City of Pacific ~ Workshop Agenda for February 4, 2013
100 3rd Ave SE, Pacific, WA 98047 ~ City Hall Complex ~ Council Chambers

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1. **CALL TO ORDER /PLEDGE OF ALLEGIANCE/ROLL CALL**

2. **CHANGES/ADDITIONS TO THE AGENDA**

3. **AGENDA ITEMS**

   A. Discussion: Confirmation of Appointment to the Civil Service Commission (Mayor)
   Estimated discussion time: 10 minutes

   B. Discussion: Letter of Understanding – Teamsters Local Union No. 117 (Mayor)
   Estimated discussion time: 10 minutes

   C. Discussion: Preventative Maintenance Services Agreement with ACCO Engineered Systems – HVAC System (Lt. Massey)
   Estimated discussion time: 10 minutes

   D. Discussion: Police Department Copier Lease with Pacific Office Automation (Lt. Massey)
   Estimated discussion time: 10 minutes

   E. Discussion: AWC's City Legislative Action Conference (Council President Guier)
   Estimated discussion time: 5 minutes

   F. Discussion: CIAW – Extended Reporting Coverage (City Clerk)
   Estimated discussion time: 5 minutes

   G. Discussion: Drug and Alcohol Consortium Coverage (City Clerk)
   Estimated discussion time: 10 minutes

   H. Update: Website (City Clerk)
   Estimated discussion time: 5 minutes

   I. Discussion: Personnel Policy and Procedures (City Clerk)
   Estimated discussion time: 10 minutes

   J. Discussion: Resetting Date of Public Hearing – Medical Marijuana Moratorium (Acting Public Works/Community Development Director)
   Estimated discussion time: 10 minutes

4. **EXECUTIVE SESSION**

5. **ADJOURN**

Please turn off cell phones during meeting and hold your questions for staff until the meeting has been adjourned.
The Council may consider other ordinances and matters not listed on the Agenda, unless specific notification period is required.
Meeting materials are available on the City's website at: www.cityofpacific.com or by contacting the City Clerk's office at (253) 929-1105.

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CITY OF PACIFIC

Agenda Staff Report

Agenda Item No.	Workshop Item 3A	Meeting Date:	February 4, 2013
Subject:	Civil Service Appointment	Prepared by:	Cy Sun Mayor

Summary: On January 11, 2013, the City Clerk advertised a vacancy on the Civil Service Commission with an application deadline of January 18, 2013. Three applications were received and provided to the Mayor for appointment and are attached. Pacific Municipal Code 2.64.010(A) states, "...there is created a civil service commission composed of five persons appointed by the mayor and confirmed by the city council..."

Recommendation: I recommend appointing Mr. Howard Erickson to the Civil Service for a term of six years and moving this recommendation forward to the February 11, 2013 regular meeting for Council confirmation.

Budget: None

Attachments: Applications

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CITY OF PACIFIC
100 3RD AVE SE
PACIFIC, WA 98047

RECEIVED
CITY OF PACIFIC
JAN 18 2013
FINANCE
DEPARTMENT

APPLICATION FOR BOARD/COMMISSION/COMMITTEE POSITION

PLEASE PRINT

I WOULD LIKE TO APPLY FOR:
_____ *Planning Commission* _____ *Park Board* _____ *Lodging Tax Committee* ✓ *Civil Service Commission*

NAME: Howard Erickson DATE: 1-18-13

ADDRESS: 324 Butte Ave HOME PHONE: 253-218-5319

Pacific WA 98047 WORK PHONE: _____

CITY RESIDENT? YES ☒ NO ☐ HOW LONG? 60 yrs REGISTERED VOTER? YES ☑ NO ☐
(YOU ARE A RESIDENT IF YOU RESIDE WITHIN THE PACIFIC CITY LIMITS)

NAME AND ADDRESS OF EMPLOYER (& type of business):
Retired

EDUCATIONAL BACKGROUND (include year of graduation and any degrees obtained):
1 Thru 12 Auburn High School 1951

PROFESSIONAL EXPERIENCE:
Journeyman Glazier former Mayor + Council Person

ORGANIZATION AFFILIATIONS:
Buckley Eagles

NOTE A RESUME MAY BE ATTACHED IF DESIRED

WHY ARE YOU SEEKING APPOINTMENT?
To Provide an Biased rules to People Under Civil Service

GENERAL REMARKS:

RECEIVED
CITY OF PACIFIC
JAN 18 2013
CITY CLERK
PERSONNEL MANAGER

PLEASE RETURN COMPLETED APPLICATION TO:

CITY OF PACIFIC CITY CLERK
100 3RD AVE SE
PACIFIC, WA 98047

Howard S Erickson
SIGNATURE

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Eddie J. Aubrey
553 Yakima Ave S
Pacific, Washington 98047

January 17, 2013

Advisory Board/Civil Service Commission:

I am pleased to offer my services as a volunteer to serve on the City of Pacific Civil Service Commission. I would enthusiastically bring an exceptional "360-degree" understanding of law, law enforcement, and police employment polices and procedures from a full breath and life in government dedicated to serving the public.

My relevant experiences of serving the public (including 15 years admitted to WSBA) as a Prosecuting Attorney for the King County Prosecutors Office and Renton Prosecutors Office, Judge (pro tem) for 3 judiciaries (King County District Court, Kent and Auburn Municipal Courts for 6 years), Independent Reviewer (Police Auditor) for the City of Fresno California, Director and Risk Manager for the Public Safety Department of Tacoma Community College (TCC), Union Delegate (alternate) for LAPD, Police Officer, and supervisory Police Officer, have prepared me well to provide my expertise to this committee.

I am currently employed as a prosecuting attorney for the Renton Prosecutor's Office where I handle misdemeanor and gross misdemeanor prosecutions, jury/bench trials, all municipal court trial calendars, and facilitate a productive working relationship with law enforcement. Prior to that I was the first Independent Reviewer (Police Auditor) for the Office of Independent Review (OIR) in Fresno, CA. and successfully established the Office and by all measures, satisfied both proponents and detractors of civilian oversight; provided meaningful communication and transparency for the community and the police department; and effectively facilitated a calm balance after more than ten years of turmoil to establish the OIR. During my tenure of nearly 2 years, I reviewed over a thousand citizen and police generated complaints concerning officer involved shootings, use of force, discipline and discharge of police officers, disciplinary issues, and police policy and procedures.

Additionally, I was a Judge, *pro tem*, for six years at King County District Court, Kent, and Auburn Municipal Courts. My executive management experience includes four years as Director of the Public Safety Department at Tacoma Community College (TCC), while overseeing the Custodial Department, and acting as Risk Manager for the College. I managed a multi-million dollar budget and a staff of up to 37 employees. As Director, I engaged in management practices with WSFE and WPEA employee and supervisory unions.

Prior to TCC, I was a Deputy Prosecuting Attorney with the King County Prosecutors Office for 9+ years handling felony trial litigation, jury/bench trials, superior court trial calendars, writing legal memorandums, appellate briefs/arguments, and case development for a narcotics task force. Lastly, I was a police officer for 14 years for the Santa Monica and Los Angeles Police Departments and was a police union delegate (alternate) representing police officer rights.

I am pleased to offer my unique background and extensive experience in law and justice, police oversight, the judiciary, and law enforcement to the City of Pacific Civil Service Commission. I look forward to hearing from you soon.

Sincerely,

Eddie J. Aubrey

Eddie J. Aubrey
553 Yakima Ave. S.
Pacific, WA 98047

EXPERIENCE

Renton City Attorney's Office, *Renton, WA.* *2011-current*
Prosecuting Attorney

- Conducts misdemeanor, and traffic infraction/accident, jury trials, bench trials, motion hearings, sentencing and review, guilty pleas, impound hearings, traffic/accident hearings, mitigation hearings, and stipulated orders.
- Handled domestic violence pre-trials, jury and bench trials, including victim and witness interviews.
- Prepares, investigates, interviews citizens and police witnesses
- Provides liaison between law enforcement officers and the prosecutor's office to help establish improved collaboration.
- On-call 24 hours a day for legal advice.
- Completes legal memorandums, findings, and conclusions of law.
- Writes and argues cases in the Washington State Superior Court, RALJ appeals.
- Evaluates and investigates criminal cases for filing purposes.
- Negotiates appropriate criminal and civil cases for dispositions.
- Provides legal advice.

Office of Independent Review (OIR), *Fresno, CA.* *2009-2011*
Independent Reviewer

- Served as the first Independent Reviewer-IR (Independent Police Auditor) of the newly formed OIR overseeing the 900 sworn and civilian members of the Fresno Police Department.
- Enhanced public trust and strengthen community-police relations as a neutral, civilian third-party review of police policies, procedures, strategies, complaint and internal investigations.
- Provided a written audit report evaluating the investigation adequacy and thoroughness, the quality and accuracy of the investigation, and provide recommendations as well as make policy and procedure recommendations to the City Manager, City Council, and Police Department executive staff.
- Established policies, procedures, daily office operation, leasing of operational office, budget, and staffing of this newly formed office.
- Ensured the integrity of the Fresno Police complaint and internal investigations processes by auditing Use of Force investigations, Officer Involved Shootings, In- Custody deaths, collisions during pursuits that result in serious injury or death, complaints involving alleged bias, claims of retaliation, and any other complaint at the discretion of the IR.
- Responded to all Officer Involved Shooting or In-Custody death, monitor and observe the scene, obtains a briefing and walk through of the location, monitors and observes subsequent interviews including discussion with investigators.

- Reviewed citizen and employee complaints via the Inquiry and Complaint Logs to identify any unresolved complaints, trends, or untimely-completed complaints.
- Identified and Monitored trends using the Early Alert (Intervention) System that monitors and tracks officer complaints and demographic.
- Served as a Community Resource by making presentations to the community and stakeholders about the OIR, its role and process of which complaints are received and investigated, accepting complaints, maintaining brochures and pamphlets about the OIR, and promote transparency and trust about the complaint process, as well as commend Police employees.
- Served as a Resource for Police Officers and Managers for consultation concerning recommendations for changes to policies, make presentations to newly hired police officers and officers at roll call or division meetings.
- Provided a mid-year and annual report that includes statistical analysis of complaints, audits of internal affair investigations, discipline charts inclusive of all categories and dispositions, analysis of trends and patterns, summaries of audit reports and the OIR□s recommendations.
- Worked with City Council in the finalization, approval, and then implementation of a voluntary officer-citizen mediation program.

Tacoma Community College, *Tacoma, WA*
Director, Department of Public Safety *2005-2009*
Director of Custodial Services
Risk Manager

- Provide leadership and management of campus safety, custodial services, security, motor pool, traffic enforcement, parking operations, student identification.
- Develop, implement and manage campus parking, safety and security & custodial policies, procedures and practices.
- Oversee processing of TORT, Labor & Industry claims, compliance with Campus Security Act (Clery Act).
- Developed comprehensive Emergency Preparedness and Pandemic Response Plan, spearheaded Emergency Response Conference, teaches and provides assessments to other Colleges concerning Emergency Preparedness.
- Work closely with Human Resources in employment law, discrimination cases, sexual harassment, WFSE & WPEA union issues.
- Review contracts, legal documents, and provide analysis of legal issues pertaining to Federal and State laws, such as HIPPA and FERPA
- Provide information and analysis of potential or current issues placing the College in risk while also maintaining State required Risk Management accountability.
- Participate in various committees, such as Safety Council, Joint Advisory Committee, Events Conference Service, President's Council on Equity and Diversity, Student Senate meetings.
- Make oral or written presentations to the Board of Trustees, staff & faculty training, Tacoma-Pierce Chamber of Commerce, other Community Colleges

as requested, and campus law enforcement entities throughout the Northwest.

- Work closely within the team structure of administrative executives reporting the Vice President of Administration and aligning the Public Safety & Custodial mission and vision with that of the College mission and vision.
- Hire, train, supervise and evaluate staff using traditional teaching techniques but taking advantage of technology by digitally recording training and allowing access on our Intranet, providing digital recordings for other departments to use, digital recording of department and staff messages and updates.
- Develop and administer annual budgets of 2 departments of $3 million in operating and assets while assuring appropriate fiscal accountability.
- Oversee criminal and administrative investigations of the department.
- Manage, maintain, and develop safety and emergency preparedness program and communications.
- Oversee the Commute Trip-Reduction Program.
- Oversee completion of safety inspections and safety issues.
- Work closely with facilities to plan, coordinate and implement improvements and modifications to campus facilities that involve safety and security.
- Oversee compliance with all administrative safety and fire issues and regulations.
- Coordinate the collection of data to support success in meeting departmental objectives and effective operations.

King County Prosecutors Office, *Seattle, WA.*
Deputy Prosecuting Attorney V *1997-2005*

- Special Prosecutor for the King County Sheriff's Department-Valley Narcotics Enforcement Task Force.
- Prepares, investigates, interviews citizens and police witnesses, and conducts felony, misdemeanor, and civil trials for County, State, and National concerns.
- Assigned to busiest volume district court in King County.
- Conducted felony, misdemeanor, and traffic infraction/accident, jury trials, bench trials, motion hearings, sentencing and review, guilty pleas, impound hearings, traffic/accident hearings, mitigation hearings, and stipulated orders.
- Handled domestic violence pre-trials, jury and bench trials, including victim and witness interviews.
- Develops, facilitates, and provides training for law enforcement officers and civilians.
- On-call 24 hours a day for legal advice, warrant affidavit approvals, wire tap approvals, financial seizures, real and personal property seizures, and general advice.
- Completes legal memorandums, findings, and conclusions of law.
- Writes and argues published and unpublished cases in the Washington State Court of Appeals.
- Evaluates and investigates criminal cases for filing purposes.
- Negotiates appropriate criminal and civil cases for dispositions.

- Completes civil hearings and provides legal advice.
- Liaison between the Prosecutors's Office, local law enforcement, and other business and community entities.
- Educates and conducts meetings with citizens concerning the justice system.
- Participates in local Seattle and King County community events representing the Prosecutor's Office.
- Prosecutor for adult and juvenile "Drug Court"
- Prosecutor for juvenile "Treatment Court"

Kent Municipal Court, *Kent, WA.* *2001-2004*
Auburn Municipal Court, *Auburn, WA,* *2001-2002*
King County District Court, *King County, WA* 2008-2009
Judge, pro tem

- Acts as a Judge, *pro tem*, and presiding over criminal jury trials, bench trials, traffic infraction hearings, traffic accident hearings, parking citation hearings, mitigations, arraignments, pre-trial conferences, Adjudication by Mail, domestic violence reviews and trials, reviews and sentencing, jail calendars, Protection Order hearings, quash warrants, and other criminal motion and civil hearings.

