GENERAL POSITION SUMMARY

The Public Works Coordinator performs a wide variety of skilled maintenance and repair tasks and responsibilities within a range of areas such as parks, facilities and streets/rights of way. Work requires the use of hand tools, power tools and light and heavy duty equipment and vehicles. Performs tasks independently under general supervision and in accordance with policies and guidelines. Receives daily or weekly longer-term assignments. Makes assessments, determinations and recommendations of maintenance and repairs needed. Plans, organizes, prioritizes and performs a broad variety of routine and complex installation, maintenance and repair duties. Position requires a higher level of expertise in one or more specialized essential functions. Responds to emergencies on a 24-hour basis. Annual Performance Reviews will be performed by the Mayor. Merit increases will be subject to performance evaluations and will be presented and approved in the annual budget cycle unless special circumstances are approved by Council.

LEVEL OF AUTHORITY

Expected to perform routine work independently following standard practices. Performs complex tasks with general supervision and defined latitude within established guidelines and policies. Exercises independent judgment in daily interactions with the public.

ESSENTIAL FUNCTIONS

Essential duties and responsibilities may include, but are not limited to, the following:

Under the general direction of the Mayor or the Mayor's designee, the Public Works Coordinator performs manual tasks related to the upkeep of all Town property and maintains records of work performed. When the Mayor determines that outside assistance is needed, the employee is responsible for scheduling and monitoring the work of private individuals or companies.

The Public Works Coordinator:

- Mows and trims small and large turf areas in roadside areas and parks
- Trims, prunes and shapes shrubs and trees
- Maintains irrigation systems
- Removes weeds, leaves or other debris
- Plants or removes trees or other vegetation
- Collects garbage from refuse bins and ensures proper disposal
- Inspects condition of Town property and reports improvements needed
- Removes ice and snow from public parking lots and sidewalks
- Cleans the interior and exterior of Town Hall
- Repairs or replaces mailbox pagodas
- Performs work in accordance with sound safety practices
- Maintains records of work performed
- Responds verbally to routine inquiries from the general public
- Responds appropriately to minor citizen complaints and requests for work
- Refers major complaints or action requests to Mayor

ADDITIONAL FUNCTIONS

Other duties and responsibilities may include, but are not limited to, the following:

The Public Works Coordinator:

- Creates and verifies inventory of Town tools and equipment and organizes supplies
- Performs minor repairs and routine maintenance on Town truck and other tools
- Schedules periodic maintenance and/or repair of Town truck and other equipment
- Installs and removes swimming float line and inspects condition
- Schedules street and storm water catch basin cleaning
- Checks and maintains street signs performing repairs or installing replacements
- Assists with all Town events like the Fourth of July and Clean Up Day events
- Observes and reports code enforcement concerns promptly
- Performs minor street patching and crack sealing
- Assists in disaster response
- Purchases public works supplies
- Paints railings, bollards and other fixtures
- Collects and disposes of fallen tree limbs
- May attend public meetings held during evening hours
- May supervise a temporary seasonal employee
- Assists with daily operation of the Town as delegated by the Mayor

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed both indoors and outdoors. Outside work requires exposure to varying weather and terrain conditions, hazardous traffic conditions, noise, fumes, odors, gases; exposure to moving equipment and occasional exposure to toxic or caustic chemicals, extreme heat, risk of electrical shock, wet/humid conditions, high, open or confined spaces, intermittent vibration and noise. Work requires frequent standing, walking, bending, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, grasping and lifting and/or moving objects weighing up to 100 pounds. Employees are subject to call-back during emergencies on a 24-hour basis and are required to work occasional evenings, weekends or holidays during special events. Work may require the mixing and spraying of pesticides and herbicides.

USE OF TOOLS AND EQUIPMENT

Must use a variety of hand and power-operated tools and equipment, such as shovels, picks, hand and riding mowers, power hacksaw, chainsaw, drills, gas-powered leaf sweeper, weed eater, compressor, portable concrete saw, spraying equipment, light trucks and dump trucks.

