

CHAPTER IV. PERSONNEL

4.00 Introduction

The Personnel policies deal with the administration of the District's employees in accordance with all local, state and federal laws.

4.01 PERSONNEL POLICY MANUALS

The policies listed in this section are to be compiled into an Employee Handbook. The Director shall develop and maintain procedures to insure the distribution of an appropriate Employee Handbook to every full-time and part-time employee of the District. All employees are required to sign an acknowledgement confirming that they have received, and are required to read, the Handbook.

4.02 CUSTOMER RELATIONS

Customers are among our District's most valuable assets. Each of you represents SWPRD to our customers and the public. The way we do our jobs presents an image of our entire District. Customers judge us by how they are treated each time they have contact with us. Therefore, one of our top business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

If a customer wishes to make a specific comment or complaint, you should direct that person to the Director for appropriate action. Remember that your contacts with the public in person, over the telephone, and through all your communications reflect not only on you but on SWPRD as a whole. Positive customer relations serve to increase public satisfaction with SWPRD personnel, services, and facilities and enhances the public image of the District.

4.03 Nature of Employment

This handbook is intended to provide you with a general understanding of the personnel policies of SWPRD and to answer many common questions. You are encouraged to review all the policies in the handbook and become familiar with them.

However, this handbook cannot anticipate every situation or answer every question about employment. This handbook is also not an employment contract and is not intended to create contractual obligations of any kind. Since employment at SWPRD is based on mutual consent and is at will, either you or SWPRD have the right to end the employment relationship at any time, with or without cause or advance notice.

In order to retain necessary flexibility in the administration of policies and procedures, we reserve the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for the policy of employment-at-will. The only recognized deviations from the policies in this handbook must be authorized and signed by the Director of SWPRD.

4.04 Employee Relations

We believe that the work conditions, wages, and benefits we offer to SWPRD employees are competitive with those offered by other employers in this area and in this industry. If you have concerns about work conditions or compensation, you are strongly encouraged to voice these concerns openly

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and directly to your supervisor.

Our experience has shown that when employees deal openly and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that SWPRD amply demonstrates its commitment to employees by responding effectively to employee concerns.

4.05 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at SWPRD will be based on merit, qualifications, and abilities. SWPRD does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

We will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy covers all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have a question or concern about any type of discrimination in the workplace, you are encouraged to bring the issue to the attention of your supervisor or the Director. At SWPRD, be assured that you can raise concerns and make reports without fear of reprisal. Further, anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

4.06 Business Ethics and Conduct

The successful business operation and reputation of SWPRD is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Our continued success is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to SWPRD, our customers, and shareholders to act in ways that will merit the continued trust and confidence of the public.

As an organization, SWPRD will comply with all applicable laws and regulations and we expect our directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, you should find that using good judgment, based on high ethical principles, will guide you to act appropriately. If you are unsure about the proper course of action, you should discuss the matter openly with your supervisor. If necessary, you may also contact the Director for advice and consultation.

It is the responsibility of every SWPRD employee to comply with our policy of business ethics and conduct. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

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4.07 Personal Relationships in the Workplace

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is defined as any person who is related to you by blood or marriage, or whose relationship with you is similar to that of a relative. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees regardless of their gender or sexual orientation.

You may not occupy a position that works directly for or supervises a relative. You may not be involved in a dating relationship with an employee who either works directly for you or supervises you. SWPRD also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that might affect the review of employment decisions.

If two people who are in a reporting situation described above subsequently develop a relative relationship or dating relationship, the person in the relationship who is the supervisor is responsible and obligated to disclose the existence of the relationship to management. We will then ask the individuals involved to decide which one of them is to be transferred to another available position. If that decision is not made within 30 calendar days, SWPRD will decide who is to be transferred or, if necessary, terminated from employment.

If there is a situation where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.

4.08 Immigration Law Compliance

SWPRD is committed to employing only United States citizens and aliens who are legally authorized to work in the United States. We also do not unlawfully discriminate on the basis of citizenship or national origin.

In order for us to comply with the Immigration Reform and Control Act of 1986, all new employees, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and provide documentation that establishes their identity and eligibility for employment. Former employees who are subsequently rehired must also complete an I-9 and provide appropriate documentation if 1) they have not completed an I-9 with SWPRD within the past three years, or 2) their previous I-9 is no longer valid or was not retained.

If you have questions or want more information on immigration law issues, you are encouraged to contact the Director. At SWPRD you can raise questions or complaints about immigration law compliance without fear of reprisal.

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4.09 Conflicts of Interest

As a municipal Entity, the district is subject to section 42.23 RCW which covers the area of conflict of interest for municipal officers and their assistants or deputies. Since some employees may be working in the role of where they may be deemed an assistant or deputy of a municipal officer, this section of RCW could apply to an employee.

As an employee of SWPRD, you have the obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. In this policy, SWPRD is establishing the framework within which we wish to operate. These guidelines are intended to provide a general direction so that you can get further clarification on areas that affect you. For more information or questions on conflict of interest, contact the Director.

All transactions with firms outside SWPRD must be conducted within the framework established and controlled by the executive level of SWPRD. Business dealings with outside firms should not result in unusual gains for those firms. "Unusual gains" refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of business dealings with SWPRD. For the purposes of this policy, we define a relative as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

There is no "presumption of guilt" created by the mere existence of a relationship with outside firms. However, if you have any influence on transactions involving purchases, contracts, or leases, it is imperative that you disclose this fact to an officer of SWPRD as soon as possible. By alerting us to the existence of any actual or even a potential conflict of interest, we can establish safeguards to protect all parties.

The potential for personal gain is not limited to situations where an employee or relative has a significant ownership in a firm with which SWPRD does business. Personal gains can also result from situations where an employee or relative receives a kickback, bribe, substantial gift, or special consideration as a result of a transaction or business dealings involving SWPRD.

We consider abuse of this policy to be a very serious matter. Therefore, failure to follow this conflict of interest policy may be grounds for disciplinary action, up to and including termination of employment.

4.10 Outside Employment

SWPRD employees may hold outside jobs as long as they can satisfactorily perform their SWPRD job and there is no interference with our scheduling demands.

All employees will be held to the same standards of performance and scheduling expectations, regardless of any outside job. If we determine that outside work is impacting your performance or the ability to meet our requirements, which may change over time, you will be asked to terminate the outside job in order to stay employed at SWPRD.

If your outside employment has an adverse impact on SWPRD, it will be considered a conflict of interest.

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4.11 Disability Accommodation

SWPRD is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities.

All employment practices and activities are conducted on a non-discriminatory basis. Our hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. When requested, we will make job applications available in alternative, accessible formats, as well as provide assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to an employee with a disability if the disability affects the performance of job functions. We make all employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. We make leaves of all types available to all employees on an equal basis.

SWPRD is also committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability. SWPRD will follow any state or local law that provides individuals with disabilities equal to or greater protection than the ADA.