Los Angeles Police Department, *Los Angeles, CA.*
Reserve Police Officer *1994-1998*
Police Officer 3-Dare Instructor *1989-1994*
Police Officer 3-Field Training Officer *1988-1989*
Police Officer 1 & 2-Patrol Duties *1985-1988*

- Instructed students and parents about personal development skills
- Conducted numerous and comprehensive meetings with citizens.
- Trained new police officers and acted as a senior police supervisor.
- Prepared reports, investigated crimes, arrested offenders, promoted community relations.
- Essential personnel for the Emergency Operations Center Command Post
- Listed in 1993 and certified to be promoted to Sergeant prior to leaving in 1994.
- 27 commendations, including the revision of the Field Training Manual.
- Volunteered as reserve police officer and acted as a patrol supervisor during law school.

Santa Monica Police Department, *Santa Monica, CA.*
Agent-Supervisor *1983-1985*
Patrol Officer *1980-1983*

- Supervised, staffed, organized, and maintained a police communications division of 6-10 civilians and up to 20 sworn employees.
- Performed similar duties as a Patrol Officer with LAPD.

- 10 commendations

EDUCATION

Juris Doctorate, May 1997, Seattle University School of Law
Bachelor of Arts, Business Management, May 1994, University of Phoenix
Certified POST Basic, Intermediate, Advanced Police Officer Certificates
Supervision School
Trial Advocacy-National District Attorney Association
Department of Justice Training-Gangs
Department of Justice Training-Drug Enforcement
Certified POST Basic, Intermediate, Advanced Police Officer Certificates
Tacoma-Pierce Chamber of Commerce Leadership Academy
Spanish-Immersion School Guatemala
Fraud and Identity Theft Training
Supervision School
Leading From the Middle Seminar
Leading From the Edge Seminar

AFFILATIONS

Washington Women Lawyers highest rating of "Well-Qualified" for Commissioner
Ambassador for the People to People, Judiciary Committee to Central Europe
Washington Economic Justice Forum Committee
Washington State Bar Association
King County Bar Association
Seattle University, School of Law, Moot Court Judge
Los Angeles City Councilman Zev Yaroslavsky Award Recipient
Seattle Diversity Council
Yakima Youth Law
John Stanford Public Service Academy

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CITY OF PACIFIC
100 3RD AVE SE
PACIFIC, WA 98047

APPLICATION FOR BOARD/COMMISSION/COMMITTEE POSITION

PLEASE PRINT

I WOULD LIKE TO APPLY FOR:
_____*Planning Commission*_____ *Park Board*_____ *Lodging Tax Committee* X *Civil Service Commission*

NAME: Gary Nitschke DATE: 01/15/2013

ADDRESS: 113 3rd Ave. SE. #1 HOME PHONE: (253) 939-6777

Pacific, WA 98047 WORK PHONE: (253) 939-6777

CITY RESIDENT? YES ☒ NO ☐ HOW LONG? 11.5 yrs. REGISTERED VOTER? YES ☒ NO ☐
(YOU ARE A RESIDENT IF YOU RESIDE WITHIN THE PACIFIC CITY LIMITS)

NAME AND ADDRESS OF EMPLOYER (& type of business): I'm currently a volunteer for the City of Pacific and considering enrollment at college.

EDUCATIONAL BACKGROUND (include year of graduation and any degrees obtained): 1992 High School Diploma, 1990-94 A.A. studies, 1995-97 Musical Instrument Repair Technician Certificate, 1995-1997 A.S. Studies, 2011 Community Emergency Response (Cert) Certificate. 2012 Grant Writing Basics.

PROFESSIONAL EXPERIENCE: Since March of 2011 I have been attending all of the Park Board, Planning Commission, and Council meetings. I've attended some of the Finance Committee meetings and Public Works meetings. I've also attended the City Council's special meetings over the past couple of years. Sometimes I attend Pacific Partnerships meetings. I attend Safety and Emergency Management classes when I can. I have a Commercial Drivers License with endorsements. I'm President of ALPAC Friends of the Library.

ORGANIZATION AFFILIATIONS: South King County Genealogy Society, Friends of ALPAC Library, Pacific/Algona Senior Center Volunteers, Catholic Community Services Volunteers, Lutheran church, City of Auburn Community Emergency Response Teams (Cert)

NOTE A RESUME MAY BE ATTACHED IF DESIRED The City has my Resume. If needed I will resubmit one.

WHY ARE YOU SEEKING APPOINTMENT? I was told about the add and told that I should respond.

GENERAL REMARKS: I've resided in Pacific for 11.5 years and I have a strong commitment in seeing that the community does well.

PLEASE RETURN COMPLETED APPLICATION TO:

CITY OF PACIFIC CITY CLERK
100 3RD AVE SE
PACIFIC, WA 98047

SIGNATURE

Gary Nitschke

113 3rd Ave. SE. #1

Pacific,WA 98047

(253) 939-6777

01/15/2013

City of Pacific

100 3rd Ave. SE.

Pacific,WA 98047

My name is Gary Nitschke and I am writing you to express my interest in filling the position of Civil Service Commissioner.

Thank you for your kind acceptance and consideration of my attached application.

Very Truly Yours,

Gary Nitschke

Chapter 2.64
CIVIL SERVICE COMMISSION[1]

Sections:

2.64.010 Creation.
2.64.015 Terms.
2.64.020 Governing provisions.
2.64.030 Civil service test – Fee.
2.64.040 Attendance at meetings.
2.64.050 Filling of vacancies – Provisional and temporary period.

2.64.010 Creation.
A. In accordance with the provisions of Chapters 41.08 and 41.12 RCW, there is created a civil service commission composed of five persons appointed by the mayor and confirmed by the city council to exercise the powers and to perform the duties established by that state law in connection with the selection, appointment and employment of all full-paid police officers, including the chief of police and public safety director.

B. Three members of the civil service commission shall constitute a quorum and the votes of any three members of the commission concurring shall be sufficient for the decision of all matters and the transaction of all business to be decided or transacted by the commission. (Ord. 1667 § 1, 2007; Ord. 1316 § 6, 1997; Ord. 1281 § 2, 1995; Ord. 1189 § 1, 1992; Ord. 1175 § 3, 1992; Ord. 507 § 1, 1972; Ord. 477 § 1, 1970).

2.64.015 Terms.
A. The terms for all positions on the commission shall be for six years. Persons appointed to a position during the pendency of the term for that position shall serve until the end of the term. The expiration date of the terms shall be staggered so not more than three positions expire in the same year.

B. No person shall be appointed to a position on the commission unless he or she is a resident of the city and has been a resident of the city for at least three years immediately preceding the appointment. (Ord. 1316 § 7, 1997).

2.64.020 Governing provisions.
Except as hereinafter specifically provided, the provisions of Chapters 41.08 and 41.12 RCW shall control the selection, appointment and employment of all full-paid employees of the police department of the city, including the chief of police and public safety director. (Ord. 1667 § 1, 2007; Ord. 1316 § 8, 1997; Ord. 1281 § 3, 1995; Ord. 1175 § 4, 1992; Ord. 507 § 1, 1972; Ord. 477 § 2, 1970).

2.64.030 Civil service test – Fee.
There shall be a fee for the taking of the civil service test as established by city resolution. (Ord. 1375 § 9, 1998; Ord. 1091 § 1, 1990; Ord. 912 § 1, 1983).

2.64.040 Attendance at meetings.
If any member of the civil service commission absents himself, unless by permission of the commission, from three consecutive regularly scheduled meetings, such absence shall be deemed prima facie evidence of dereliction of duty. (Ord. 941 § 4, 1984).

2.64.050 Filling of vacancies – Provisional and temporary period.

A. Whenever a position in the classified service becomes vacant, the appointing power, if it desires to fill the vacancy, shall request from the commission the name and address of persons eligible for appointment to the vacant position. The commission shall certify the names of the three persons highest on the appropriate eligible list for the class to which the vacant position has been allocated, who are willing to accept employment. If more than one vacancy is to be filled, three persons shall be certified for each vacancy. The appointing authority, after consideration of the three certified persons, may appoint one of the three certified persons to the vacant position. If there are less than three names on the appropriate eligible list, the appointing authority may:

1. Appoint one of the individuals whose name is certified; or

2. Call for a new examination which will result in three or more names being certified for the vacant position.

B. Provisional or temporary appointments may continue for, but shall not exceed, six months in any one 12-month period; provided, that upon good cause shown, the commission may in its discretion extend a provisional or temporary appointment for one additional three-month period. (Ord. 1189 § 2, 1992).

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[1] For statutory provisions regarding civil service for police, see Chapter 41.12 RCW and RCW 35.21.350.

This page of the Pacific Municipal Code is current through Ordinance 1785, passed October 12, 2010.
Disclaimer: The City Clerk's Office has the official version of the Pacific Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

City Website: http://cityofpacific.com/ (http://cityofpacific.com/)
City Telephone: (253) 833-2856 Ext 1105
Code Publishing Company (http://www.codepublishing.com/)

CITY OF PACIFIC

Agenda Staff Report

Agenda Item No.	Workshop Item 3B	Meeting Date:	February 4, 2013
Subject:	Letter of Understanding – Teamsters Local Union No. 117	Prepared by:	Cy Sun Mayor

Summary: The collective bargaining unit members recently met and voted to increase their contribution rates to the Wage Diversion to Western Conference of Teamsters Pension Trust (WCTPT) by $0.25 per hour effective February 1, 2013.

Recommendation: move forward for council approval at the February 11, 2013 meeting.

Budget: An increase of $0.25 per hour for Public Works and Clerical employees represented by Teamsters 117.

Attachments: Letter of Understanding

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LETTER OF UNDERSTANDING

By and Between

CITY OF PACIFIC, WASHINGTON
(Public Works and Clerical Employees)

And

TEAMSTERS LOCAL UNION NO. 117
Affiliated with the
International Brotherhood of Teamsters

Re: Wage Diversion to Western Conference of Teamsters Pension Trust (WCTPT)

The Parties, signatory to the 2012 – 2015 Collective Bargaining Agreement, agree to the following:

Employees from the City of Pacific, Washington Public Works & Clerical who are represented by Teamsters Local Union No. 117 voted to increase their WCTPT wage diversion contribution by $0.25 per hour effective February 1, 2013.

Contributions shall be by payroll diversion based on all compensated hours and shall be uniform by classification. The Employer agrees to administer the designated diversion through their payroll system and remit these monies to Western Conference of Teamsters Pension Trust Fund as indicated below. The contributions rates shall be as follows:

Public Works Employees	–	$0.75 per hour
Clerical Employees	–	$0.50 per hour

The total amount due for each month shall be remitted in a lump sum not later than the 20th day of the following month. The Employer agrees to abide by such rules as may be established by the Trustees of the Trust to facilitate the prompt and orderly collection of such amounts, and the accurate reporting and recording of such amounts paid on account of each member of the bargaining unit.

All other terms and provisions of the 20012 – 2015 Collective Bargaining Agreement shall remain in full force and effect.

CITY OF PACIFIC, WA

_____

CY SUN
Mayor

_____

Date

TEAMSTERS LOCAL UNION NO. 117, IBT

_____

TRACEY A. THOMPSON
Secretary-Treasurer

1-29-13

Date

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CITY OF PACIFIC

Agenda Staff Report

Agenda Item No.	Workshop Item 3C	Meeting Date:	February 4, 2013
Subject:	Preventative Maintenance and Service Agreement for the HVAC System Housed within the Police/Fire Station	Prepared by:	Lt. Edwin Massey Police Department

Summary: Annually, the City contracts for preventative maintenance and services for the HVAC system housed within the Police/Fire station. Staff worked with the Valley Regional Fire Authority whose preferred vendor for HVAC system services is ACCO Engineered Systems. The current cost is $1,080, which will be a shared cost with Valley Regional Fire Authority. The City's share would be $540.

Recommendation: recommend moving forward to the February 11, 2013, Council meeting to approve a contract with ACCO Engineered Systems for HVAC preventative maintenance and services in the City of Pacific Police/Fire Station.

Budget: the annual cost would be $1,080, which will be shared with Valley Regional Fire Authority. Each entity would be responsible to pay their proportionate share of approximately $540 each.

Attachments: Draft resolution
ACCO Engineered Systems – Proposed Contract

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CITY OF PACIFIC, WASHINGTON

RESOLUTION NO. 2013-****

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC, WASHINGTON, APPROVING THE CONTRACT WITH ACCO ENGINEERED SYSTEMS FOR HVAC PREVENTATIVE MAINTENANCE AND SERVICES AT THE POLICE/FIRE STATION

WHEREAS, the City's Police Department has four (4) HVAC systems that require quarterly maintenance; and

WHEREAS, the City's Police Department has agreed to utilize the same vendors as the Valley Regional Fire Authority for ease of payment and continuity amongst their stations,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PACIFIC, WASHINGTON, AS FOLLOWS:

Section 1. The City Council hereby approves the contract for HAVAC preventative maintenance services with ACCO Engineered Services as set forth in the contract attached hereto and incorporated herein as Exhibit A.

Section 2. This Resolution shall take effect and be in force immediately upon its passage.

PASSED BY THE CITY COUNCIL AT ITS REGULAR MEETING THEREOF ON THE ___ DAY OF _____ 2013.

CITY OF PACIFIC

_____

Cy Sun, Mayor

ATTEST:

_____

Patricia J. Kirkpatrick, MMC, City Clerk

Approved as to Form:

_____

Kenyon Luce, City Attorney

FILED WITH THE CITY CLERK: 2.01.04
PASSED BY THE CITY COUNCIL:
EFFECTIVE DATE:
RESOLUTION NO. 2013-

accocare

Heating, Ventilation, and Air Conditioning System

Preventive Maintenance Service Agreement

BETWEEN

Pacific Police Department

AND

ACCO Engineered Systems
835 N. Central Avenue, Suite 132
Kent, WA 98032-3099
Phone: 253-854-8444
Service: 800-998-2226

JOB SITE NAME:
Pacific Police Department/VRFA
133 3rd Avenue SE
Pacific, WA 98047

accocare Service Agreement

ACCO Engineered Systems, hereinafter referred to as ACCO, proposes to furnish Pacific Police Department, its **accocare** service on the system at:

BUILDING NAME:

Pacific Police Department
133 3rd Avenue SE
Pacific, WA 98047

CONTACT: Stephanie Shook 253/929-1130

BILLING NAME:

Pacific Police Department
133 3rd Avenue SE
Pacific, WA 98047

CONTACT: Stephanie Shook 253/929-1130

The **accocare** plan provides for inspections of the equipment. The plan covers the cost of all maintenance inspections and optional services which are necessary to maintain the equipment in operating condition.