Work may require the mixing and spraying of pesticides or herbicides.

MINIMUM QUALIFICATIONS

Completion of high school or equivalent, landscaping and grounds maintenance experience and experience working with the general public, or an equivalent combination of education, training and/or experience that provides the following knowledge, skills and abilities:

Knowledge Of:

- Methods and techniques of installation and maintenance of landscaping
- Plant and pest identification methods and techniques
- Knowledge of proper pruning and tree maintenance
- Must have working familiarity with assigned maintenance equipment, construction and repair methods, materials, tools and procedures, including a basic general knowledge of electricity, plumbing, carpentry and cement work
- Occupational hazards and standard safety practices and procedures
- Heavy equipment operation techniques
- Desirable to have previous experience in a similar position of sufficient length of time to prove competency in the skill area.

Ability To:

- Perform skilled installation, maintenance and repair work
- Work independently and perform duties with minimal supervision
- Use sound judgment to solve problems and occasionally make decisions
- Perform a variety of heavy manual labor tasks for extended periods of time and in unfavorable environmental conditions
- Operate a variety of motorized and hand tools and equipment proficiently in a safe and effective manner
- Troubleshoot, identify and correct complex installation, maintenance and repair problems
- Interpret, apply and explain standards, policies and procedures
- Prepare and meet schedules and timelines
- Understand, follow and provide oral and written instructions
- Operate a computer
- Provide recommendations for improved operations and safety
- Respond to inquiries from the public and representatives of other agencies
- Perform moderate to heavy manual labor, including frequent bending, walking and heavy lifting for extended periods of time under uncomfortable conditions and in all types of weather as necessary.
- Respond to emergencies on a 24-hour basis

License or Certificate Requirements:

- Must possess a valid Washington State Driver's License and a good driving record
- Must be able to obtain a pesticide and herbicide application license
- Must be able to obtain a first-aid/CPR card
- Possession of, or ability to obtain, additional required training certifications specific to work area.

Residency:

Must be a full-time resident of Washington State. This requirement ensures familiarity with local governance and community needs, facilitating in-person meetings, staff collaboration, Town Hall coverage, and Town events or obligations as required.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned by the Mayor.

Mayor Job Description

The Mayor of Yarrow Point is a full-time elected position serving as the chief executive officer (CEO) of the Town, responsible for overseeing the administration of the local government, recommending and implementing strategic plans and policies, enforcing municipal code, and promoting the welfare of the community. As Town Representative and Agent, the Mayor serves as the primary liaison between the Town Council, Commissions, staff, and external stakeholders, including neighboring municipalities, town associations, regional authorities, and other government levels. Performing the duties of both the Ceremonial Leader and Town Administrator, the Mayor plays a crucial role in promoting community engagement, overseeing Town development, and communicating with residents to ensure the effective functioning of local governance. All facets of the Mayor's role require the keen perspective of a Yarrow Point resident.

Major Responsibilities

1. Chief Executive Officer (CEO) 10-15 hours/week

- Oversee the daily operations of the Town, including all departments, staff and contractors.
- Recommend, Develop and Implement Town Council policies and directives.
- Establish agendas and Preside over Town Council meetings.
- Recruit, appoint, and staunchly support and empower Town committees, three Town Commissions: Planning, Park, Wetherill Nature Preserve, and the Climate Planning Action Team.
- Develop, propose and monitor the annual budget.
- Respond to communications and emergencies with the Town residents and Town stakeholders.
- Facilitate and encourage interdepartmental and interjurisdictional collaboration and cooperation.
- Screen, interview, select and hire town staff and contractors with Council approval.