This policy is neither exhaustive nor exclusive. SWPRD is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

4.12 Job Posting

Our job posting program provides you with the opportunity to indicate your interest in open positions and advance within the District according to your skills and experience. In general, we post all regular, full-time job openings, although SWPRD reserves its right to not post a particular opening.

Job openings will be posted on the website, and normally remain open for 14 days. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

To apply for an open position, submit a job application to the Supervisor listed in the job posting listing your job-related skills and accomplishments. You should also describe how your current experience with SWPRD and prior work experience and/or education qualifies you for the position.

We recognize the benefit of developmental experiences and encourage you to talk with your supervisor about your career plans. We also encourage supervisors to support employees' efforts to gain experience and advance within SWPRD.

After you apply for a job, your current supervisor may be contacted to verify your performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

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Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. We may also use other recruiting sources to fill open positions when it is in the best interest of the District.

4.13 Employee Categories and Classifications

Understanding the definitions of the employment classifications at SWPRD is important because your classification is one of the factors that determine your employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Since employment with SWPRD is based on mutual consent, either you or SWPRD have the right to terminate the employment relationship at will at any time, with or without cause or advance notice.

Depending on your position, you are designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. Your EXEMPT or NONEXEMPT classification may be changed only with written notification by SWPRD management.

In addition to the Exempt and Nonexempt classifications, you also belong to one of the following employment categories:

REGULAR FULL-TIME employees are employees who are not in a temporary or introductory status AND who are regularly scheduled to work the full-time schedule at SWPRD. Generally, regular full-time employees are eligible for all SWPRD benefit programs, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are employees who are not in a temporary or introductory status AND who are regularly scheduled to work less than 32 hours per week. While part-time employees receive all legally mandated benefits (workers' compensation insurance), they are ineligible for the other SWPRD benefit programs.

TEMPORARY/SEASONAL employees are employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond the initially stated period does not in any way imply a change to employment category or classification. Temporary employees remain in this category. While temporary employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all other SWPRD benefit programs.

CASUAL employees are employees who have established an employment relationship with SWPRD but who are assigned to work on an intermittent and/or unpredictable basis. While casual employees receive all legally mandated benefits (such as Workers' Compensation Insurance), they are ineligible for the other SWPRD benefit programs.

4.14 Access to Personnel Files

At SWPRD we maintain a personnel file on each employee that includes the job application and related hiring documents, training records, performance documentation, salary history, and other employment records.

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Personnel files are the property of SWPRD. Because this information is highly confidential and we respect your privacy, only those persons with a legitimate business reason or as required by law will be allowed access to personnel files.

If you wish to see your personnel file, contact the Office Manager. With reasonable advance notice, you may review your own personnel file in our offices and in the presence of a person authorized by SWPRD.

4.15 Employment Reference Checks

To help select the best person for the job, SWPRD checks the employment references of job candidates.

The Office Manager will respond to all reference check inquiries from other employers. We will confirm only employment dates, salary information, and the positions held. SWPRD will not release any employment data without an employee or former employee's written authorization and signed release.

4.16 Personnel Data Changes

To help us keep records and benefit program information accurate, please notify SWPRD of any changes to your personal information. The information we need includes your mailing address, telephone numbers, your marital status, changes to your dependents' information, who to contact in case of an emergency, educational accomplishments, and other possibly relevant information. To make changes or if you have questions about what information is required, contact the Office Manager.

4.17 Introductory Period

At SWPRD we want you to be successful at your job. We have found that having an introductory period can be very helpful to new employees. The introductory period provides you with the opportunity to demonstrate that you can perform your job at a satisfactory level of performance and to determine if the new job meets your expectations. We use this period to evaluate your capabilities, work habits, and overall performance. Since employment at SWPRD is based on mutual consent, either you or SWPRD may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

The introductory period for all new and rehired employees is the first 90 calendar days after the date of hire. If you are promoted or transferred within SWPRD, you will be asked to complete a secondary introductory period of the same length when you assume the new position with any existing benefits already earned continuing. If there is a significant period of absence during the introductory period, the period will automatically be extended by the length of the absence. Either during the introductory period or at the end of the period, we may extend the introductory period if we determine there was not adequate time to evaluate performance.

When you are promoted or transferred within SWPRD, if it is determined during the secondary introductory period that you are not performing satisfactorily, you may be removed from the new position. If this occurs, you may be allowed to return to your former job or to a comparable job for which you are qualified, depending on the availability of such a position and our business needs.

When the initial introductory period is satisfactorily completed, employees enter one of the employment categories listed in Section 201.

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During the introductory period, new employees are eligible for legally required benefits, such as workers' compensation insurance. They may also be eligible for other SWPRD benefit programs, subject to the terms and conditions of each benefits program. Be sure to review the information for each benefits program for the exact eligibility requirements.

4.18 Employment Applications

SWPRD relies on the accuracy of the information provided on the employment application, as well as the accuracy of other data presented during the hiring process and employment. If there are any misrepresentations, falsifications, or material omissions in any of this information, we may exclude that applicant from further consideration. If the person was already hired, it could result in termination of employment.

4.19 Performance Evaluation

The best communications about job performance happen on an informal, day-to-day basis. You and your supervisor are strongly encouraged to talk about performance regularly. Formal written performance evaluations are conducted at the end of your introductory period, in any new position. The introductory period gives you and your supervisor the opportunity to evaluate job performance, standards, and performance requirements. In addition, SWPRD wants to ensure that you and your supervisor have scheduled, formal performance evaluations on an annual basis. These discussions give you both the opportunity to discuss job responsibilities and goals, encourage and recognize strengths, identify and correct any weaknesses, develop plans for dealing with any obstacles, and plan for the future.

SWPRD awards pay adjustments based on employee performance. These adjustments are based on numerous factors, including the information documented by the formal performance evaluation process. Full-time employees receiving a satisfactory performance appraisal each year may progress to the next step in the step-in-grade system for their particular position on January 1st. A work improvement plan will be developed for any full-time employee who does not meet the satisfactory performance requirement and the specific employee will be given 3 months to bring their performance up to an acceptable level. If this is accomplished, the specific employee may then receive the next step in their grade and would be eligible for the following step on the next January 1st. If they do not raise their performance to an acceptable level, the specific employee would remain at the same step and a new work plan developed to help them improve with a second 3 month time period. If the specific employee does not improve their performance to a satisfactory level in two successive three month improvement periods they will not receive a salary increase for that year and may be subject to disciplinary action up to and including the termination of their employment with the District.

(Amended by the Board of Commissioners 1-21-2015 Resolution 2015-01)

4.20 Job Descriptions

SWPRD makes every effort to create and maintain accurate job descriptions for all positions within the District. Each description includes sections for job information; a job summary (giving a general overview of the job's purpose); essential duties and responsibilities; supervisory responsibilities; qualifications (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required); physical demands; and work environment.