EQUIPMENT LIST

MAKE	DESCRIPTION	MODEL #	SERIAL #	FREQUENCY
Carrier	3-ton Packaged Unit (RTU-1)	48GS0360903	4101G14140	Quarterly Maintenance
Carrier	3.5-ton Packaged Unit (RTU-2)	48GS0420903	0601G14246	Quarterly Maintenance
Carrier	3-ton Packaged Unit (RTU-3)	48GS0360903	4101G14141	Quarterly Maintenance
Frazer	3 -Ton Package Unit (RTU-4)	100WHDHOANL	F14890030095	Quarterly Maintenance

FILTER LIST

MAKE	DESCRIPTION	QUANTITY	FILTER SIZE	TYPE	FREQUENCY
Carrier	3-ton Packaged Unit (RTU-1)	1	16x25x2	Pleated	Quarterly
Carrier	3.5-ton Packaged Unit (RTU-2)	1	16x25x2	Pleated	Quarterly
Carrier	3-ton Packaged Unit (RTU-3)	1	16x25x2	Pleated	Quarterly
Frazer	3-ton Packaged Unit (RTU-4)	1	16x25x2	Pleated	Quarterly

SPECIAL NOTES AND/OR INSTRUCTIONS

Maintenance inspections shall be performed four (4) times per year.
Pleated filter shall be replaced four (4) times per year.
Fan belts to be replace once per year.

EQUIPMENT TASKING

The following tasks shall be performed as part of the preventive maintenance service agreement:

PACKAGED HEAT PUMP UNIT (Under 20 Tons)

Operation Inspections

1. Check unit safety and operating controls.
2. Tighten control panel terminals.
3. Check crankcase heater.
4. Replace filters (filter service is detailed above).
5. Check operation of heating components.
6. Check Electric Heaters.
7. Check blower motor.
8. Lubricate blower motor bearings (where applicable).
9. Visually inspect the unit and components.
10. Visually check the evaporator and condenser coils
11. Visually check fan belts.
12. Check temperatures, pressures, voltages and amperages, etc.

PACKAGED HEAT PUMP UNIT (Under 20 Tons)

Operation Inspections – Cooling Section

1. Check temperatures, pressures, voltages and amperages, etc.
2. Check unit safety and operating controls.
3. Check compressor motor megohm readings.
4. Check condenser fan motor megohm readings.
5. Check evaporator fan motor megohm readings.
6. Check main starter, tighten all starter terminals, and check contacts for wear.
7. Tighten control panel terminals.
8. Check crankcase heater.
9. Inspect evaporator and condenser coils.
10. Lubricate fan bearings.
11. Inspect belt alignment and tension.
12. Replace filters (filter service is detailed on Page 2).
13. Report to operator any uncorrected deficiencies noted.
14. Inspect drain pan.

ACCO AGREES:

1. To perform services as required.
2. To furnish the customer with a report of any irregularities revealed as a result of the inspection and adjustments. Corrective measures or repairs that are required will be recommended to customer. Customer approval is required on repair work.
3. To service only the equipment listed.
4. To report to the person or office designated in writing by customer. Customer to inform of changes of personnel.

EXCLUDED FROM THIS PLAN:

1. Service, repair, adjust, clean, or replace parts of any of the following: Air balancing; boiler tubes, duct work; cabinet interiors and exteriors; drains which are not a part of the equipment covered by this plan; heating and cooling coils; electrical service beyond the subject equipment disconnect; surfaces exposed to air and water as part of the system performance (such as sump pans, evaporative condenser tube bundles, tower and evaporative condenser distributors, panels, fans, shafts, etc.); recording instruments, gauges, and thermometers.
2. The cost of repair parts, replacement parts, emergency calls, refrigerant.
3. Labor costs other than that required under the **accocare** agreement.

TERMS:

1. The **accocare** service shall commence on **February 01, 2013**, and shall continue thereafter until terminated. Either party may terminate this agreement by giving the other party thirty (30) days prior written notice.
2. Failure to make payment when due, or impairment of owner's credit, shall relieve ACCO of the obligation of further performance of this agreement.
3. This agreement is subject to annual price escalation.

PRICING:

The initial term of this Agreement shall be one year, effective 2/01/13. The agreement price is **$1,080.00** per **YEAR**, customer shall be invoiced in the amount of **$270.00 Quarterly**. The agreement price is subject to applicable Washington State sales tax. This agreement price shall remain constant for one year and is subject to adjustment upon renewal.

GENERAL CONDITIONS:

1. For the convenience of both the Customer and ACCO, the Customer will permit ACCO personnel the use of his common building equipment, such as ladders, elevators, etc., together with free and timely access to necessary areas.
2. ACCO will not be required to remove, replace or alter any part of the building structure in the performance of this agreement.
3. Both the Customer and ACCO agree that all work referred to in this agreement shall be performed during the regular working hours of 8:00 AM to 4:30 PM, Monday through Friday, except Holidays.
4. This **accocare** agreement takes into consideration the extension of the manufacturer's warranties to the Customer on the equipment outlined herein.
5. Customer agrees to make prompt payments. Should a payment become thirty (30) days delinquent, this contract may become null and void at any time thereafter at the option of ACCO, and all moneys owed ACCO will become due upon demand.
6. To assure best performance the Customer should operate the system and all equipment properly and as per manufacturer's instructions. Expenses to ACCO caused by improper operation, negligence, misuse of the equipment, or by any cause beyond the control of ACCO, shall be paid by the Customer at current material prices published in the Air Conditioning and Refrigeration Price Reporter, plus labor charges.
7. Operational efficiency will be assured if all necessary work is performed or equipment added by qualified ACCO personnel. In the event of any alterations, additions, adjustments, or repairs by others (unless authorized by ACCO) ACCO assumes no responsibility and has option to terminate this agreement.
8. Any parts that are not available from normal sources in the judgment of ACCO, and which may impair proper operation, may be replaced by ACCO and paid for by the Customer.
9. Loss of business or any delays occasioned by events that ACCO cannot control, such a strikes, riots, lock-outs, transportation delays, accidents, Acts of God, force majeure or any other cause beyond ACCO's control shall not be the responsibility of ACCO.
10. Any item of equipment or labor required by insurance companies, federal, state, municipal or other authorities will not be required to be furnished by ACCO.
11. ACCO shall not be responsible for original system design, installation or it performance in maintaining design conditions, except through failure of equipment covered herein.
12. This agreement covers the complete understanding between ACCO and the Customer, and shall become a valid contract only when accepted and approved by authorized person for both parties. No verbal representations shall be binding on either party
13. This agreement covers the complete understanding between ACCO and Pacific Police Department, and shall become a valid agreement when accepted and approved by an authorized person for both parties. No verbal representations shall be binding on either party.

To indicate your acknowledgment and acceptance of this proposal, please sign in the space provided below and return one copy of this to my attention. This proposal is being provided in duplicate so that you might retain one copy for your records.

Pacific Police Department
Accepted by & Approved:

Authorized Signature

Name / Title

Date

ACCO Engineered Systems
Submitted By:

Tim Malcolm
Service Sales/Project Manager

January 9, 2013

APPROVED AND ACCEPTED:

Authorized Signature

Name/Title

Date

CITY OF PACIFIC

Agenda Staff Report

Agenda Item No.	Workshop Item 3D	Meeting Date:	February 4, 2013
Subject:	Police Department Copier Lease with Pacific Office Automation	Prepared by:	Lt. Edwin Massey Police Department

Summary: The Police Department has completed their lease agreement with Copiers Northwest and after meeting with several copier vendors has found it to be cost effective to lease a new copier with Pacific Office Automation.

The lease with Pacific Office Automation is $260.34 per month, saving the City $64.42 per month.

Recommendation: moving forward to the February 11, 2013, Council meeting to approve a copier lease with Pacific Office Automation in a monthly amount of $260.34.

Budget: If accepted the overall cost in leasing a copier for the police department would be $260.34, a savings of $64.42 a month in comparison to the current lease agreement with Copiers Northwest.

Attachments: Draft resolution
Pacific Office Automation – Lease Agreement

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CITY OF PACIFIC, WASHINGTON

RESOLUTION NO. 2013-****

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC, WASHINGTON, APPROVING THE COPIER LEASE WITH PACIFIC OFFICE AUTOMATION FOR THE POLICE DEPARTMENT

WHEREAS, the City's Police Department has completed their lease agreement with Copiers Northwest; and

WHEREAS, the City's Police Department has met with several vendors and found it to be a cost savings to enter into an agreement with Pacific Office Automation for a lease agreement on a new copier; and

WHEREAS, the City Council finds it in their best interest to approve a lease agreement with Pacific Office Automation for a copier in the Police Department,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PACIFIC, WASHINGTON, AS FOLLOWS:

Section 1. The City Council hereby approves a contract with Pacific Office Automation for the Police Department's copier lease, attached hereto and incorporated herein as Exhibit A.

Section 2. This Resolution shall take effect and be in force immediately upon its passage.

PASSED BY THE CITY COUNCIL AT ITS REGULAR MEETING THEREOF ON THE ___ DAY OF _____ 2013.

CITY OF PACIFIC

_____

Cy Sun, Mayor

ATTEST:

_____

Patricia J. Kirkpatrick, MMC, City Clerk

Approved as to Form:

_____

Kenyon Luce, City Attorney

FILED WITH THE CITY CLERK: 2.01.13
PASSED BY THE CITY COUNCIL:
EFFECTIVE DATE:
RESOLUTION NO. 2013-

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PACIFIC OFFICE AUTOMATION

The Northwest's own, the nationally recognized copier company

EQUIPMENT CONTRACT

No. _____

SOLD TO

City of Pacific, Police Department
NAME

133 3rd Ave SE
BILLING ADDRESS

Pacific | WA | 98047
CITY | STATE | ZIP

(253) 929-1130
TELEPHONE

Stephanie Shook
ATTENTION

SHIP TO

NAME

SAME
SHIPPING ADDRESS

CITY | STATE | ZIP

( )
TELEPHONE

KEY OPERATOR

ORDER DATE	PO#	ORDERED BY	SOLD BY
			T. Schueler

QTY.	ITEM #	TYPE	DESCRIPTION	UNIT PRICE	TOTAL
1		NEW	Canon imageRUNNER C5235 Copier		$97.24
			Cassette Feeding Unit		$19.60
			Inner Finisher		$15.84
			Fax Kit		$8.68
			PCL Printing Kit		$8.68
			State of Washington Contract #03706		
			Service includes all parts, labor, and supplies, minus paper.		

TO BE LEASED AT $ $150.04 PER MONTH FOR 60 MONTHS

SECURITY DEPOSIT

COPY KIT / SERVICE AGREEMENT: _____ COPIES OR _____ YEAR(S), WHICHEVER COMES FIRST.
FROM DATE _____ METER _____, TO DATE _____ METER _____

NETWORK SUPPORT CONTRACT*, _____ HOURS OR _____ MONTH(S), WHICHEVER COMES FIRST.
*See POA Representative for terms and conditions.

CONDITIONS OF SALE, CONTINGENCIES OR COMMENTS

Service to be billed per copy on WA State contract at $.008/per page for B&W and $.0655/per page for Color.

Per WA State Contract, there is a one-time set-up/networking charge of $150.00.

SUB-TOTAL	
DELIVERY	$200.00
NETWORK INSTALLATION	$150.00
POWER FILTER	
TAXES	
TOTAL	
LESS DEPOSIT	
BALANCE	

By signing this Contract, Customer acknowledges and agrees: (a) this Contract is NON-CANCELABLE; (b) *all terms and conditions on the reverse side are an integral part of this Contract; (c) to fully understand all terms and conditions stated herein; and (d) this Contract is the entire agreement between Customer and Pacific Office Automation relating to the equipment and services described herein, and can be changed only by written agreement signed by both parties.*

CUSTOMER AUTHORIZATION

SIGNATURE

TITLE | DATE

APPROVED BY PACIFIC OFFICE AUTOMATION

BY

TITLE | DATE

COPY KIT AGREEMENT

As consideration for the payment by Customer of $_____, Pacific Office Automation agrees to provide parts and labor service for the equipment purchased hereunder as follows:

- Replacement of all parts found defective or worn as a result of normal copier use.
- Labor to effect repairs and properly maintain the copier.
- All preventative maintenance done at intervals specified by manufacturer.
- Loaner in the event the copier requires shop work to effect repair.
- Replacement of photoconductors found defective or worn as a result of normal use.
- Replacement of heater rollers found defective or worn as a result of normal use.
- Replacement of black toner, black developer, brushes and filters.
- Factory recommended retrofits and improvements in the machine.

This agreement represents a simplified billing method and reflects a cost to you of $_____ per copy. Excess copies during the specified term will be billed to you at this rate on a monthly basis. Payment terms are 25% down net invoice ten days, with a 1.5% per month service charge on unpaid amounts. Not included in the Copy Kit Agreement are paper, staples and network support. If color toner is included in the Cost Per Copy / Copy Kit Agreement, the color toner will be supplied within the Cost Per Copy charge based upon the standard manufacturers yield. Excess toner will be billed at standard manufacturers retail price.

Copy Kit / Service Agreements will automatically be renewed for additional one year terms unless either party, 30 days prior to the expiration of the current term, gives 30 days written notice of termination.

WAIVER OF COPY KIT

After discussing the benefits of a Copy Kit Agreement with a representative of Pacific Office Automation, I have decided that I do not wish to have the equipment contained in this order to be covered by this Copy Kit Agreement at this time. I understand that a condition of the One Million Copy/Five Year Warranty is continuous Coverage of said equipment by this Copy Kit Agreement from time of installation.

In rejecting this Copy Kit Agreement *I WAIVE ANY RIGHTS TO THE ONE MILLION COPY/FIVE YEAR GUARANTEE.*

_____

SIGNATURE *DATE*

GUARANTEES

The Seller extends to the Buyer the following express limited guarantees under a Service Maintenance / Copy Kit Program.

1. **STANDARD LIMITED WARRANTY:** Pacific Office Automation warrants new equipment to be free of defect in materials and workmanship for a period of 90 days from installation. This warranty does not extend to replacement of supply items or consumables, including, but not limited to photoconductors, heat rollers, fuser, cleaning kits, toner, developer or paper. For purposes of this paragraph, new equipment shall be defined as equipment with up to 5,000 copies. Used equipment will receive a 30-day warranty.