2. Town Representative and Agent 10-15 hours/week

- Represent the Town at local, regional, state, and federal agencies and forums, advocating for the Town's best interests.
- Cultivate and nurture symbiotic partnerships with neighboring officials, municipalities, regional authorities, and various regional and State agencies.
- Act as the Town's primary risk management officer and official agent in all matters related to legal proceedings, contracts, ILAs, MOUs, franchise and lease agreements, public disclosure records, and municipal business.

3. Ceremonial Leader 10-15 hours/week

- Serve as the Town figurehead, presiding over Town events, celebrations, and gatherings.
- Foster community spirit by engaging with residents and creating opportunities for civic involvement. Recruit and collaborate with Town Event Chairs.
- Respond to resident concerns and complaints.
- 24/7 Point Person in all official Town Communications and emergencies.

4. Town Administration 15-25 hours/week

- Ensure the implementation and cost-effective, timely delivery of municipal services, such as public safety, infrastructure, sanitation, emergency response, and recreation.
- Perform annual written staff performance reviews with feedback to be completed by the October Council meeting each year to support compensation budget planning.
- Cultivate and maintain excellent partnerships with Clyde Hill Police Department, Bellevue Fire Department, and Mercer Island Marine Services.
- Act as a liaison between Town staff, elected officials, and residents.
- Enforce municipal code fairly and consistently.
- Monitor Town expenditures and explore efficient revenue sources to remain within budget.
- Secure additional Town revenues from grants and non-traditional sources.
- Remain current with training from various agencies to properly administer Town mandates.
- Craft ILAs, MOUs, and communications among jurisdictions/legislature/state agencies.
- Prepare regular Admin reports to keep Council abreast of Town projects and issues.

APPENDIX B

SUMMARY OF EMPLOYEE INSURANCE BENEFITS

The following is a listing of insurance plans currently available to Town of Yarrow Point employees (subject to change):

Medical Plan: Association of Washington Cities Employee Benefits Trust, Regence PPO Plan.

Dental Plan: Association of Washington Cities Employee Benefits Trust, Delta Dental Plan F.

Vision Service Plan: Association of Washington Cities Employee Benefits Trust.

Retirement: Town of Yarrow Point employees belong to PERS. The Washington State Department of Retirement Systems establishes the employer and employee contributions to PERS.

Deferred Compensation: Town of Yarrow Point employees are eligible to participate in the Washington State Deferred Compensation Program (DCP). This is a voluntary 457(b) retirement savings plan that allows employees to supplement their retirement income with pre-tax or Roth contributions.

APPENDIX C

TELEWORKING POLICY

Employees may work off-site “telework” ~~temporarily~~ on a case-by-case basis at the Mayor’s discretion through a signed Telework Agreement. Teleworking is neither a benefit nor an entitlement and in no way changes the terms and conditions of employment. ~~Any long-term regular remote work must include a formal Teleworking Agreement which clearly outlines the expectations, schedule, limitations, etc., for such an arrangement, and is subject to Council approval.~~