We use the job descriptions to help new employees understand their job duties and to set standards for employee performance evaluations. Job descriptions are also used to identify the requirements of each position, establish hiring criteria, and establish a basis for making reasonable accommodations for

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individuals with disabilities.

The Director prepares job descriptions when new positions are created. Existing job descriptions are also reviewed and revised at least every three years in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. You can also be helpful by making sure that your job description accurately reflects the work you do.

We would like you to remember that job descriptions do not necessarily cover every task or duty that you might be assigned, and that additional responsibilities may be assigned as necessary. You can contact the Director if you have any questions or concerns about your job description.

4.21 Salary Administration

The salary administration program at SWPRD was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because we believe that recruiting and retaining talented employees is critical to our success, we are committed to paying our employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. The District will review and revise our salary administration program and restructure it as necessary at least every five years.

At the direction of the Board of Commissioners, a Step-in-Grade Compensation system has been implemented for the South Whidbey Parks and Recreation District for all full-time positions. The current Step in Grade Matrix will be kept on file in the District office with this policy. All full-time employees will be placed at a specific step within the grade for their position. New employees to the District and employees changing positions within the District may be placed at a specific step within the Grade for their position based upon their qualifications and experience. Employees with satisfactory performance evaluations, may progress through the remaining steps within the Grade for their position annually on January 1st each year until they reach the last step for their particular grade.

As a part of the budgetary process, the Step-in-Grade salary matrix may be adjusted for the cost of living annually on January 1st by a rate not to exceed the Employment Cost Index (ECI) for Wages and Salaries (not seasonally adjusted) for Public Administration for the 12 months ending June of the year prior to the budget year.

In addition to and distinctly separate from the step-in-grade salary system, all full time employees are eligible for an annual bonus in recognition of truly superior performance. Any bonuses paid are not additive to an employee's salary, and are based on funds being available in the budget. At his or her own discretion, the Director may award a bonus of up to 0.5% of an employee's salary with an additional 1.0% available with the approval of the Board of Commissioners. Any bonus for the Director is given at the discretion of the board.

All part-time, temporary/seasonal, and casual employees will be eligible to receive merit pay increases at the discretion of their direct supervisor at a rate not to exceed 3% of their hourly rate. No part-time,

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temporary/seasonal, or casual employee will be given more than one pay increase in a twelve month period without the prior approval of the Director.

If you have a question about the pay practices for your department, you can talk with your supervisor. The Director is also available to answer questions about SWPRD's salary administration program.

(Amended by the Board of Commissioners 1-21-2015 Resolution 2015-01)

4.22 Medical Information Privacy

The benefits programs, for example health benefit plans, dental plans, and pharmacy benefit programs (collectively referred to as the Benefit Plans) for district full-time employees are subject to all state and federal regulations pertaining to medical information privacy in their current iterations and as amended. For more information on these privacy regulations please contact the District Director or the benefits plans companies directly.

4.23 Employee Benefits

SWPRD provides a wide range of benefit programs to eligible employees. Certain legally required programs cover all employees in the manner required by the laws.

Your eligibility for each benefit program depends on a variety of factors, including your employee classification and category. To better understand exactly which benefit programs you are eligible for, talk to your supervisor. You will find details about many of these programs elsewhere in the employee handbook. In some cases, a policy may also refer you to other sources, such as the Summary Plan Document for that benefit.

The following benefit programs are available to eligible employees, subject to terms and conditions of each program:

- * Auto Mileage
- * Bereavement Leave
- * Dental Insurance
- * Health Insurance
- * Holidays
- * Jury Duty Leave
- * Travel Allowances
- * Recreational Activities
- * Sick Leave Benefits
- * Vacation Benefits
- * Vision Care Insurance

While some of the benefit programs we offer may require you to contribute to the cost, many programs are fully paid by SWPRD.

4.24 Vacation Benefits

SWPRD offers vacation time off with pay to eligible employees for rest, relaxation, and personal pursuits. Employees in the following employment categories are eligible to earn and use vacation:

- * Regular full-time employees

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The amount of paid vacation time you receive each year increases with the length of your employment as shown in the following schedule:

- *Upon initial eligibility the employee is entitled to 10 vacation days each year, accrued semimonthly at the rate of 0.417 days.
- *After 5 years of eligible service the employee is entitled to 15 vacation days each year, accrued semimonthly at the rate of 0.625 days.
- *After 10 years of eligible service the employee is entitled to 20 vacation days each year, accrued semimonthly at the rate of 0.833 days.
- *After 15 years of eligible service the employee is entitled to 25 vacation days each year, accrued semimonthly at the rate of 1.042 days.

The length of eligible service is calculated on the basis of a "benefit year." A "benefit year" is defined as the 12-month period that begins when you start earning vacation time. Your benefit year may be extended for any significant leave of absence except military leave of absence. (Military leave has no effect on the benefit year calculation.) See the leave of absence policies in this handbook for more information.

Once you enter an eligible employment category, you begin to earn paid vacation time according to the schedule in this policy. You can request to use vacation time after it is earned.

You may use vacation time in minimum increments of one-quarter hour. You may only use vacation time as it accrues, any time off that is taken beyond vacation time accrued will be processed as unpaid leave. To schedule vacation time, you should first request advance approval from your supervisor. Each request will be reviewed based on a number of factors, including our business needs and staffing requirements.

Vacation time off is paid at your base pay rate at the time of the vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

We encourage you to use your available paid vacation time for rest, relaxation, and personal pursuits. In the event that you do not use your available vacation by the end of the benefit year, you may carry over the unused time to the next benefit year. If the total amount of unused vacation time reaches a "cap" equal to two times the annual vacation amount, your vacation accruals will stop. When you use vacation time again and the available amount falls below the cap, your vacation accruals will resume.

If your employment terminates, you will be paid at 100% for any unused vacation time that has been earned through your last day of work.

4.25 Holidays

SWPRD gives holiday time off to all employees on the following holidays:

- * New Year's Day (January 1)
- * Martin Luther King, Jr. Day (third Monday in January)
- * Presidents' Day (third Monday in February)
- * Memorial Day (last Monday in May)

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- * Independence Day (July 4)
- * Labor Day (first Monday in September)
- * Veterans' Day (November 11)
- * Thanksgiving (fourth Thursday in November)
- * Day after Thanksgiving
- * Christmas (December 25)

We provide holiday time off with pay to eligible employees immediately upon assignment to an eligible employment classification. If you are eligible for paid holidays, your holiday pay will be calculated on your straight-time pay rate as of that holiday multiplied by the number of hours you would normally have worked on that day. Employees in the following employment classifications are eligible for paid holiday time off:

- * Regular full-time employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, the employees will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday.