2. **LIMITED COPY GUARANTEE:** Provided the equipment purchased herunder is continuously maintained under Pacific Office Automation's Copy Kit Service Agreement, Pacific Office Automation extends the following express limited warranty: (1) your new high speed copier (in excess of 30 cpm) will last 1,000,000 copies or five years; (2) Segment One copiers (10-20 cpm) will last 500,000 copies or five years; and (3) Segment Two copiers (21-30 cpm) will last five years or 750,000 copies.

3. **RESPONSE TIME WARRANTY:** Pacific Office Automation guarantees four (4) hour average response time for emergency services for machines that are within 50 miles of our branch offices. If Pacific Office Automation does not perform the guaranteed response time for a period of one year, upon written request, you will receive a five percent (5%) credit toward your next service or supply purchase from Pacific Office Automation.

4. **LIFETIME POWER PROTECTION GUARANTEE:** If a Pacific Office Automation Power Filter is included in this agreement, repairs to damage caused by power surges and/or lightning will be covered.

5. **UPGRADE, TRADE-IN LIMITED GUARANTEE:** For all new equipment purchased hereunder continuously covered under a Pacific Office Automation Copy Kit Service Agreement, we will guarantee a trade-in value on new equipment sold by Pacific Office Automation up to 90% during the first 36 months after acquisition and a minimum guaranteed trade-in value of 10% thereafter.

6. **DISCLAIMER:** Except as specifically provided herein, Seller disclaims all warranties, expressed or implied, including without limitation, all implied warranties of merchantability or fitness for a particular purpose. Equipment subject to a manufacturer's waranty. Under no circumstances will Pacific Office Automation be responsible for any consequential or incidental damages.

GENERAL TERMS & CONDITIONS

(1) Unless provided, the terms of sale are 10 days net. Seller agrees to provide reasonable assistance to finance the purchase of the equipment and Copy Kit / Service Agreement, however, Buyer understands and acknowledges such financing cannot be guaranteed by Seller. Buyer shall be ultimately responsible for payment of purchase price. If not provided, the purchase price is the Manufacturer's suggested retail price of the equipment and/or solutions plus any lease buyouts, delivery charges, installation charges, and the total service/supply/copy kit commitment.

(2) If equipment is delivered to Buyer before final payment, Buyer grants to Seller a security interest in the equipment and agrees to excuse and deliver all documentation necessary to perfect such security interest.

(3) If Buyer defaults in the payment of the purchase price as provided herein, Buyer agrees to pay to Seller, a service charge of 1.5% per month and all of Seller's attorney's fees and collection costs, even if no suit or action is filed.

(4) The sales price herein includes the initial installation of the manufacturer's software onto Buyer's computers. Prior to such installation, Buyer shall perform and complete a system backup. Seller shall not be liable for loss or damage of any kind to data or equipment as a result of the installation of the manufacturer's software. The Buyer shall be solely responsible for the cost of any cables and additional hardware required to connect equipment to a network. Seller shall not be responsible for any updates or problems arising after the initial installation due to a change in Buyer's computers and/or network.

Pacific Office Automation

Exclusive Proposal

Prepared for

Submitted by

Taylor Schueler

Financial Information

Current monthly volumes:	5,600/ B&W pages
	1,000/ Color pages
Current lease payment:	$138.15 per month
Current monthly service:	$174.72/ per month
Current service rates:	$.01318/ B&W
	$.10091/Color
Total monthly expenses:	**$312.87 per month**

New Proposed Solution:

State of WA Contract #03706

Canon imageRUNNER ADVANCE C5235	$97.24
Cassette Feeding Unit	$19.60
Inner Finisher	$15.84
PCL Printing Kit	$8.68
Fax Kit	$8.68
Total monthly expense:	$150.04/per month
60 month lease	
New monthly service if usage stays the same:	$110.30
Average monthly savings:	**$64.42**

Includes delivery, network installation, and all training for the life of the agreement.

Service Agreement

Per WA State Contract, service agreement to be billed per page at:

B/W: $.008 per page

Color: $.0655 per page

Includes all parts, toner, labor, and maintenance, except paper.

CITY OF PACIFIC

Agenda Staff Report

Agenda Item No.	Workshop Item 3E	Meeting Date:	February 4, 2013
Subject:	AWC's City Legislative Action Conference	Prepared by:	Leanne Guier Council President

Summary: On December 26, 2012, the City Clerk forwarded an email to the Mayor and Council asking if anyone planned to attend the Association of Washington Cities' *City Legislative Action Conference* being held February 13-14, 2013 in Olympia.

The City Clerk confirms that Councilmember Guier was the only person to respond and express an interest in attending AWC's *City Legislative Action Conference*. A clarification to the City Clerk's email is that the City of Pacific is a **Member** of AWC and therefore Councilmember Guier did receive the member rate for registration as follows:

Registration -	$135.00
Hotel (Red Lion) -	$243.54 (includes tax)
Total Cost -	$378.54

Recommendation: move to the February 11, 2013, meeting to approve Councilmember Guier's request to attend AWC's *City Legislative Action Conference* February 13-14, 2013 in Olympia.

Budget: Council's budget has $750 in its Training/Miscellaneous/Dues and $100 in its Travel Funds.

Attachments:
AWC – City Legislative Action Conference – Information Sheet
AWC – City Legislative Action Conference – Agenda
Registration Confirmation – Councilmember Guier

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Patti Kirkpatrick

From: Patti Kirkpatrick
Sent: Wednesday, December 26, 2012 8:34 AM
To: Cy Sun; Clint Steiger; Gary Hulsey; James McMahan; John Jones; Josh Putnam; Leanne Guier; Tren Walker
Subject: 2013 Legislative Action Conference
Attachments: 2013 LegislativeActionConference.pdf

Good morning,

Attached please find upcoming training through the Association of Washington Cities. Please note that if we want to improve our insurance relations with AWC, one of the requirements was to begin attending their training. Because we are not a "Member" of AWC, we do not qualify for their discount price, nor their small cities scholarships; however, their training and networking opportunities are important to Pacific's continued success!

If you would like to attend, please let me know and I will get you registered.

Verified on 1/17/13 - City is a member of AWC - member rate applies

Thank you,
Patti Kirkpatrick, MMC
City Clerk/Personnel Manager
100 3rd Ave SE
Pacific WA 98047
253-929-1105

Training & Education

City Legislative Action Conference

February 13-14 - Olympia
Red Lion Hotel
2300 Evergreen Park Drive
Olympia, WA

The City Legislative Action Conference is your opportunity join forces with other city officials to convey a strong, cohesive message in Olympia. With a new administration, a number of newly-elected legislators, and a looming budget crisis, this session will be even more intense than previous ones. It is essential that you understand the issues and are ready to respond to difficult questions and ask the right questions when the opportunity calls for it. This year's City Legislative Action Conference is designed to equip you with the information you need to be a stronger advocate for cities.

This is your time to:

- Learn more about the state budget crisis and how it will impact cities
- Hear what the new Inslee administration is thinking and how it may impact your city
- Delve deeper into policy issues important to your city
- Find out which bills have a chance of becoming law and which don't
- Visit with your legislators and encourage their support of city priorities
- Spend time networking with your peers and AWC's lobbyists

See you in Olympia at the City Legislative Action Conference. Your city's story sends the strongest message.

Who should attend?

Councilmembers, mayors, city managers/administrators, intergovernmental relations staff and other key city staff.

Agenda

Wednesday		Thursday	
8:30 - 9:30 am	Pre-conference session	7:30 - 10 am	Conference
9:30 am - 5 pm	Conference		
5:30 - 7 pm	Reception		

City officials are strongly encouraged to contact their Legislators before the conference and schedule an appointment while in Olympia. Shuttle service between the Red Lion and the Capitol Campus is provided all day on Wednesday and on Thursday morning.

Registration & scholarships

All fees are per person	Full conference	Reception only
Member registration	$135	$50
Associate member registration	$150	$65
Non-member registration	$200	$75

- we are members

For cities and towns under 5,000 population, scholarships are available.

Questions?

Workshop information
Candice Holcombe
candiceh@awcnet.org

Registration or cancellation questions
registration@awcnet.org
(360) 292-4391

Special accommodations
DeAnn Hartman

2013 City Legislative Action Conference

February 13-14 – Olympia Red Lion Hotel

Tentative Conference Agenda

Wednesday, February 13	
7:30 am – 6:30 pm	**Registration desk open**
8:30 – 9:20 am **Pre-conference sessions** *(Free; pre-registration is not required)*	**Understanding the legislative process** Attend this session and better understand the complexities of the legislative process. Learn about what happens from the time a bill is "dropped" to its arrival on the Governor's desk for signature.
	How to use your AWC tools AWC offers several tools – some old and some new – that can help you track bills of importance to cities throughout session.
9:30 – 10:15 am	**Opening session** Welcome to the 2013 City Legislative Action Conference – your opportunity to band together with other city officials and send a unified message to Olympia's policy makers. • Hear about your association's legislative priorities and how they guide our work throughout the session. • Glean "insider information" about what's happening on Capitol Hill and your part in presenting a unified city voice.
10:30 – 11:45 am	**Talk to your lobbyists** Join AWC's team of lobbyists for a round robin of conversations about bills moving through the Legislature that will impact cities.
12 – 1:30 pm	**Luncheon** Governor Inslee speaks about his agenda and his plans to work with cities over the coming years.
1:30 – 1:50 pm	**Break**
1:50 – 4 pm	**City issues forum** Get the latest updates on a variety of issues related to AWC's 2013 legislative priorities. Speakers will include key legislators and agency representatives.
5:30 – 7 pm	**Legislative Reception**
Thursday, February 14	
7:30 – 8:30 am	**City Networking Breakfast** Enjoy breakfast and network with your peers before heading off to various policy breakout sessions or "hitting the hill."
8:30 – 10 am	**City issue breakout sessions** Continue to learn from the experts about various policy and reform proposals that impact cities.

1/17/2013

Registration Confirmation/Invoice

Leanne Guier
Councilmember
City of Pacific
100 3rd Ave SE
Pacific WA 98047
United States of America

Tel: 253-929-1105 Fax: 253-939-6026

CNF#: 1,031 - 37986

This is your confirmation/invoice for the AWC City Legislative Action Conference being held February 13-14, 2013 at the Red Lion Hotel Olympia, 2300 Evergreen Park Drive, Olympia, WA.

Registration begins at 7:30 am and the conference begins at 9:30 am. A full agenda for the conference will be available on our website after the first of the year.

This legislative session will be focused on major decisions regarding funding priorities, local flexibility, infrastructure financing, and revenue streams – all debated under the auspices of a new gubernatorial administration and a significant number of new legislators. It is critical that you share your city story with our state officials and ensure they understand how decisions they make this session will impact you at the local level.

Below is information to help you be highly-effective during this legislative session and during the City Legislative Action Conference.

Legislative tool kit:

- Review AWC's legislative priorities at http://www.awcnet.org/LegislativeAdvocacy/Legislativepriorities.aspx

- Make appointments with your legislators during the time you will be in Olympia at www.leg.wa.gov/pages/home.aspx.

- Be prepared to tell your city's story. Need help with what to say? Check out our tips for communicating with your legislators at www.awcnet.org/LegislativeAdvocacy/Talkingtolegislators.aspx.

- Use AWC's BillTracker program to monitor the status and content of bills throughout the legislative session. As bills of interest to cities are introduced, they will added to BillTracker and updated as they move through the legislative process. http://www.awcnet.org/LegislativeAdvocacy/BillTracker.aspx .

- Glossary of legislative terms at http://apps.leg.wa.gov/billinfo/glossary.aspx .

Red Lion parking information: There is limited parking at the Red Lion Olympia Hotel. We encourage attendees to carpool. If you are driving, please recognize there is a paid parking area, as well as a free parking area. If the parking stall is numbered, you must pay to park there.

If you have any questions, please contact Candice Holcombe at candiceh@awcnet.org or (360) 753-4137.

If you need to cancel or have registration questions, please email registration@awcnet.org or call (360) 292-4391.

16 Jan 13	On-line payment Leanne Guier VI XXXX XXXX XXXX 6630 0915	-200.00
16 Jan 13	RedLion Red Lion PQQ	0.00

1/17/2013

Registration Confirmation/Invoice

17 Jan 13	Member Registration Fee		135.00
		Refund Due	-$65.00

Hotel Information:

Based on single/double occupancy. This is to reserve a room only. No payment has been made to the hotel. Payment will be required at time of check-in.

Arrive/Depart : Feb 12 - Feb 14 '13

Red Lion Hotel Olympia
2300 Evergreen Park Drive
Olympia WA 98502

Red Lion PQQ / Avg Rate: $110.00
CC GTD by VI/ XXXX XXXX XXXX 6630 Exp 0915

Tax Policy: Taxes not included.

Cancellation Policy: If you cancel your hotel room within 48 hours of your arrival date, the hotel may charge you for one night's lodging.

Special Request: No Smoking / Late Arrival / King Bed/

For those paying by check, please make your check payable to the Association of Washington Cities, 1076 Franklin Street SE, Olympia, WA 98501. Be sure to put your confirmation number (CNF#) on the check.

In the event the training is cancelled, we will make every attempt to notify you. AWC is not responsible for any travel or lodging costs related to a cancellation.

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CITY OF PACIFIC

Agenda Staff Report

Agenda Item No.	Workshop Item 3F	Meeting Date:	February 4, 2013
Subject:	CIAW – Extended Reporting Coverage	Prepared by:	Patti Kirkpatrick, MMC City Clerk

Summary: On January 1, 2013, the City's insurance coverage through CIAW expired. As part of that expiring policy, CIAW had to offer Extended Reporting Period insurance coverage for wrongful act claims.

On December 18, 2012, the City Clerk received a letter from CIAW outlining the terms of the Extended Reporting Period Coverage. This went before Finance Committee for discussion and is being brought forward to finalize the process. CIAW needs an answer as to the City participating in the Extended Reporting Period policy.

Costs are as follows:

- 60 Days – No additional premium to the City of Pacific
- 12 Months - $40,911
- 24 Months - $81,823

CIAW requires a letter notifying of the City of Pacific's interest in accepting the Extended Reporting Period policy no later than March 1, 2013.

Recommendation: move this item forward to the February 11, 2013 meeting directing staff to issue a letter to CIAW advising the City of Pacific wishes to purchase the additional Extended Reporting Period insurance policy for 24 months.

Budget: May require a budget amendment.