1. These telework policies provide a general framework for all teleworkers. Specific conditions relating to the employee working at home will be negotiated by the employee and the Mayor and may be found in the Teleworking Agreement executed by the parties.
2. Eligible positions will be determined by the Mayor and will be based on functional role and needs. Teleworking is only viable in cases where the employee and Mayor mutually agree that the job characteristics are well suited to an alternative work location on a temporary basis. Teleworking may be appropriate for some positions, but not necessarily viable for everyone.
3. Teleworking is a voluntary alternative work arrangement in which part of, or all of the employee’s ~~weekly~~ scheduled work is performed at an alternative location from Town Hall. ~~Intermittent telework arrangements are approved by the Mayor. Teleworking may be regular and ongoing, such as working a set number of hours from an alternate location each week. Council must approve Teleworking requests longer than short-term arrangements.~~
4. Since the employee’s alternative workspace is an extension of the agency workspace, the Town’s liability for job-related accidents may continue to exist during the work schedule and in the employee’s designated work location. Therefore, all employees will be expected to keep their workspace safe and free of hazards and act in a responsible manner to avoid injury.
5. The Town will not be responsible for costs associated with setup of the Teleworker’s work environment, such as remodeling, lighting, nor for repairs or modifications to the environment.
6. The Town will provide Town equipment (i.e., laptop) to be used in the alternate work environment. The Town equipment may not be used for personal purposes that are not allowed in the Personnel Policy or the Teleworking Agreement.
7. Consistent with the Town’s expectations of information security and compliance with public record laws, the Teleworker will ensure the security and protection of information accessible from their alternate work location. No confidential information (including passwords) will be downloaded to any non-Town data storage device.
8. Office supplies will be provided by the Town and should be obtained during the teleworker’s in-office hours. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed without prior approval from the Mayor.
9. Employees should be reachable via telephone and email, within reason, during Teleworking work hours.
10. Leave used under a planned telework day will be administered under the same provisions as leave used from the regular work location.
11. Teleworking is not designed to be a replacement for appropriate child or elder care. The focus of the arrangement must remain on job performance and meeting business demands.
12. The policies and procedures relating to legal compliance and ethics obligations remain in full force and effect while off-site.

13. Maintain work product in a safe and secure environment. Any work product produced outside of Town Hall or taken out of Town Hall must comply with the Public Records Act and Records Retention Act statutes.
14. A Teleworking arrangement may be terminated at any time.

ORDINANCE NO. ____

AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON, AMENDING CHAPTER 2.48 OF THE YARROW POINT MUNICIPAL CODE (YPMC), AS IT RELATES TO USE OF CREDIT CARDS BY TOWN OFFICIALS AND EMPLOYEES; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Town's Personnel Policies and Procedures approved on May 28, 2026, Section 9.15, Credit Card Use, increased credit limits and allowable purchase amounts; and

WHEREAS, the Town Council has determined that YPMC Chapter 2.48 Use of Credit Cards by Town Officials and Employees, be amended; and

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF YARROW POINT, WASHINGTON AS FOLLOWS:

Section 1. Amendments to YPMC 2.48. Chapter 2.48, Use of credit cards by town officials and employees, specifically 2.48.010(A)(3), Credit Limits, is amended to read as follows:

“2.48.010 Use of credit cards by town officials and employees

The town council hereby adopts the following system for the issuance and control of credit cards by town officials and employees:

A. The clerk/treasurer shall implement the following system for the distribution, authorization and control, credit limits and payment of bills related to the use of credit cards by town officials and employees:

1. Distribution. Credit cards may be distributed to those town officials and employees who, in the opinion of the mayor and clerk/treasurer, have job responsibilities which would be facilitated by the use of a credit card and that such credit card use would benefit the town.
2. Authorization and Control. The clerk/treasurer shall develop and implement guidelines and accounting controls to ensure the proper usage of credit cards and credit card refunds.

3. Credit Limits. The mayor shall set credit limits on each credit card issued. The credit limit shall not exceed ~~\$10,000~~ \$20,000 without written approval of the council.

4. Payment of Bills. The clerk/treasurer shall establish and implement a written procedure for the payment of all credit card bills.

5. Unauthorized Charges. Any town official or employee using a town-issued credit card for non-town business shall be billed for all charges on the credit card, and the clerk/treasurer or his/her designee is directed and authorized to take all necessary legal actions to recover any unauthorized charges.

B. The mayor and clerk/treasurer are authorized to adopt any additional procedures or policies necessary to implement the provisions of this section.”

Section 3. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause or phrase of this ordinance.

Section 4. Effect Date. This ordinance shall take effect and be in force five days following its publication in the manner provided by law.

ADOPTED by the Town Council this 28th day of May, 2026.

Katy Kinney Harris, Mayor

Approved as to form:
Town Attorney

Attest/Authenticated:

Ogden Murphy Wallace, PLLC

Christine L. Eggers, Clerk-Treasurer