In addition to the recognized holidays previously listed, eligible employees will receive 1 floating holiday in each anniversary year. To use a floating holiday, you should first request advance approval from your supervisor.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

4.26 Workers' Compensation Insurance

SWPRD provides a comprehensive workers' compensation insurance program to our employees. The workers' compensation program covers injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment. Subject to the applicable legal requirements, this program provides benefits after a short waiting period or, in the event of hospitalization, immediately.

It is critical that you inform your supervisor immediately about any work-related injury or illness, regardless of how minor it might appear at the time. Immediate reporting ensures that, if eligible, you will qualify for workers' compensation benefits as quickly as possible and also lets us investigate the matter promptly.

Workers' compensation is intended to cover only work-related injuries and illnesses. Because of this, neither SWPRD nor our insurance carrier will be liable for the payment of workers' compensation benefits for injuries that might occur during employees' voluntary participation in off-duty recreational, social, or athletic activities we may sponsor, whether or not the activitie(s) occur on SWPRD property.

4.27 Sick Leave Benefits

SWPRD provides paid sick leave benefits to eligible employees for periods of temporary absence due to illnesses or injuries. Employees in the following employment categories are eligible for sick leave:

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* Regular full-time employees

Once eligible, Full-time employees will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Sick leave benefits are calculated on the basis of a "benefit year." This is the 12-month period that begins when you start earning sick leave. Unused sick leave benefits will be allowed to accumulate until you have accrued a total of 60 calendar days of sick leave benefits. Once 60 days of sick leave benefits have been accrued, any unused sick leave accruals above the 60 days reserve will be paid out at the end of the calendar year at 100%.

*Part-time/Seasonal employees

Part-time/Seasonal employees accrue paid sick leave at the rate of one hour of paid sick leave for every 40 hours worked.

Part-time/Seasonal employees are entitled to use accrued paid sick leave beginning the 90th calendar day after the start of their employment.

Part-time/Seasonal employees may carry over any unused sick leave of 40 hours or less over to the next calendar year.

Paid sick leave can be used in minimum increments of one-quarter hour. You may use sick leave benefits for an absence due to your own illness or injury, or that of your child, parent, or spouse. You may only use sick time as it accrues, any time off that is taken for illness beyond sick time accrued will be processed as unpaid leave.

If you are unable to report to work due to illness or injury, you should notify your supervisor before the scheduled start of your workday if possible. Your supervisor must also be contacted on each additional day of absence.

If you are absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. The same verification may be requested for other sick leave absences as well and may be required as a condition of receiving sick leave benefits. Before returning to work from a sick leave absence of 3 calendar days or more, you must provide a physician's verification that you may safely return to work.

Sick leave benefits will be calculated based on your base pay rate at the time of the absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

As an additional condition of eligibility for sick leave benefits, if you are on an extended absence, you must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that you are eligible to receive from state disability insurance, workers' compensation, or SWPRD-provided disability insurance programs. The combination of any such disability payments and sick leave benefits may not exceed your normal weekly earnings.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Upon termination of employment, an employee with a balance

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of accrued sick time shall be entitled to receive compensation based on a graduated schedule of months of service, such as:

<u>Months of Service</u>	<u>% of Accrual</u>
25-48	10%
49-72	20%
73-96	30%
97-	40%

4.28 Bereavement Leave

In the event that you need to take time off in the event of the death of an immediate family member, SWPRD provides bereavement leave. To request bereavement leave, see your supervisor.

We grant up to 3 days of paid bereavement leave to eligible employees in the following employment categories:

- * Regular full-time employees

During paid bereavement leave, your pay will be calculated based on your pay rate at the time of absence, excluding any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

We will normally grant bereavement leave unless there are unusual business needs or staffing requirements that prevent accommodating the request. You may also, with supervisory approval, use any available paid leave benefits, such as vacation, for additional time off as necessary.

The bereavement leave policy defines "immediate family" as your spouse, parent, child, or sibling; your spouse's parent, child, or sibling; your child's spouse; or your grandparents or grandchildren. We will also give special consideration to a request for bereavement leave for a person whose association with you was similar to any of the above relationships.

4.29 Jury Duty

SWPRD encourages you to fulfill your civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to 2 weeks of paid jury duty leave over any 5 year period.

If you are eligible for paid jury duty leave, you will be compensated at your base rate of pay for the number of hours you would normally have worked that day. Employees in the following classifications are eligible for paid jury duty leave:

- * Regular full-time employees

If you remain on jury duty beyond the period of paid jury duty leave, you may use any available paid time off, such as vacation time, or request an unpaid jury duty leave of absence.

If you receive a jury duty summons, show it to your supervisor as soon as possible so that arrangements can be made to accommodate your possible absence from work. You are expected to report for work whenever the court schedule permits.

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Either you or SWPRD may request you be excused from jury duty if necessary. We may request that you be relieved from serving on jury duty if we believe that your absence would cause serious operational difficulties for SWPRD.

Subject to the terms, conditions, and limitations of the applicable plans, SWPRD will continue to provide health insurance benefits for the full period of unpaid jury duty leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during unpaid jury duty leave and will resume when you return to active employment.

4.30 Health Insurance

4.30.01 Health Insurance

The health insurance plan at SWPRD offers employees access to medical, dental, and vision care insurance benefits. Employees in the following employment categories are eligible to participate in the health insurance plan:

- * Regular full-time employees

Eligible employees may participate in the health insurance plan subject to the terms and conditions of the agreement between SWPRD and the insurance carrier. [The District pays for 100% of the premiums for any employee and 80% of the premiums for spouses/dependents that elect to participate in the medical, dental and vision insurance plans.](#)

You will find details of the health insurance plan in the Summary Plan Description (SPD). When you become eligible, you will receive an SPD and rate information prior to the enrollment date. For questions about health insurance, contact the Office Manager (or Director) for additional information.

4.30.02 Other Insurance Coverages

[The District provides additional insurance options for Regular full-time employees including Accidental Death and Dismemberment, Term Life Insurance, and Long Term Disability insurance. All of the coverages and amounts of coverage are determined by the District and the premiums for Regular full-time employees are paid 100% by the District.](#)

4.31 Timekeeping

Nonexempt and exempt employees are responsible for accurately recording the hours they work. This information also helps SWPRD comply with the laws that require us to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" is defined as all the time nonexempt staff spend performing assigned duties.

If you are a nonexempt employee, you must accurately record the time you begin and end your work, as well as the beginning and ending time of any meal periods, split shifts, or if you leave the workplace for personal reasons. Also, you always need to receive advance approval before working any overtime hours.

If you are an exempt employee, you must record your total hours worked each day, minus any meal periods, split shifts, or if you leave the workplace for personal reasons. Accurate accounting of any

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vacation time or sick time used is also required.

We consider attempts to falsify timekeeping records a very serious matter. Therefore, any of the following actions may result in disciplinary action, up to and including termination: altering, falsifying, tampering with time records, or recording another employee's time record.