Attachments: CIAW – December 18, 2012, letter

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Cities Insurance Association of Washington

December 18, 2012

Patti Kirkpatrick
City of Pacific
100 Third Ave. SE
Pacific, WA 98047

Re: Cities Insurance Association of Washington (CIAW)
Wrongful Acts Liability

Dear Patti:

The CIAW Memorandum of Coverage includes Wrongful Acts Liability coverage written on a claims-made form. To be covered, the wrongful act claim must have been made or brought, during the coverage period. The wrongful act must also not have occurred prior to the insured's retro date. A new provider may offer prior acts coverage that addresses a possible gap in insurance as you switch from one carrier to another. CIAW offers Extended Reporting Period (ERP) coverage for this member exiting the program as of 1-1-2013.

The ERP is described more completely in the Wrongful Acts section of the Memorandum of Coverage. The Memorandum of Coverage provides a basic Extended Reporting Period of 60 days at no additional premium. This period starts at the end of the coverage period and expires at the end of 60 days. A Supplemental ERP endorsement is available for an additional premium. Under the Memorandum of Coverage, the Supplemental ERP for Wrongful Acts is either for a 12-month or 24-month time period, beginning when the basic (60 days) Extended Reporting Period ends.

The additional premiums for the Extended Reporting Period endorsement will not exceed 200% of the annual premium for Wrongful Acts Coverage.

The additional premium for the City of Pacific for Extended Reporting Period coverage is as follows:

- 60 Days - No additional premium
- 12 Months - $40,911
- 24 Months - $81,823

451 Diamond Drive | Ephrata, WA 98823 | office (509) 754.2027 | toll-free 800.407.2027 | fax (509) 754.3406 | www.ciaw.us
Program *Administrator: Canfield*

We must receive a written request for the Supplemental ERP endorsement by March 1, 2013. Under the coverage terms, the Supplemental ERP endorsement will not take effect unless the additional premium is paid when due.

Please do not hesitate to contact our office if you have questions regarding the Extended Reporting Period coverage offered through CIAW.

Sincerely,

Angela Eloff

Angela Eloff
Underwriter - CIAW & NPIP

cc: Sue Bloomer
American Heritage Corporation

F. EXTENDED REPORTING PERIODS

1. We will provide one or more Extended Reporting Periods as described below, if:

   a. This Coverage Part is canceled or not renewed; or

   b. We renew or replace this Coverage Part with insurance that:
      (1) Does not apply to **Wrongful Acts** on a claims made basis; or
      (2) Has a Retroactive Date later than the date shown in the Declarations for this Coverage Part.

2. Extended Reporting Periods do NOT extend the **Coverage Period** or change the scope of coverage provided. They apply only to **Claims** arising out of **Wrongful Acts** that take place before the end of the **Coverage Period,** but not before the Retroactive Date shown in the Declarations.

3. A Basic Extended Reporting Period is automatically provided without additional premium. It does NOT apply to **Claims** that are covered under any subsequent insurance you purchase, or that would be covered, but for exhaustion of the amount of insurance applicable to such **Claims.** This period starts with the end of the **Coverage Period** and lasts for sixty (60) days.

4. A Supplemental Extended Reporting Period is available by endorsement for an extra premium. This Supplemental Extended Reporting Period starts when the Basic Extended Reporting Period ends.

   You must give us a written request for the Supplemental Extended Reporting Period endorsement within 60 days after the end of the Coverage Part. The Supplemental Extended Reporting Period will not go into effect unless you pay the additional premium promptly when due.

   The additional annual premium for the Extended Reporting Period will NOT exceed 200% of the annual premium for this endorsement.

5. All Extended Reporting Periods do NOT reinstate or increase the **Limit of Insurance**.

6. Extended Reporting Period will not be provided if cancellation or non renewal of the MOC is due to non-payment of premium, material misrepresentation or the Insured's failure to cooperate.

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CITY OF PACIFIC

Agenda Staff Report

Agenda Item No.	Workshop Item 3G	Meeting Date:	February 4, 2013
Subject:	Drug and Alcohol Consortium Coverage	Prepared by:	Patti Kirkpatrick, MMC City Clerk

Summary: It has come to the City Clerk/Personnel Manager's attention that the City is not participating in a Drug and Alcohol Consortium as required by 49 CFR Part 40 and Washington Department of Transportation. Federal law requires all CDL drivers who drive commercial vehicles, to be tested for drug/alcohol abuse. 49 CFR Part 40 allows the City to join a consortium to administer drug/alcohol testing. This information was discussed at the January 26, 2013, Finance Committee.

The Finance Committee asked the City Clerk/Personnel Manager to speak with Evie Shannon, the Union Representative for the Public Works/Clerical Collective Bargaining Agreement, as this will primarily affect the CDL drivers in the Public Works Shop. In order to meet the compliance, AWC recommended that the City have all employees who are required to have a CDL participate in "pre-employment" testing, which would be at a cost of $52 per employee or $312 total in order to bring all CDL employees up to date. Additionally, there are two employees who drive the Senior Center Bus and the Finance Committee discussed the need to have those employees tested as well, at an additional cost of $104. Ms. Shannon has asked that the City consider opening the Collective Bargaining Unit to discuss this **matter only** due to the urgency that the City complies with Federal Regulations.

The Association of Washington Cities consortium will work with Staff to craft a policy that meets the City's needs; provide materials to affected employees; provide training for supervisors of CDL employees; provide employee access to substance abuse professional services; and provide Staff with advice and legal consultation regarding a positive test.

The fees to join AWC's Drug and Alcohol Consortium:

Annual Membership	$175.00
Random Drug/Alcohol Testing (per person)	$312.00 ($52/per person x 6)
Pre-employment Testing (per person)	$416.00 ($52/per person x 8)
Total for 2013:	$903.00

Recommendation: move this item forward to the February 11, 2013, meeting for approval of entering into a contract with AWC's Drug & Alcohol Consortium to meet federal requirements and direct the collective bargaining agreement be opened to discuss this matter only.

Budget: May require a budget amendment

Attachments:
AWC's Drug & Alcohol Consortium – Agreement
AWC's Drug & Alcohol Consortium – Information
DOT Information – 49 CFR Part 40 (portions thereof)

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AGREEMENT

For Drug and Alcohol Consortium Services
Association of Washington Cities

This agreement is made between the Association of Washington Cities, hereafter referred to as AWC, and the below named city or public agency, hereafter referred to as "agency". The agency desires to have AWC, through its affiliation with a testing provider of it's choice, provide drug and alcohol testing services.

The agency shall pay AWC a membership fee and appropriate per employee fees for random testing as specified in the Member Price list prior to testing services being provided. A WorkSAFE Service, Inc. will bill the agency directly and the agency is responsible for all other testing costs incurred on behalf of the agency. The agency agrees to submit payment to A WorkSAFE Service, Inc. within forty-five (45) days of the date billed. Interest on unpaid accounts will accrue at twelve percent (12%) per annum from the date until paid.

The agency agrees to provide AWC with a copy of its adopted alcohol and drug testing policy and procedures prior to implementation of the testing program. The agency agrees to comply with and be responsible for all requirements of federal, state, and local laws and regulations relating to substance abuse testing, including without limitation proper specimen collection and handling. The agency is responsible for any damages resulting from acts or omissions of the agency under the agency's alcohol and drug testing policy.

The term of the agreement shall be one (1) year, effective _____, 20___. The agreement will be renewed automatically each year at the end of the term upon receipt of payment of the annual fee and appropriate random testing fees as determined by AWC, unless either party notifies the other, in writing, of its intent not to renew. Failure to pay the appropriate fees by the first of January each year will result in automatic termination of the agreement.

The agency agrees to indemnify, defend and hold AWC, its directors, officers, agents and employees harmless from any claim, loss, cost and/or expense (including court costs and attorneys fees) arising out of or resulting from any act or omission of the agency involving its receipt or use of any of the test results or other information it receives in connection with this agreement.

This agreement shall not be assignable by either party without the written consent of the other.

This agreement shall be governed by and construed under the laws of the State of Washington.

Authorized Signature	Date
City or Agency Name (Please Print)	Telephone
Address	FAX #
City / State	Zip
Contact Person Name	Telephone

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Drug & Alcohol Consortium

Member benefits

Each member receives a Drug & Alcohol Consortium program manual, which includes:

- Sample drug and alcohol policy
- Sample drug and alcohol procedures
- Information on drug and alcohol use to be provided to employees
- Training video or access to discounted on-site training
- Free annual Drug and Alcohol Supervisor training
- Access to substance abuse professional (SAP) services
- Access to a network of drug/alcohol collection testing sites
- Services of a Medical Review Officer (MRO)
- Computer generated random testing selection and notification services
- Federal reporting and recordkeeping
- Regulatory updates
- Access to limited employment-related legal assistance

About us
Joining the Consortium
Member benefits
Membership roster
Sample policy
Rates
Training

Insurance » Drug & Alcohol Consortium » Training

Drug & Alcohol Consortium

Drug & Alcohol Supervisor training

The U.S. Department of Transportation regulation mandates all supervisors of CDL employees, transit or gas utility workers receive one-hour training in drug awareness and one-hour training in alcohol abuse. Additionally, any employee who may make a reasonable suspicion determination is required to receive the 2-hour training.

AWC offers supervisor training two ways - workshops for members and nonmembers and online training for members only. For in person trainings, AWC contracts with a certified substance abuse professional. Online training is available to D&A members for use as they need it.

These trainings are for any supervisor of CDL employees, transit or gas utility workers. All new supervisors are encouraged to attend, as well as employees who may make a reasonable suspicion determination. The primary and secondary Designated Employer Representatives will also receive valuable information from this training. Recommended training for supervisors every two years.

Quick Links

Contact Us

About Us
Associate membership
AWC Board of Directors
Center for Quality Communities

Cityvision
CityVoice
CPI data
MRSC

Municipal Excellence Awards
National League of Cities
State Legislature
Your city tools

we(city

Drug & Alcohol Consortium

2013 member rates

Annual membership fee

FMCSA, FTA, PHMSA
This includes a model policy and procedure manual provided electronically, materials for distribution to employees, regional supervisor trainings, annual report generation, access to Substance Abuse Professional services, and advice from staff and legal consultant on positive tests.

AWC members (cities) <5 CDL employees	$100/year
AWC members (cities) 5+ CDL employees	$175/year *
AWC associate members (public agencies)	$200/year

Random drug and alcohol testing

Annual costs per covered person (payable in advance each year). Random testing is coordinated by A WorkSafe Service, Inc. and includes random selection, notification, collection, test analysis, MRO fees and record-keeping by the testing lab. Replacement or substitution of drivers is allowed at no additional charge.

AWC members (cities)	$52/employee
AWC associate members (public agencies)	$55/employee

Non-random services

Available at additional cost (billed directly to member jurisdiction) for pre-employment, reasonable suspicion, post-accident, return to duty and follow-up testing.

Drug test collection, analysis and MRO	$52/test
Breath alcohol test (both screening and confirmation test - if the screening test is 0.02 or above - are included at this price)	$35/test
Split-sample testing at the request of an employee (Per US DOT regulations, payable in advance to A WorkSAFE Service by the employer - the employer can then recoup cost from employee, if so provided in policy.)	$200/test

Mobile drug testing option - New!

In addition to testing fees, government mileage rate from closest on-site collector (Vancouver, Seattle, Pasco, Spokane), plus $95 on-site fee if 5 or fewer individuals are tested.

Consultation/Professional fees

Deposition, expert witness, medical consultation, lab toxicologist	$200/hour

SAP (Substance Abuse Professional)

For ComPsych Employee Assistance Program members; fees will be similar for other SAPs.	$600/case

Note: SAP fee must be paid prior to time of evaluation.

Supervisor training

AWC sponsors 5 regional supervisor sessions each year that are free for AWC Consortium members. Online supervisor training is also available at no charge to supervisors in member jurisdictions.

Additional on-site training

Members can contract with a trainer for training sessions provided on-site.

Supervisor training	$600/session, including travel expenses
Employee Training (when done in conjunction with supervisor training)	$200/session

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What is 49 CFR Part 40 and how is it different from the DOT Agency and USCG regulations?

49 CFR Part 40, or "Part 40" as we call it, is a DOT-wide regulation that states *how* to conduct testing and *how* to return employees to safety-sensitive duties after they violate a DOT drug and alcohol regulation. Part 40 applies to all DOT-required testing, regardless of what DOT agency-specific rule applies to an employer. For example, whether you are an airline covered by FAA rules or a trucking company covered by FMCSA rules, Part 40 procedures for collecting and testing specimens and reporting of test results apply to you.

Each DOT Agency-specific regulation spells out *who* is subject to testing, *when* and in *what* situations for a particular transportation industry.

Where can I get a copy of Part 40?

You can obtain a copy of Part 40 by contacting our office at 202.366.3784 or from our website at: http://www.dot.gov/ost/dapc/NEW_DOCS/Part40.doc.

Is there a website that gives me easy access to all the DOT's program requirements?

Yes. Most things you and others who help you with your program need to know about the drug and alcohol testing requirements are available on our website at: http://www.dot.gov/ost/dapc. There is also an "Employer Page" at: http://www.dot.gov/ost/dapc/employer.html.

Section II. Identifying Employees Needing To Be Tested

Who are safety-sensitive employees and why are they tested?

Pilots, truck drivers, subway operators, ship captains, pipeline controllers, airline mechanics, locomotive engineers, and bus drivers are just some of the transportation workers that we depend upon to be as clear-headed and as alert as possible at all times. As a safety agency, the DOT can demand nothing less. Use of illegal drugs and misuse of alcohol are not compatible with performing these vital functions. The history of our program began with some fatal accidents that illegal drug use or alcohol misuse helped to cause. Congress passed a law – the Omnibus Transportation Employees Testing Act of 1991 – that requires DOT Agencies to test safety-sensitive transportation workers.

This table lists the types of safety-sensitive duties subject to DOT drug and alcohol testing:

Transportation Industry	Safety-Sensitive Duties
Commercial Motor Carriers (FMCSA)	Commercial Drivers License (CDL) holders who operate a Commercial Motor Vehicle.
Aviation (FAA)	Flight crew, flight attendants, flight instructors; air traffic controllers at facilities not operated by the FAA or under contract to the U.S. military; aircraft dispatchers; aircraft maintenance or preventative maintenance personnel; ground security coordinators and aviation screeners.
Railroad (FRA)	Persons who perform duties subject to the Hours of Service laws; such as, locomotive engineers, trainmen, conductors, switchmen, locomotive hostlers/helpers, utility employees, signalmen, operators and train dispatchers.
Public Transportation (FTA)	Operators of revenue service vehicles, CDL-holding operators of non-revenue service vehicles, vehicle controllers, revenue service vehicle mechanics, firearm-carrying security personnel.
Pipeline (PHMSA)	Persons who perform operations, maintenance, or emergency response function on a pipeline or LNG facility regulated under part 192, 193, or 195.
Maritime (USCG) [Follows Part 40 for drug testing, not alcohol testing.]	Crewmembers operating a commercial vessel.

Section III. Program Policies and Assigning Responsibilities

Do I need to have written policies that explain my program?

Yes. The DOT Agencies and USCG require employers covered under their regulations to have policies in place that fully explain their drug and alcohol program. Not only must you have policies, but you must also make them available to employees covered under your DOT program.

You can find DOT Agency and USCG policy requirements at Appendix A.

What is a DER and what does a DER do?

1. DERs should be readily available.
2. To ensure good coverage, a best practice is to have multiple DERs.

The Designated Employer Representative (DER) is your key employee for many drug and alcohol program functions. The DER must be a company employee. DERs cannot be contractors or service agents. The only exception is when C/TPAs function as DERs for owner-operator truck drivers.

The DER gets test results from the Medical Review Officer (MRO) and Breath Alcohol Technician (BAT) and takes immediate action to remove employees from their safety-sensitive duties when they violate drug and alcohol testing rules, such as test positive or refuse a test. A company may have more than one DER to ensure adequate coverage on all shifts and at all locations, with perhaps a drug and alcohol program manager to coordinate the entire program and assure consistency among DERs. As an employer, you must give your service agents the DER contact information in case they need to speak directly with the DER without delay.

The DER should have knowledge of and authority to make decisions about the testing process and answer questions about it. Again, the primary job of the DER is to ensure the appropriate and timely removal of an employee from safety-sensitive duties.

What are my options in administering my DOT drug and alcohol testing program?

There are three general ways in which you can run your DOT drug and alcohol testing program:

Option 1: Administer the program internally. You would have on your own staff urine specimen collectors and Screening Test Technicians (STTs) / BATs, MROs, and Substance Abuse Professionals (SAPs) and support staff to run the program. The testing laboratory would be the only part of your program outside your own organization.

Option 2: Outsource some of the program functions to service agents. For example, you could have your own MRO and SAP but contract with urine specimen collectors and STTs / BATs to perform the collections, while keeping a support staff to run the program.

Option 3: Outsource all of the program's functions to a vendor, called a "consortium" or a "third-party administrator" (C/TPA), with only a DER and the DER's support staff, if any, remaining in-house.

NOTE: As an owner-operator in the motor carrier industry, FMCSA regulations require you to belong to a C/TPA to ensure your compliance with random testing.

Can I have my own company testing program in addition to my DOT testing program?

You may have your own "company authority" testing program. Under a non-DOT program, you could test for other drugs of your choosing. Therefore, you would not be prohibited by DOT from testing for additional drugs under your own authority – under your non-DOT company policy testing. Nor would DOT prohibit you from using non-urine specimens under your non-DOT program.

1. In your drug and alcohol testing policy, you must be very clear about which requirements are under **DOT authority** and which are under your **company authority**.
2. You must also keep DOT test records **separated** from your company-authority test records.

However, you would need to follow Part 40 and the appropriate DOT Agency and USCG regulations and totally separate your DOT testing from your non-DOT company policy testing. For example, if you conduct DOT and non-DOT tests of an employee following an accident, you must ensure that the DOT urine collection for drugs and DOT test for alcohol are accomplished first. Then you would let the employee know the DOT portion was completed and that you will now be conducting a company policy test. In addition, you must not use the Federal Drug Testing Custody and Control Form (CCF) or the DOT Alcohol Testing Form (ATF) for your non-DOT testing. You would use non-Federal and non-DOT forms.

Section IV. Selecting Service Agents and Their Roles

What is a service agent and how can a service agent assist me?

A service agent is any person outside your company that you use to help you implement the DOT regulations. These might include a urine collector, a BAT, an STT, a laboratory, an MRO, a SAP, or a C/TPA in charge of coordinating your testing services.

You can use a service agent to administer part or all of your DOT drug and alcohol testing program. If you use a service agent, you should take a "hands-on" approach, and you should not assume the service agent will do everything right.

Are your service agents qualified? When was the last time you checked their training records and the quality of work they do?

Should I enter into a contract with a service agent?

1. A **best practice** is to stay in touch with your service agents to make sure they are keeping you in compliance.
2. Another **best practice** is for you to audit the work of your service agents from time to time.

It is up to you whether or not to use a service agent. If you use service agents, the rules do not require a written contract, but having a written contract makes good business sense. A contract should include how and where services will be provided, prices, and who will do what and when. To protect yourself, you should include a provision in the contract that allows you to replace the service agent if the service agent isn't providing services that comply with DOT rules.

Be a smart buyer. You should ask questions to make sure the service agent is providing the kind of service you want and need. For example, if a C/TPA is providing a network of collection sites, will the C/TPA verify the qualifications of the collectors and evaluate the integrity of the collection sites? Will it act as an intermediary in resolving collection site issues? Will the C/TPA use a scientifically valid way of making selections for random testing? How often will the C/TPA perform random selections? How quickly does the C/TPA's MRO provide results after a test?

Section V. Employee and Supervisor Education and Training

What educational materials do I need to give to my employees?

You must provide employees who perform DOT safety-sensitive functions materials that explain the DOT requirements. You must document that they received the materials. At the very least, you should include:

- The name and contact information of persons assigned to answer questions about the program.
- The duties of the employees who are subject to the program.
- Employee conduct that is prohibited by the regulations.
- The requirement that employees must be tested for drugs and alcohol.
- When and under what circumstances employees will be tested.
- The testing procedures that will be used.
- An explanation of what constitutes a refusal to test.
- An explanation of the consequences of refusing a test.
- The consequences of violating the DOT rules.
- Information on the effects of drugs and alcohol on a person's health, work, and personal life.
- The signs and symptoms of drug use and alcohol misuse.
- The name and contact information of an individual or organization that can provide counseling and access to treatment programs.

There are also training requirements for supervisors and other officials about reasonable suspicion and reasonable cause testing:

Type of Training	Duration	Documentation of training required?	Recurring training required?
Indicators of Probable Drug Use	1 Hour	Yes	Recommended as Best Practice
Indicators of Probable Alcohol Use	1 Hour	Yes	Recommended as Best Practice

Employers must follow other requirements that DOT Agencies and USCG rules have for employee and supervisor education and training.

FRA also requires supervisors to have at least 1 hour of post-accident training.

What types of DOT tests must I conduct?

You must give employees the following kinds of tests, when called for by DOT Agency and USCG rules:

- Pre-employment
- Random
- Reasonable Suspicion / Reasonable Cause
- Post-Accident
- Return-to-Duty
- Follow-up

Here are explanations about each type of test:

PRE-EMPLOYMENT

Drug Tests: You are required to: (1) Conduct a pre-employment drug test; and (2) Receive from the MRO a negative test result on the pre-employment drug test for a person prior to hiring or prior to using that person in a safety-sensitive position for the first time. This requirement also applies when a current employee is transferring from a non-safety sensitive position to a safely-sensitive job for the first time.

Alcohol Tests: Unless you are regulated by the USCG, you may conduct pre-employment alcohol testing under DOT authority, but only if two conditions are met: (1) The pre-employment alcohol testing must be accomplished for all applicants [and transfers], not just some; and (2) The testing must be conducted as a post-offer requirement – meaning you must inform the applicant that he or she has the job if he or she passes a DOT alcohol test.

The FAA has specific "prior-to-hire" and "transfer into safety-sensitive function" requirements. They also require employers to receive MRO written confirmation of negative pre-employment drug test results. Check FAA regulations for details.

The FRA has a one-time pre-employment drug test requirement for each employee subject to the "Hours of Service" laws. Check FRA regulations for details.

The FTA requires employees who have been removed from the random testing pool and out of work for 90 or more days to have pre-employment tests upon return.

The USCG requires employees who have not been subject to random drug testing for at least 60 days of the last 185 days to be pre-employment tested.

RANDOM

Random tests are the key part of your program since they deter employees from using drugs and misusing alcohol. Unless you are regulated by FRA, you don't need to submit a random testing plan to DOT. However, it is a good idea for you to have a written plan to help you to objectively and consistently apply your program.

Each DOT Agency sets the random rates for drug and alcohol testing in the industry it regulates. These testing rates are minimums. You can choose to set higher random testing rates for your company.

So if a DOT Agency requires a drug testing rate of 50% and an alcohol testing rate of 10%, then an employer with 100 safety-sensitive employees would have to ensure that 50 or more random drug tests and 10 or more random alcohol tests were conducted during the calendar year.

This doesn't mean that you necessarily will give random drug tests to 50 different employees or random alcohol tests to 10 different employees. Some might be picked and tested more than once, and others not at all. It's just that each time there is a random selection, all employees have an equal chance to be selected and tested.

That's the deterrent factor!

What makes random testing so effective is the element of surprise. While employees know they will be tested, they are never quite sure of when. Random selections and testing should be performed at least quarterly. Some employers are selecting and testing more frequently. We think that is a good idea.

Employers and C/TPAs subject to more than one DOT Agency drug and alcohol testing rule may combine covered DOT safety-sensitive employees into a single random pool (for example, train engineers and truck drivers). However, companies doing so must test at or above the highest minimum annual random testing rates established by the DOT Agencies involved. So, if you have FMCSA regulated- and FRA regulated-employees in the same pool, and FMCSA has a 50% testing rate and FRA has a 25% rate, you must test the whole pool at the 50% minimum rate.

It is important to note that PHMSA and USCG do not authorize random alcohol testing for employees in the pipeline and maritime industries. So, if employees perform only pipeline or maritime duties, they cannot be in any DOT-regulated random alcohol testing pool.

You can find the current DOT Agency and USCG random testing rates at: http://www.dot.gov/ost/dapc/rates.html.

Check out "Best Practices for DOT Random Drug and Alcohol Testing" at: http://www.dot.gov/ost/dapc/testingpubs/random testing brochure.pdf.

Reasonable Suspicion / Reasonable Cause

You are required to conduct a test for drugs or alcohol [or both] if a trained supervisor or trained company official believes or suspects an employee is under the influence of drugs or alcohol [or both]. The supervisor or company official must have been trained to recognize the signs and symptoms of drug and alcohol use. Testing cannot be required based solely on a guess or hunch or complaint from another person or phone call tip. The suspicion must be based on specific observations by the supervisor or company official concerning the employee's current appearance, behavior, speech, and smell that are usually associated with drug or alcohol use.

The reasonable suspicion / reasonable cause observations of the supervisor or company official must be documented.

The FRA requires two supervisors - at least one of whom is trained and on site - to make the testing determination. FAA does not require the determination to be face-to-face.

Post-Accident

You are required by the DOT Agencies and USCG to conduct drug and alcohol tests following qualifying accidents. The following table summarizes post-accident time-frames and specimens that must be collected:

DOT Agency	Specimen Type	Time Frame for Collection
FMCSA, FAA, FTA, PHMSA, USCG	Urine for drug testing.	Up to 32 hours from time of event.
FMCSA, FAA, FTA, PHMSA	Saliva or breath for alcohol screening; breath for alcohol confirmation testing.	Within 2 hours, but cannot exceed 8 hours from time of event.
FRA	Urine for drug testing. Blood for drug and alcohol testing.	Up to 4 hours from time of event, but may exceed time frame to collect specimen – in every case, a blood and urine specimen must be collected.
USCG	Breath, Saliva, or Blood for alcohol testing.	Within 2 hours of the event. Up to 8 hours may be allowed if there are safety concerns to be addressed.

The supervisor at the scene of the accident/event should know the testing criteria and make a good faith effort decision to test or not test based on the information available at the time. The supervisor may consult with others, but the supervisor is the person who has to make the decision. If the testing cannot happen within the required time, the supervisor must document the reasons. Any employee required to be tested but needs medical assistance, must get the needed medical assistance first.

- You can find the DOT Agency and USCG post-accident testing criteria at Appendix D.

- Railroads must provide FRA the results of any breath alcohol tests that were accomplished.

- FRA also requires collection of identified tissue and blood specimens from all employees who die as a result of the qualifying event.

- FAA does not require a supervisor to be on-scene.

RETURN-TO-DUTY AND FOLLOW-UP

When an employee tests positive or refuses a test or violates other provisions of DOT Agency and USCG testing regulations, that employee cannot work again in DOT safety-sensitive positions until successfully completing the SAP return-to-duty requirements in Part 40.

After successfully completing the SAP requirements, the employee may be eligible to return to work. But, before an employer can return the person to work in a safety-sensitive job, a SAP must determine that the employee successfully complied with the recommended treatment and education. The employee must then have a **return-to-duty test** and the test result must be **negative**.

The SAP will also develop the employee's **follow-up testing** plan – outlining for the employer the number and frequency of follow-up testing that will take place.

You are then responsible for ensuring that the employee is tested according to the SAP's follow-up plan. These tests can be for drugs or alcohol or both.

The SAP must direct at least 6 follow-up tests in the first 12 months after the person returns safety-sensitive duties. However, the SAP can direct more tests and may extend them for up to five years.

1. Don't forget, these tests are the **employer's responsibility** to conduct.
2. Follow-up tests must be **unannounced**.
3. You **cannot** let the employee know anything about your SAP's plan for follow-up testing.
4. You **cannot** substitute other tests (such as random testing) for follow-up testing.
5. Return-to-duty and follow-up drug testing **must** be under **direct observation**.

- Under FRA regulations, locomotive engineers are subject to both drug and alcohol follow-up tests in the first 12 months.

How do I notify employees they have been selected for testing?

Every employee should be discreetly notified that they have to go for a test. Testing must be conducted in strict confidence with only a limited number of company officials having knowledge of the selection. You should have procedures in place to ensure that each employee receives no advanced notice of selection.

Why? Because it helps maintain the element of surprise!

But, be sure to allow enough time before notification for supervisors to schedule for administration of the test and to ensure that collection sites are open for testing.

After I notify the employees of their selection, how long do I give them to get to the collection site?

When an employee is notified, he or she must proceed immediately to the collection site. Contrary to the *urban legends* circulating among some employees, *immediately* does not mean two hours. *Immediately* means that after notification, all the employee's actions must lead to an immediate specimen collection.

Why? For the integrity of the testing process!