You are also responsible for signing your time records to certify their accuracy. Your supervisor will then review and initial the time records before submitting for payroll processing. In addition, if corrections or revisions are made to the time record, both the employee and supervisor must initial the changes on the time record as being accurate.

4.32 Paydays

In general, all employees are paid bi-monthly on the 15th and last day of the month. For non-exempt employees, each paycheck includes earnings for all work performed through the end of the previous payroll period. For exempt employees, each paycheck includes earnings for all work performed through the end of the current pay period.

If a regularly scheduled payday falls on a day off, such as a weekend or holiday, you will be paid on the last work day before the regularly scheduled payday.

If processing of paychecks through the county is affected by a holiday or some other incident beyond district control, the payday date may be adjusted as needed. In the event that the payday date has to be adjusted, district administration will strive to inform all employees of the change in date as soon as the adjusted date is confirmed, preferably at least one payday prior to the adjusted date.

(Section 4.32 Paydays Revised via Board Resolution 2014-02 on January 22nd, 2014)

4.33 Employment Termination

Termination of employment is an inevitable part of personnel activity within any District, and many of the reasons for termination are routine. These are some of the most common circumstances for employment terminations:

- * Resignation - voluntary employment termination initiated by an employee.
- * Layoff - involuntary employment termination initiated by SWPRD for nondisciplinary reasons.

We will generally schedule an exit interview at the time of employment termination. The exit interview is an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of any outstanding debt to SWPRD, or return of SWPRD-owned property. It is also a time for you to voice any suggestions, complaints, and questions you may have.

Since employment with SWPRD is based on at will, either you or SWPRD have the right to terminate the employment relationship at will, with or without cause or advance notice, at any time.

When your employment ends, you will receive your final pay in accordance with applicable state law.

Your benefits are affected by termination in several ways. All accrued, vested benefits that are due and payable at termination will be paid out. Some benefits may be continued at your expense if you choose. You will be notified in writing of the benefits that may be continued and of the terms, conditions, and

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limitations for continuing them.

4.34 Administrative Pay Corrections

SWPRD takes all reasonable steps to ensure that you receive the correct amount of pay in each paycheck and that you are paid on the scheduled payday.

In the unlikely event that there is an error in the amount of pay you receive, you should promptly advise the Office Manager so that the discrepancy can be corrected as quickly as possible.

4.35 Pay Deductions

SWPRD is legally required to make certain deductions from every employee's compensation. Among these deductions are federal, state, and local taxes as appropriate. SWPRD contributes to WA State Deferred Compensation Program, instead of Social Security by matching the amount of the previous Social Security taxes deducted from your compensation and placing it into the state's deferred compensation program.

If you have questions concerning why a deduction was made from your paycheck or how your paycheck is calculated, consult with your supervisor.

4.36 Safety

To assist in providing a safe and healthful work environment for employees, customers, and visitors, SWPRD has established a workplace safety program. This program is a top priority at SWPRD. The Director is responsible for implementing, administering, monitoring, and evaluating the safety program. The success of the program depends on the alertness and personal commitment of everyone.

We provide information to employees about workplace safety and health issues through regular internal communication channels. These may include supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Some of the best safety improvement ideas come from employees. If you have an idea, concern, or suggestion for how to improve safety in the workplace, we encourage you to tell your supervisor, another supervisor, or the Director. We want you to be assured that you can report any concerns about workplace safety anonymously if you wish and you can make a report without fear of reprisal.

You are expected to obey all safety rules and use caution in your work activities. You must immediately report any unsafe condition to the appropriate supervisor. If you violate SWPRD safety standards, cause a hazardous or dangerous situation, or fail to report or, where appropriate, remedy such situations, you may be subject to disciplinary action, up to and including termination of employment.

In the case of an accident that results in an injury, regardless of how insignificant the injury may appear, you should immediately notify the Director or the appropriate supervisor. Prompt reporting can ensure legal compliance and quick initiation of insurance and worker's compensation benefits procedures.

4.37 Work Schedules

Work schedules for employees vary throughout SWPRD. Your supervisor will advise you of your specific work schedule. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

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In some cases, we may offer flexible scheduling, or flextime, to allow employees to vary their starting and ending times each day within established limits. We make flextime possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, your performance, and the nature of your job will be considered before approval of flextime. You should consult your supervisor to request participation in the flextime program.

4.38 Use of Phone and Mail Systems

SWPRD provides employees access to telephones and mail services to help them do their jobs. This policy explains our guidelines for using telephones and mail services responsibly and productively. While phone and mail service usage is intended for job-related activities, we permit incidental and occasional brief personal use within reasonable limits.

We may require you to reimburse SWPRD for charges resulting from excessive personal calls.

It is not acceptable to use SWPRD postage or metering for your personal mail. The postage is intended only for official business-related mail.

Because our telephone communications are an important reflection of our image to customers and the community, every employee should use proper telephone etiquette. Some examples of good telephone etiquette are always using the approved greeting, speaking courteously and professionally, confirming the information you have received from the caller, and only hanging up once the caller has done so.

4.39 Smoking

In keeping with SWPRD's intent to provide a safe and healthful work environment, smoking is prohibited within 25' of any park building entrance and any park property where people gather together. Smoking is allowed in parking lots without the presence of children.

This policy applies equally to all employees as well as to our customers and visitors.

4.40 Rest and Meal Periods

Full-time nonexempt employees will be given 2 paid rest periods each workday. Your supervisor will advise you of the regular rest period length and schedule. To the extent possible, rest periods will be in the middle of work periods. Since this time is counted and paid as time worked, you must not be absent from your workstation beyond the allotted rest period time.

All full-time employees are provided with one unpaid meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. During meal periods, you will be relieved of all work responsibilities and restrictions and will not be compensated for that time.

4.41 Overtime

There may be times when SWPRD cannot meet its operating requirements or other needs during regular working hours. If this happens, we may schedule employees to work overtime hours. When possible, we will try to let you know in advance of a mandatory overtime assignment.

It is our policy that no overtime can be worked without the approval and authorization of the supervisor. We try to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

All nonexempt employees will be paid overtime compensation in accordance with federal and state

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wage and hour restrictions. Overtime pay is based on actual hours worked. For this reason, time off for sick leave, vacation, and other paid or unpaid leaves of absence is not considered hours worked for the purpose of calculating overtime pay.

If you fail to work scheduled overtime or work overtime without receiving your supervisor's prior authorization, you may be subject to disciplinary action, up to and including possible termination of employment.

4.42 Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using SWPRD property, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

You should notify your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or other people. Your supervisor can answer any questions about your responsibility for maintenance and care of equipment or vehicles you use on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, moving violations, DUI, may result in disciplinary action, up to and including termination of employment. Employee must notify management of any vehicle accident that occurs while working and submit an accident report within 24 hours.