Have **best practice procedures** in place to make sure the employee reports directly to the collection site without a chance to prepare to cheat on the test:

1. If possible, **accompany** employees to collection sites.
2. Do **not** allow employees to go **unescorted** to their lockers, personal vehicles, or work stations after notification.
3. When possible, arrange to have collectors and BATs come to the work site to collect specimens - without alerting employees to their presence.
4. If collections are off site and unescorted, establish an expected time of arrival.

Many employers develop testing policies that clearly state what activities are acceptable after notification. For instance, which safety-sensitive duties DOT Agency regulations may permit them to complete when selected for a random test. For example, if an employee is notified of a random test while working "off site" or "on the road," your policies should spell-out exactly what the employee must do before resuming safety-sensitive functions. That way there is no misunderstanding among employees about what is expected.

Make it clear to your employees that there are consequences for failing to appear for any test within a reasonable time.

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CITY OF PACIFIC

Agenda Staff Report

Agenda Item No.	Workshop Item 3H	Meeting Date:	February 4, 2013
Subject:	Website Update	Prepared by:	Patti Kirkpatrick, MMC City Clerk

Summary: On Wednesday, January 30, 2013, the Technology Committee met to discuss:

- Website – Mr. Ron Tiedeman, Technology Director for City of Auburn, attended the meeting to discuss status of the City's website. Ron explained it appeared the ball got dropped on this in mid-2012. He provided a Draft Web Hosting Maintenance Agreement that was discussed by the Committee. It was recommended that the City Clerk work with Auburn's IT to finalize the Web Page Conversion and to bring the Draft Agreement forward to Workshop for further discussion and direction.
- Forms – Discussion to update all of the City's existing forms to be web interactive based for ease completion by citizens. Citizens will be able to fill the form out online or print and bring in. The focus will be to keep the forms uniform in appearance, i.e. font, font size, etc., and user friendly.
- Channel 21 – Ron will work with his staff into either replacing the equipment or getting it operational again, and will work with the City Clerk. An update will be provided at a future Committee meeting.
- Email Archival – At the Finance Committee the City Clerk was asked to check into whether the Email Archival Hardware had any licensing requirements. Mr. Tiedeman explained that this is a hardware purchase and that the City can choose to pay the annual maintenance fee or not. He clarified this is not a software licensing agreement as you would do for the purchase of a Microsoft product; and the maintenance fee is similar to replacement cost insurance. If we don't have any problems with the hardware, the company will replace the entire system with an updated version at the end of four years.
- Video Capabilities – The Committee discussed some options to handle videotaping of the meetings, as well as assisting the City Clerk with agenda preparation. There are several options available and Mr. Tiedeman offered his services in helping Pacific choose the right option for Pacific. Some options included Granicus, Novus Agenda, and Agenda Quick. The City Clerk will do some research and work with Mr. Tiedeman and provide update at a future Committee meeting.
- Wi-Fi – Mr. Tiedeman will work with his staff to get the fiber optics updated.
- Social Media –The Committee would like to use the Community Services Department as the test department; and asked Staff to begin working on developing a social media policy for review by the Committee.

Recommendation: to move forward any items that requires action to be taken by the Council at its next regular meeting.

Budget: Any additional purchases not already included in the budget or approved will require a budget adjustment.

Attachments: City of Auburn IT – Draft Web Hosting Maintenance Agreement

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City of Pacific Web Hosting and Maintenance Agreement "Draft"

WEB DESIGN	**One-Time Fee**
$2200	Completed with Go-Live and Training to be determined -Custom content delivery and final design phase prior to go-live (2 hours) -Up to 2 Hours go-live staff training ($75 per hour there after)
Site Transfer	
$300	Site transfer, decommission old and migrate all data
HOSTING	**Monthly Fee**
$75	$75 month includes: -Content management software and updates -Data backup and restore -5 GB server space (1/4 GB current size) -10 GB FTP Storage and Access -Software upgrades -User administration and access -Pacific user access to update and upload documents -Report Information – Page "hits", access, etc. -Security compliance and monitoring -Technical support through existing "Auburn Innovation & Technology Interlocal"
Content Updates	
OPTION A: **Hourly Rate**	Pacific managed page content updates and document uploads $75 per hour billed in 30 min. increments for assistance with uploads and updates General questions, or technical issues covered under interlocal I&T Services
OPTION B: **$300 Monthly**	Daily updates, changes, and document archiving at user requests through help desk Typical site/page maintenance activities such as: content updates, copy additions or corrections; addition of photos or graphics outside of "static design". <u>Approval Process -</u> When pages are submitted as part of the workflow in the CMS we will verify a list of standards and quality control items before publishing to the site.
Optional Services	
Static design changes	$100 per hour AFTER scope of work and estimate is given in 30 minute increments
Content updates	$75 per hour in 30 minute increments
Training	$75 per hour each additional hour training after 2 hours above
Approval Process	When pages are submitted as part of the workflow in the CMS we will verify a list of standards and quality control items before publishing at the $75 per hour rate billed in 30 min increments. If we are not involved in the CMS workflow help would be charged as requested at the $75 per hour rate billed in 30 min increments.

Customer will need to choose Option A or B

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CITY OF PACIFIC

Agenda Staff Report

Agenda Item No.	Workshop Item 3J	Meeting Date:	February 4, 2013
Subject:	Setting Public Hearing – Medical Marijuana Moratorium	Prepared by:	Ken Barnett, Acting Public Works Director

Staff report and attachments to be provided at the meeting

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CITY OF PACIFIC

Agenda Staff Report

Agenda Item No.	Workshop Item 3I	Meeting Date:	February 4, 2013
Subject:	Personnel Policy and Procedures	Prepared by:	Patti Kirkpatrick, MMC City Clerk/Personnel Manager

Summary: The former City Clerk/Personnel Manager had been working on updates to the City's Personnel Policy and Procedures, which were never formally adopted by Council. In order to meet the current requirements of the insurance carrier, Staff is bringing forward the personnel policy and procedures that employees have been following. Staff recognizes there are many issues within the current policy and procedures that need to be updated; however, it is important to get these policy and procedures formally adopted.

Staff will begin working on updates over this year and hope to bring back a revised, updated version by December for Council consideration.

Recommendation: move this item forward for adoption of the existing Personnel Policy and Procedures at the February 11, 2013, Council meeting.

Budget: None.

Attachments: Personnel Policy and Procedures

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Policy and Procedure Manual
Updated July 2011

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Administrative Policy and Procedure		
Series number: **100-001**	**Title:** **Purpose and Guidelines Disclaimer**	**Effective Date:**

GENERAL PURPOSE
These guidelines are enacted by the City of Pacific in order to further the following goals:

- **To provide a uniform system of personnel administration throughout the City of Pacific service.**
- **To ensure that recruitment, selection, placement, promotion, retention, and separation of City of Pacific employees is based upon employee qualifications and abilities, and in compliance with federal and state laws.**
- **To promote communication among employees, and ensure, protect and clarify the rights and responsibilities of employees.**

POLICY
The City of Pacific will maintain a policies and procedures manual which sets forth the practices and procedures governing city operation. New or revised policies and/or procedures may be adopted from time to time to facilitate the ongoing efficient operations of the city.

SCOPE
These personnel guidelines shall apply to all City of Pacific employees except elected officials and independent contractors. In the event of conflict between these guidelines and a written employee contract, city ordinance, state or federal law, the terms and conditions of that contract, rule or law shall prevail. In all other cases these guidelines shall apply.

In the event of the amendment of any ordinance, rule or law incorporated in this document or upon which these provisions rely, these guidelines shall be deemed amended in conformance with those changes.

The personnel guidelines contained in this policy and procedure manual are designed and intended to be general in nature. These guidelines may be amended or exceptions to them made by the Mayor for any reason at any time. These guidelines are not intended as, nor should they be construed to create, terms of an express or implied contract of employment at the City of Pacific or any type of promise or guarantee of specific treatment. Except as may be otherwise provided by express written agreement signed by the Mayor, all employees serve at the discretion of the Mayor. All terms and conditions of employment at the City of Pacific are subject to change without notice at any time, provided however that the City of Pacific acknowledges the importance of progressive discipline.

Administrative Policy and Procedure		
Series: 100-02	Title: Categories of Employees	Effective Date:

EMPLOYEES

Exempt Employees:
For the purposes of the Fair Labor Standards Act (FLSA), an exempt employee is any employee who acts in a bona fide executive, administrative or professional capacity, as determined by the Mayor and Personnel Director. Exempt employees are paid on a salary basis and are not subject to FLSA overtime provisions.

Non-Exempt Employees:
A non-exempt employee is any employee in a position not designated exempt as defined above. Non-exempt employees are subject to the overtime provisions of the FLSA.

Regular Full-Time Employees:
Any employee who has received an appointment to a budgeted, authorized position, who works 40 or more hours per week on a regular year round schedule. Normally such an employee receives a monthly salary. They shall accrue vacation, sick leave, seniority and holiday benefits. They shall also receive medical, dental and vision coverage as outlined by the City of Pacific benefit package.

Regular Part-Time Employees:
Any employee who has been appointed to a budgeted, authorized position who works less than forty(40) hours per week but not less than twenty(20) hours per week on a regular year-round schedule. They shall accrue vacation, sick leave, seniority and holiday benefits in direct ratio to the hours worked. They may also receive medical, dental and vision coverage which shall be approved by the City Council.

Non-Regular Part-Time Employees:
Any employee who regularly works less than twenty (20) hours per week. Occasionally they may work more than twenty(20) hours per week and up to forty (40) hours per week on a seasonal basis. Non-regular part-time employees are in probationary status, can be terminated at any time with out cause, and are not entitled to any of the procedural rights contained in the employee guidelines. This employee is paid on an hourly basis and receives workers compensation, unemployment and social security benefits.

Temporary Employees:
An employee who has received a temporary appointment to either a budgeted or non-budgeted position. Temporary employees are eligible for overtime, but shall receive no holiday pay, floating holiday, vacation, sick leave, or any other benefits of the City of Pacific. Temporary employees are used to fill in for regular employees in cases of sick leave or approved leave of absence. Temporary/hourly employees are paid on an hourly basis and receive worker's compensation, unemployment, and social security benefits.

Administrative Policy and Procedure		
Index: 100-003	**Title:** Definitions of Terms	**Effective Date:**

CHEMICAL DEPENDENCY
Addiction to alcohol or chemical substances of a prescription or illegal nature.

CITY
The City of Pacific

CONTROLLED SUBSTANCES
Those substances whose dissemination is regulated by state or federal law including, but not limited to, narcotics, depressants, stimulants, hallucinogens, cannabis and other drugs.

DAY
For purpose of these guidelines, day is defined as a calendar day unless specified otherwise.

DRUGS
Any substance which impairs an employee's ability to perform his or her job, or which poses a threat to the safety of others. This definition includes prescription and over-the-counter medications.

FLEX-TIME
Work schedules that permit flexible starting and quitting times within limits set by the department director.

IMMEDIATE FAMILY
For the purpose of these guidelines, immediate family is defined as the employee's parent, spouse, domestic partner, children, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, aunt, uncle, step-relations equivalent to those listed, foster children and parents, legally adopted children and no other persons.

JOB SHARING
A form of regular part-time work in which two or more people voluntarily share the responsibilities of one full-time position. Job sharing employees shall be considered regular part-time for the purpose of benefits.

JUST CAUSE
Just cause of termination may be defined to include, but may not be limited to, theft, use of illegal drugs or alcohol, failure to follow a directive, consistent poor attendance and/or tardiness.

MANAGEMENT TEAM
This category consists of exempt managers including City Clerk/Personnel Director, Finance, Public Works, Community Services, Court and Police.

NON-UNION
Employees not represented by a collective bargaining organization or union.

PROBATIONARY
Employees whose performance is being evaluated to determine whether further employment in a specific position with the City of Pacific is appropriate. Employees who satisfactorily complete the probationary period will be notified of their new classification. Generally, they are eligible for the City of Pacific benefit packages, subject to the specific terms, conditions, and limitations of each benefit package.

SUPERVISORY
Generally first-line supervisors in the various departments who may also have administrative responsibilities.

UNION
Employees represented by recognized labor organizations or unions for the purpose of collective bargaining.

WORK WEEK AND WORK DAY
The work day is defined as a consecutive twenty-four (24) hour period. For most employees, the standard work day consists of the period from midnight to 11:59 p.m. The work week is defined as a fixed and regularly recurring period of 168 hours; i.e., seven (7) consecutive twenty-four (24) hour periods. The standard work week for most employees consists of the period from 12:01 a.m. Monday to midnight Sunday.

Administrative Policy and Procedure		
Index: 100-04	Title: Employment of Personnel	Effective Date :

PERSONNEL EMPLOYMENT PROCEDURES

This guideline describes the City of Pacific general employment practices and basic administrative procedures as they apply to employment activities. This does not apply to Civil Service positions with their own unique and specific regulations.

GENERAL EMPLOYMENT PRACTICES

Employment activities are conducted to employ the most qualified persons available. Personnel Director is responsible for employment administration, to include the steps necessary to attract and refer qualified applicants to the hiring department for consideration. Employment offers shall be coordinated through Personnel Director to ensure completion of pre-employment requirements.

Persons applying for an advertised position vacancy shall be given an employment application form, job announcement, and related instruction forms determined appropriate by the hiring department and Personnel Director. Further consideration for employment shall be contingent upon submittal of the completed forms and successful completion of test and interviews as may be required.

The city shall not consider unsolicited applications and resumes as applications for employment. An informational letter shall be sent to persons submitting unsolicited applications/resumes informing them of the employment process.

PROCEDURE FOR FILLING VACANT POSITIONS

The procedure outlined below shall be followed by departments when a position vacancy occurs or a new position is approved through the budget process. The hiring department shall complete a Request to Fill Vacancy form. This form shall be signed by the department director, reviewed by Personnel Director, and approved by the Mayor.

Personnel Director shall assist the hiring department in determining the appropriate process to be used: department recruitment, city-wide recruitment, or outside recruitment. When filling a vacancy the City of Pacific will whenever possible promote a qualified employee to the position before considering outside applicants.

Department Recruitment: Screen employee applicants within the department who express an interest in the position and meet the minimum qualifications as outlined in the job description.