4.43 Emergency Closings

There may be times when emergencies, such as severe weather, fires, power failures, or earthquakes, may disrupt our normal business operations. In extreme cases, these circumstances may require that we close a work facility.

When a facility is officially closed due to emergency conditions, the time off from scheduled work will be paid.

If SWPRD is not officially closed during an emergency, you are expected to report to work. If you do not report to work, you will not be paid for the time off. However, you may request to use your available paid time off, such as vacation.

There may also be some situations where we ask employees in essential operations to work on a day when we are officially closed due to an emergency. In these circumstances, those employees who work will receive their regular pay.

4.44 Business Travel Expenses

SWPRD will reimburse employees for reasonable business travel expenses when the travel has been approved in advance by the Director. Once your travel plans are approved, you are responsible for making your own travel arrangements.

When approved, we will reimburse the costs of travel, meals, lodging, and other expenses directly related to accomplishing the objective of your trip. Naturally, we expect you will keep expenses within reasonable limits.

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In the event that you are involved in an accident while traveling on business, immediately report the incident to your supervisor. And, if you use a vehicle owned, leased, or rented by SWPRD, it may not be used for incidental personal reasons unless you have prior approval.

We may provide cash advances to cover the reasonably anticipated expenses for an approved trip. If you think you need a cash advance, submit a written request to your supervisor.

When a business trip is over, submit your completed travel expense report within 10 days accompanied by receipts for all individual expenses.

Your supervisor can give you guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

We consider abuse of this policy to be a very serious matter. This includes falsifying expense reports to reflect costs that were not incurred by you or were not business-related. Therefore, failure to follow this business travel expense policy may be grounds for disciplinary action, up to and including termination of employment.

4.45 Computer and Email Usage

SWPRD may give employees access to computers, computer files, the email system, and software to use in doing their work. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

Public Records Act (PRA), chapter [42.56](#) RCW applies to any writing that contains information relating to the conduct of government that is prepared, owned, used, or retained by the agency regardless of physical form or characteristics, including emails and other electronic records. Text messages can also be public records if they relate to the conduct of government. All of these records may be subject to subpoena in a court case so all employees using email, computers, cell phones for district use are to do so in a professional manner.

We strive to maintain a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we prohibit the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

We prohibit displaying, downloading, or emailing sexually explicit images, messages, and cartoons. Other examples of unacceptable computer usage include (but are not limited to) ethnic slurs, racial comments, off-color jokes, or anything that may be seen by another person as harassment or disrespectful.

You may not use email to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

SWPRD purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless the software developer authorizes us, we do not have the right to reproduce the software for use on more than one computer.

You may only use software on local area networks or on multiple machines according to the software license agreement. SWPRD prohibits the illegal duplication of software and its related documentation.

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You should notify your supervisor, the Director or any member of management if you learn about a violation of this policy. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

4.46 Internet Usage

SWPRD may provide employees with Internet access to help them do their jobs. This policy explains our guidelines for using the Internet responsibly and productively. While Internet usage is intended for job-related activities, we permit incidental and occasional brief personal use within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer systems is considered to be part of SWPRD official records. This means that it is subject to disclosure to law enforcement or other third parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology that you use to access the Internet are always the property of SWPRD. Therefore, SWPRD reserves the right to monitor Internet traffic. We also reserve the right to retrieve and read any data that is composed, sent, or received through our online connections or is stored in our computer systems.

We do not allow data that is composed, transmitted, accessed, or received via the Internet to contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

SWPRD does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet. As a general rule, if you did not create the material, do not own the rights to it, or have not received authorization for its use, you may not put the material on the Internet. You are also responsible for ensuring that a person sending material over the Internet has the appropriate distribution rights.

Before you download or copy a file from the Internet, you should take the necessary anti-virus precautions. SWPRD requires that all downloaded files be checked for viruses. All compressed files must be checked for viruses both before and after decompression.

Employees whose Internet usage violates laws or SWPRD policies are subject to disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

The following are examples of some actions and activities that are prohibited and which could result in disciplinary action:

- * Sending or posting discriminatory, harassing, or threatening messages or images

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- * Using the organization's time and resources for personal gain
- * Stealing, using, or disclosing someone else's code or password without authorization
- * Copying, pirating, or downloading software and electronic files without permission
- * Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- * Violating copyright law
- * Failing to observe licensing agreements
- * Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- * Sending or posting messages or material that could damage the organization's image or reputation
- * Participating in the viewing or exchange of pornography or obscene materials
- * Sending or posting messages that defame or slander other individuals
- * Attempting to break into the computer system of another organization or person
- * Refusing to cooperate with a security investigation
- * Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- * Using the Internet for political causes or activities, religious activities, or any sort of gambling
- * Jeopardizing the security of the organization's electronic communications systems
- * Sending or posting messages that disparage another organization's products or services
- * Passing off personal views as representing those of the organization
- * Sending anonymous email messages
- * Engaging in any other illegal activities

4.47 Workplace Violence Prevention

SWPRD is committed to preventing workplace violence and to maintaining a safe work environment. We have adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that might occur during business hours or on our premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

SWPRD will not tolerate conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods. This includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, either direct or indirect, should be reported as soon as possible to your supervisor or any other member of management. This includes threats by employees as well as threats by customers, vendors, solicitors, or anyone else. When reporting a threat of violence, you should be as specific and detailed as possible.

Be sure to report any suspicious person or activities as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work area, do not try to intercede or see what is happening.

We will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the person who made the report will be protected to

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the extent practical. To maintain workplace safety and the integrity of its investigation, SWPRD may suspend an employee, either with or without pay, pending investigation.

Any person who violates these guidelines will be subject to disciplinary action, up to and including termination of employment. Violations include making a threat of violence or actually committing a violent act.

If you are having a dispute or differences with another employee, we encourage you to discuss it with your supervisor or the Director before the situation escalates into potential violence. If you do not feel comfortable talking to the Director or if the Director is involved, contact the Chairman of the Board of Commissioners. SWPRD is eager to assist in the resolution of employee disputes and we will not discipline an employee for raising these types of concerns.

4.48 Cell Phone Usage

SWPRD provides cellular telephones to some employees as business tools. The phones are provided to assist employees in communicating with management and other employees, clients, and other business-related contacts. Cell phones are primarily intended for business-related calls. However, occasional, brief personal use is permitted within reasonable limits. You should be aware that we may review cell phone invoices.

While driving, your primary responsibility is driving safely and obeying the rules of the road. For that reason, we prohibit employees from using cell phones to conduct business while they are driving. You should first safely pull off the road and come to a complete stop before you dial or talk on the phone.

If you use a cell phone for business, always remember to apply normal business etiquette by keeping your conversations private and non-disruptive to others.

4.49 Medical/Family/Personal/Military Leave

The SWPRD follows all state and federal laws pertaining to leave including, but not limited to the Family Medical Leave act, and the Fair Labor Standard Act in their current iterations and as amended. Please contact the District Director for assistance in applying for any Family, Medical, Personal or Military leave.

4.50 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, we expect you to follow rules of conduct that will protect the interests and safety of all employees and SWPRD.

Although it is not possible to list all the forms of behavior that are considered unacceptable at work, the following are some examples of conduct that may result in disciplinary action, up to and including termination of employment:

- * Theft or inappropriate removal or possession of property
- * Falsification of timekeeping records
- * Working under the influence of alcohol or illegal drugs
- * Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- * Fighting or threatening violence in the workplace
- * Boisterous or disruptive activity in the workplace

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- * Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- * Insubordination or other disrespectful conduct
- * Violation of safety or health rules
- * Smoking in prohibited areas
- * Sexual or other unlawful or unwelcome harassment
- * Possession of dangerous or unauthorized materials in the workplace
- * Excessive absenteeism or any absence without notice
- * Unauthorized absence from work station during the workday
- * Unauthorized use of telephones, mail system, or other employer-owned equipment
- * Unauthorized disclosure of business "secrets" or confidential information
- * Violation of personnel policies
- * Unsatisfactory performance or conduct

Since employment with SWPRD is based on mutual consent, either you or SWPRD have the right to terminate the employment relationship at will, with or without cause or advance notice, at any time.

4.51 Alcohol, Tobacco and Drug Free Workplace

The District recognizes that behavior resulting from the use of alcohol, tobacco and/or drugs may detrimentally affect the safety and work performance of its work force and can present a risk to the health and welfare of its employees and members. To meet this goal, we expect you to report to work in a mental and physical condition that enables you to perform your job in a satisfactory manner.

The goals of this policy are based on several considerations, including related to protecting district staff and the general public who use district facilities from the dangers of second hand smoke, protecting district property from litter and waste products that are the byproducts of tobacco use, and modeling healthy behaviors for our park visitors (especially children). In furtherance of these goals, the use of tobacco on or in any park property is prohibited, with the exception of vehicle parking areas at least 25 feet away from park users and at least 25 feet from any building entrance or park feature (i.e., sports fields, playgrounds, picnic shelters). Tobacco use is defined as the smoking or lighting of cigarettes, cigars, or pipe tobacco, the use of electronic cigarettes, or the use of smokeless tobacco.

In recognition of the District's responsibility to maintain a safe work environment, and the employee's responsibility to perform safely, the District will act to eliminate any substance abuse, which increases the risk of injuries, accidents, or substandard performance. For the purpose of this policy, substance abuse includes the use or possession of illegal or recreational drugs, alcohol or, abuse of prescription drugs, including medical marijuana, which could impair the employee's work performance and/or ability to perform his or her job safely. It is expected that:

- a. Employees shall not be at work, drive a vehicle on District business, or operate any District equipment with any amount of alcohol or illegal or recreational drugs in their system which would result in a confirmed positive test; shall not use alcohol, possess open containers of alcohol, or use or possess illegal or recreational drugs while on duty; and shall not manufacture, distribute, dispense, sell or provide illegal or recreational drugs to any person while on duty.

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b. If the use by an employee of a prescription drug, including medical marijuana, combined with the duties of the required job creates an unsafe working condition, this fact shall be reported by the employee to his/her supervisor prior to reporting to work. Employees whose job performance is so restricted may be subject to reassignment, medical examination, or other reasonable actions as determined by the Director.

Reasonable Suspicion Testing: Employees are subject to drug and alcohol testing when there is reasonable suspicion that the employee has violated the rules expressed above. Reasonable Suspicion Testing shall include any drug and alcohol testing subsequent to any employment related injury requiring medical attention.

Employees are subject to drug and alcohol testing when they are involved in any accident involving either the operation of a District vehicle or physical injury to a District employee or member of the public.

In addition, when any employee has previously been found in violation of these rules, or by the employee's own admission, the employee may be required to submit to periodic random substance testing as a condition of remaining in or return to District employment.

An employee with a drug or alcohol problem may participate in a rehabilitation or treatment program through our health insurance benefit coverage, if the employee's substance abuse problem has not already resulted in disciplinary action and the employee is not currently subject to immediate disciplinary action.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify SWPRD of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment. Additionally, we may require that you participate in a substance abuse rehabilitation or treatment program. If you violate this policy, there could also be legal consequences.

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with your supervisor or the Director without fear of reprisal. If you do not feel comfortable talking to the Director or if the Director is involved, contact the Chairman of the Board of Commissioners for guidance.

4.52 Sexual and Other Unlawful Harassment/Discrimination

SWPRD is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated. We provide ongoing sexual harassment training to ensure you the opportunity to work in an environment free from sexual and other unlawful harassment/discrimination.

Sexual harassment includes unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This includes many forms of offensive behavior and includes gender-based harassment of a person

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of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- * Unwanted sexual advances.
- * Offering employment benefits in exchange for sexual favors.
- * Making or threatening reprisals after a negative response to sexual advances.
- * Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- * Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- * Verbal sexual advances or propositions.
- * Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- * Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this handbook is encouraged (but not required) to let the offending person know immediately and firmly that the behavior is offensive. If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Director or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Director or any member of management so it can be investigated in a timely and confidential manner. Any employee engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

4.53 Attendance and Punctuality

As an employee of SWPRD, we expect you to be reliable and punctual by reporting for work on time and as scheduled. When you are absent or late, it places a burden on other employees and can impact productivity and service. In the rare instances when you cannot avoid being late or are unable to work as scheduled, be sure to notify your supervisor as soon as possible so that appropriate arrangements

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can be made.

Because unplanned absences can be disruptive to work, a poor attendance record or excessive lateness may lead to disciplinary action, up to and including termination of employment.

4.54 Personal Appearance

We want SWPRD employees to reflect an appropriate business image to customers and visitors. How you dress, your grooming and personal cleanliness standards all contribute to that image and also to the morale of your co-workers.

During business hours or whenever representing SWPRD, you are expected to present a clean, neat, and tasteful appearance. You should always dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing in person with customers or visitors.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. Be sure to consult your supervisor if you have questions as to what constitutes appropriate appearance. We may, when necessary, make reasonable accommodation in the personal appearance policy for a person with a disability.

4.55 Return of Property

As part of your job, you may be given temporary possession of SWPRD property such as the following:

- * equipment
- * identification badges
- * keys
- * manuals
- * protective equipment
- * tools
- * uniforms
- * written materials

You are responsible for the control of SWPRD property in your possession and expected to return it promptly when requested or if your employment ends. In situations where you do not return SWPRD property, we may take steps to recover the item or its cost by withholding from your regular or final paycheck when allowed by law, or by taking legal action.

4.56 Resignation

Resignation is defined as a voluntary act initiated by an employee to terminate employment with SWPRD. Although there is no requirement that you give advance notice, doing so can reduce the impact on your co-workers and productivity. We request a resigning employee submit a written notice of resignation at least 2 weeks in advance.

Before an employee leaves, we will schedule an exit interview to better understand the reasons for resignation and to go over any resulting benefit changes.

4.57 Solicitation

In an effort to minimize disruptions and maintain a harmonious environment, we prohibit people who

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are not SWPRD employees from either soliciting or distributing literature in the workplace at any time for any purpose.

We recognize that our employees are often active and have interest in events and organizations outside work. However, it is also our policy that employees may not solicit for or distribute literature about these activities during working time. (Working time excludes lunch periods, or any other time when an employee is not "on duty" or scheduled to be working.)

Posting notices and solicitations on our bulletin boards is also limited to only certain types of information. SWPRD uses these bulletin boards to display information we think is important to employees. We suggest that you check them frequently to see:

- * Affirmative Action statement
- * Workers' compensation insurance information
- * State disability insurance/unemployment insurance information

If you have a message of interest to the workplace that you want to post, you may submit it to the Director for approval. Approved messages will be posted by the Director.

4.58 Progressive Discipline

This policy describes the policy for administering equitable and consistent discipline for unsatisfactory conduct at SWPRD. We believe that the best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

We also believe that it is in the best interests of SWPRD to ensure fair treatment of all employees and make certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory performance in the future.

Although your employment is based on at will and both you and SWPRD have the right to terminate employment at will, with or without cause or advance notice, SWPRD may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

SWPRD recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be considered a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate

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suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both employees and SWPRD.

4.59 Problem Resolution

SWPRD is committed to providing the best possible working conditions for our employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from SWPRD supervisors and management.

SWPRD strives to ensure fair and honest treatment of all employees. We expect supervisors, managers, and employees to treat each other with mutual respect. We encourage employees to offer positive and constructive criticism to each other.

If you disagree with established rules of conduct, policies, or practices, you can express your concern through the problem resolution procedure. You will not be penalized, formally or informally, for voicing a complaint with SWPRD in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when you believe that a condition of employment or a decision affecting you is unjust or inequitable, you are encouraged to make use of the following steps. You may discontinue the procedure at any step.

1. You present the problem to your supervisor within 30 calendar days after the incident occurs. If your supervisor is unavailable or you believe it would be inappropriate to contact that person, you may present the problem to the Director or any other member of management.
2. The supervisor responds to the problem during discussion or within 30 calendar days after consulting with appropriate management, when necessary. The supervisor documents the discussion.
3. You present the problem to the Director within 30 calendar days if the problem is unresolved.
4. The Director will review the situation with you and will consult with your supervisor and any other necessary individuals. After review the Director will respond to the issue.
5. If the problem is still unresolved, you may present the problem to the Board of Park Commissioners, C/O The Chair, in writing.
6. The Board of Park Commissioners reviews and considers the problem, informs you of the decision within 30 calendar days and forwards a copy of the written response to the Director for your file. The Board of Park Commissioners has full authority to make any adjustment deemed appropriate to resolve the problem.

Problems, disputes, or claims not resolved through the preceding problem resolution steps are subject to mediation. Mediation will be conducted under the Employment Mediation Rules of the American Arbitration Association. If you choose to use mediation to resolve a problem, you will be expected to share the cost of mediation with SWPRD. A complete description of the mediation procedure is available from the Director for review.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

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4.60 Staff Registration Policy

Employee Recreation is here to encourage and improve the health, well-being and quality of life of SWPRD employees. We provide wellness activities, athletic leagues and discounted recreation programs for SWPRD regular full-time staff. Part-time and Casual or Temporary/Seasonal Staff are not eligible to enroll their children at the reduced price. Eligible staff can enroll themselves or their children in a district program that has not reached its registration capacity. A staff member or their child may be bumped from a program by a full fee customer, or they may choose to pay full price to retain their spot in the program.

The staff person will pay a \$5.00 administration fee for each class they enroll in, or if the instructor is under contract, the staff person will pay the instructor's portion of the class enrollment fee. Additionally, staff will be required to pay for any direct expenses for their participation, like materials fees, equipment, or supplies (event shirts, entrance fees, etc.), that is purchased for each participant.

4.61 Shared Leave Program

The Shared Leave Program is a voluntary leave donation program that provides a means for SWPRD employees to assist their colleagues who experience a catastrophic event and have exhausted their paid leave benefits. The program allows full-time staff who have been employed continuously for 12 (twelve) months to voluntarily donate accrued vacation, personal days, or sick time to another full-time staff member within the company. Employees who must take time off to care for an immediate family member also are eligible to apply for leave time.

This leave program is not an additional leave entitlement or benefit, but rather a means of allowing staff to help colleagues in need. The management of this district may change or revoke this policy without notice.

Participation in the program is strictly voluntary. The district cannot guarantee that donated time will be available. Any employee who participates in the program - either as a donor or a recipient - agrees to hold the company, its representatives, and its employees harmless if their application is denied in full or in part.

Any qualified employee who either has suffered a catastrophic illness or injury, or who must care for an immediate family member who has suffered a catastrophic illness or injury may apply. The employee must have already exhausted all his/her accrued paid leave time before applying for shared time.

Only employees with continuous employment for twelve months without a record of discipline resulting in suspension or probation in the prior six months may apply, and the employee must exhaust all forms of accrued paid leave before applying. Each request for donated or shared leave must include a physicians report.

Any full time employee continuously employed for twelve (12) months and who has accrued at least forty (40) hours of personal/vacation days or sick time may donate. Minimum donations will be in eight (8) hour increments. No individual employee may receive more than forty (40) days of sick time and forty (40) days vacation time for his/her own use. All donations are voluntary and confidential. Donors must submit their donation in writing. A particular employee can be chosen for donated or shared leave. No more than five days in one calendar year can be donated.

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4.62 Care of Minors

Employees who are entrusted with the care of children are obligated to certain practices. It is considered good practices to treat children in the following ways:

- Praise, reward, and encourage children
- Reason with and set expectations and limits for children
- Model appropriate behavior
- Modify the environment to prevent problems before they occur
- Listen to children
- Provide alternatives for inappropriate behavior to children
- Provide children with natural and logical consequences of their behavior
- Treat children as people and respect their needs, desires, and feelings
- Explain things to children on their level

SWPRD does not permit any of the following behaviors in our programs:

- Spanking, shaking, biting, pinching, pushing, pulling, slapping or any other physical punishment
- Ridiculing, yelling at, threatening, making sarcastic remarks, using profanity, or other verbally abusive tactics
- Shaming or punishing children when bathroom accidents occur
- Denying food or rest as punishment
- Leaving children alone, unattended, or without supervision
- Belittling or criticizing children or their families, or any ethnic or religious group

If you witness violations of this policy, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Director or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation. All such reports and accusations will be handled as confidentially as possible, and investigated fully by management.

Any violations of this policy may lead to disciplinary action, up to and including immediate termination of employment.