City-wide Recruitment: **Open position to all City of Pacific employees. The job opening will be posted in house on designated bulletin boards and qualified employees who meet requirements will be encouraged to apply. The hiring department shall interview all employee applicants who meet the minimum qualifications as outlined in the job description.**

Outside Recruitment: **Advertise position to the public. Employees are encouraged to refer qualified candidates for consideration as possible candidates. Employee referrals should be made to the Mayor. All employee referrals will receive the same employment consideration as applicants from other sources. An applicant's former employer(s) and references shall be checked by the hiring department to the extent practicable.**

All applicants, to include employee applicants, who are interviewed but not selected shall be notified. It shall be the responsibility of Personnel Director to arrange for such notification.

OFFERS OF EMPLOYMENT

After the department director has selected a candidate for employment, Personnel Director and the hiring supervisor will determine who will contact the successful candidate to officially extend an offer of employment and establish a starting date.

All offers of regular full-time or regular part-time employment should be made in writing on behalf of the Mayor. Background checks will be done on all new hires and drug and alcohol tests may be required. No City of Pacific representative has authority to enter into any agreement for employment for a specific period of time or make any agreement contrary to the foregoing.

When the candidate has accepted initial employment, Personnel Director will prepare any necessary paperwork for the orientation procedure. Once hired, the new employee shall have an orientation with the Personnel Director.

Administrative Policy and Procedure		
Index: 100-005	**Title:** Employment of Relatives	**Effective Date:**

EMPLOYMENT OF RELATIVES

As determined by the Mayor or his or her designee, members of the immediate family of City of Pacific employees will not be hired or remain employed if:

- **One member would have the primary power to supervise, hire, remove or discipline the other.**
- **One member would be responsible for financially auditing the work of another.**
- **One member would handle confidential material which creates the appearance of improper or inappropriate access to that material by the other.**

If two employees in such positions become so related to one another, one must be transferred to another position where the reporting, auditing or supervisory relationship does not exist or where the employees are not reporting directly to the same supervisor. If a transfer cannot be accomplished due to the unavailability of an open position, one of the employees must resign. The decision as to which employee will transfer or resign will be made by the employees involved. If the employees do not decide which employee will transfer or resign within thirty (30) days after becoming related to one another, the employee with the least seniority will transfer or resign.

Administrative Policy and Procedure		
Index: 100-006	**Title:** Age Requirements and Restrictions	**Effective Date:**

RETIREMENT AGE

There is no mandatory retirement age for City of Pacific employees. All employees must continue to meet performance requirements for their positions to retain their employment.

EMPLOYMENT OF MINORS

People between 16 and 18 years of age may be considered for regular full-time employment subject to state regulations relating to employment and working conditions of minors.

All employees under 18 years of age must have a valid Minor Work Permit prior to starting work. This permit must be submitted along with a copy of a legal document proving age.

Administrative Policy and Procedure		
Index: 100-07	**Title:** Veterans Requirements	**Effective Date:**

Applicants for employment with the City of Pacific who are veterans as defined in RCW 41.04.005 shall be given a preference as required in RCW 73.16.010. Any required employment competency testing must be scored appropriately for veterans according to RCW 41.04.010. This preference applies only to veterans who received an honorable discharge, those actively serving honorably, or those discharged for physical reasons with an honorable record.

In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), military personnel will have the right to take leave of absences from their civilian jobs for active military service and return to civilian job with accrued seniority. The employee will be reinstated to the original position held or its equivalent. The return to position must be granted with two weeks of request, and health benefits will be reinstated without a waiting period. The provisions of USERRA do not apply to those dishonorably discharged.

Administrative Policy and Procedure		
Index: 100-008	**Title:** Hours of Work	**Effective Date:**

HOURS OF WORK

Work schedules

Work schedules shall be established by the Mayor or his or her designee. Employees are expected to work all hour and day scheduled. Due to the essential public services provided by the City, some positions may be required to be on standby or to work different work schedules or a different work week. The Mayor, or his or her designee, shall have the discretion to determine which positions will be required to perform such duties and how such duties will be rotated among the affected positions.

Office Hours

City offices and departments will be open for the transaction of business with the public from 8 a.m. to 5 p.m. Monday through Fridays with the exception of official City holidays. Accordingly, the work day for employees will be scheduled to provide coverage for all City functions during regular business hours, 8 a.m. to 5 p.m. Monday through Friday.

Rest Periods

All employees of the City are entitled to a fifteen (15) minute rest period for each four (4) hours of working time. Breaks shall be arranged so as not to interfere with City business, provided that employees are not required to work more than three (3) hours without a rest period or meal period. Rest periods may be combined or added to the meal period or used at the end of the day to leave prior to the regular shift ending time at the discretion of the department manager.

Meal Periods

Employees working more than five (5) consecutive hours in a work day are entitled to take an unpaid meal period. The meal period will vary in length, thirty (30) , forty-five (45), or sixty (60) minutes, depending upon the length of their shift. This meal period may be coordinated by the employee's supervisor. Employees who work more than three (3) hours longer than their normal work day will receive an additional thirty (30) minute unpaid meal period before or during their overtime.

Standby

City employees in designated positions as determined by the City may be required to standby for duty. Employees placed on standby status will be provided with a paging device, which provides the employee with the ability to conduct his or her personal business within range of the paging device. While on standby status, employees must be able to respond at the worksite within the time period prescribed by the department director. Employees may also be provided a City vehicle

while on standby status. If a vehicle is provided, it may be used only for City business and must be properly secured at all times. Standby duty may include week nights, weekends and any other non-regular work hours. Standby hours will begin when an employee leaves work and end when the employee returns to work. Hours on standby status will not be counted for the purposes of computing overtime pay or eligibility to receive benefits. If and when an employee is called back to work while on paid standby status, standby pay will cease and call –out pay provisions, if applicable, will apply. If an employee on standby status fails to respond to a call to return to work, he or she may be subject to disciplinary action.

Overtime

Any City employee may be required, as a condition of employment, to work overtime when necessary as determined by his or her supervisor. All overtime worked by employees classified as non-exempt must be specifically authorized in advance by department supervisors.

For all regular full-time, part-time and temporary non-exempt employees, overtime is defined as authorized hours worked, together with holiday hours, in excess of either of the following :

- **The regularly scheduled shift (a minimum of eight (8) hours per day) within a twenty four (24) hour period.**
- **Forty (40) hours in a seven (7) day week, when an employee is required by the department director or his or her designee to work an additional day or days.**

Overtime shall be computed based upon actual hours worked. Holidays shall be considered actual hours of work for the purposes of determining overtime payment. Overtime shall be paid at the rate of time and one-half of the regular rate of pay for actual hours worked exceeding forty (40) hours in a seven (7) day period.

By mutual agreement between the employee and supervisor, an employee may work beyond his or her regularly scheduled shift without incurring overtime, provided that the employee shall be paid overtime for authorized hours worked when required by FLSA.

Unless otherwise specified above, any time compensated but not worked will not be considered (or included) in overtime determination. When an employee uses accrued holiday, vacation, sick leave or comp. time off for a portion of a day or shift, the total number of hours worked and hours compensated but not worked shall not exceed his or her regularly scheduled shift in a day. The intent is that there shall be no overtime hours in a day unless an employee actually worked in excess of his or her regularly scheduled shift, and the definition of a shift shall be at least eight (8) hours per day.

Compensatory Time

Non-Exempt Employees

A regular full-time or regular part-time non-exempt employee may request compensatory time off in lieu of overtime payment. Compensatory time off must be requested by the employee and authorized by the appropriate supervisor. An employee who does not request comp. time will be paid overtime, and the supervisor can deny a comp. time request if time off is not practical.

Compensatory time is accrued at the rate of one and one-half hours for each hour of overtime worked. Compensatory time may be accrued to a maximum of eighty (80) hours. Compensatory

time in excess of eighty (80) hours will be paid as overtime. Employees should be encouraged to use compensatory time accrued within ninety (90) days of earning it whenever possible. Upon termination, unused compensatory time will be paid at the current rate on the final paycheck. All compensatory time must be used prior to retirement.

Exempt Employees

An employee in an exempt position is being paid to perform work which may not necessarily be completed in his or her normal work week and is therefore not entitled to overtime compensation.

The department director may authorize a flexible work schedule to reduce the number of hours worked for an exempt employee when the employee is engaged in a project which requires the following:

- **Overtime to accommodate a number of meetings held outside of normal working hours**
- **Overtime to meet unavoidable deadlines**
- **Scheduling constraints imposed upon the City of Pacific that results in overtime**
- **Other compelling causes resulting in overtime**

Administrative Policy and Procedure		
Index: 100-009	**Title:** Alternative Work Schedules	**Effective Date:**

POLICY STATEMENT

Adopting alternative work schedules can help ensure the City's compliance with the Washington Clean Air Act and the Growth Management Act. Such schedules can result in cost savings to the City by reducing absenteeism and employee turnover. The proposed work schedules will enable employees to integrate their personal lifestyles with their profession and will enhance the City's ability to recruit and retain qualified individuals.

Available Alternate Work Schedules

Compressed Work Week/Modified Compressed Work Week – Employees work a standard number of hours within fewer days during the same week, or each work day is an extra thirty (30) or sixty (60) minutes longer, resulting in one (1) extra day off every two (2) or three (3) weeks. Possibilities include:

- **4/40 – Four (4) ten (10) hour days each week**
- **9/80 – The eighty (80) hours in a two (2) week period are scheduled over nine (9) working days. The normal work day is extended by one hour five (5) days a week, and one hour for three (3) days of the following week which includes on regular eight (8) hour day. This produces on extra day off every two (2) weeks.**
- **14/120 – The normal work day is extended by approximately thirty (30) minutes each day, so that 120 hours in three (3) forty (40) hour work weeks are worked over fourteen (14) work days. This produces an extra day off every three (3) weeks.**

Alternative schedules for non—exempt employees may be developed and must comply with the FLSA.

Eligibility

All regular full-time and regular part-time employees of the City are eligible to pursue the available alternative work schedules. Final decisions for participation will be based upon an objective review of the individual circumstances and the demands of the position.

Standards of Review

An alternative work schedule may be considered for an eligible individual who can satisfactorily demonstrate to the department manager or supervisor that the proposed schedule will not cause any of the following circumstances:

- **Materially interfere with regular business operations of the City of Pacific**
- **Compromise the City's existing service to the citizens**
- **Negatively impact the work product of others.**

Application Process

1. **The interested employee will fill out the application for an alternative work schedule and include all pertinent information including the proposed schedule, circumstances leading to the request, potential problems and recommended solutions. The application will be filed with the Personnel Director.**
2. **The department director will complete a standard form which provides additional information and an opportunity for the director to recommend the support or denial of the request. This shall be filed with the Personnel Director within ten (10) working days of the receipt of the employee application.**
3. **If the department director does not recommend approval, Personnel Director will convene a meeting of the department director and Personnel Director to discuss the application. This meeting provides a forum for negotiation, compromise and resolution of the details involved in implementing the proposed alternative schedule.**
4. **Within ten (10) working days, the Personnel Director will provide a written decision to the employee. If approved, the Personnel Director will ensure that the proposed schedule is in compliance with the FLSA, and the individual will work with the department director to implement the approved schedule. If the application is denied, the written decision will include the reasons for the decision.**
5. **The decision should be considered final. Should circumstances change significantly, the employee may submit a new request which includes the justification for reconsideration.**

Trial Period

All approved applications will be implemented for a trial period, not to exceed six (6) months. At the conclusion of three (3) months, the department director and Personnel Director will reevaluate the situation, and will recommend whether the alternative work schedule should or should not be continued.

At the conclusion of the trial period, the department director may discontinue the alternative work schedule then, or at any later time, by providing a thirty (30) day written notice to the employee. The Mayor may also discontinue the alternative work schedule due to emergency or other viable reasons. If the alternative work schedule is discontinued, the employee may submit a new application should circumstances of any party (employee, department or position) change significantly.

Accruing and Using Sick and Vacation Leave and Holiday Pay

Sick leave and vacation leave will continue to accrue at the regular rate. When an employee takes a full day of sick or vacation leave, the time charged will be equivalent to the full number of hours the employee was scheduled to work. This compensates for actual time absent for regularly scheduled work hours.

When a paid holiday falls on an employee's regularly scheduled work day, the regular employee will be paid eight (8) hours of holiday pay (holiday hours are pro-rated for regular part-time employees based on their scheduled work week). If the regularly scheduled work day is greater than the holiday hours provided, the employee may be required to use either vacation or compensatory time earned to make up for the additional time the employee was scheduled to work

in excess of the hours of holiday pay. In lieu of using other accrued leave, the employee may have the option of working additional hours during the same pay period as the scheduled holiday.

When a paid holiday falls on an employee's regularly scheduled day off, the employee should use the holiday hours accrued within the same pay period as the holiday unless there are exemptions per the Union contract.

STANDARDS

For exempt employees, work hours do not include time required for attendance at regularly scheduled evening City council meeting, any type of council committee meeting, commission meetings, or related events. The employee is required to be in attendance at such meetings as part of the completion of his or her job juties in a regularly scheduled work day.

Employees will schedule personal appointments (doctor, dentist, etc.) on their scheduled day off, whenever possible.

Employees may be asked to fill in on their regularly scheduled day off for employees who are absent. Supervisors and employees will provide as much advance notice as possible and will be flexible in working out an alternative schedule for the employee asked to work on their regular day off.

Note to All Employees

Changes in workload, funding, legal mandates, changing legal interpretations or other needs of the City and/or individual departments could cause the City to revise or cancel the alternative work schedule options offered at any time and without notice.

Alternative work schedules for non-exempt employees

Because the City does not want to incur additional costs by allowing employees to choose alternative work schedules, non-exempt employees must select an alternative schedule which does not trigger overtime pay. This may require employees to also request a different shift or work week designation.

Administrative Policy and Procedure		
Index: 100-010	**Title:** Attendance and Tardiness/Absenteeism	**Effective Date:**

ATTENDANCE, TARDINESS AND ABSENTEEISM

Employees are expected, as a condition of employment, to be at work during their regularly scheduled work days. Supervisors are expected to make sure that every employee reports to work regularly and on time.

Employees who are unable to report for work on time are to notify their department manager or designee in accordance with procedures established by that department.

If the absence continues beyond the first day, the employee shall notify the supervisor on a daily basis, unless arrangements are made otherwise. An employee who is absent without notification on a scheduled work day or shift may be subject to disciplinary action.

An employee who is absent without notification for three (3) consecutive regularly scheduled work days shall be considered as having abandoned his or her job and may be terminated. Employees may be disciplined up to and including discharge for failing to report to work without notice or will insufficient notice, for excessive absenteeism or tardiness, or for other attendance and tardiness problems.

TIME REPORTING

Maintaining accurate time records is essential in computing non-exempt employee pay, ensuring compliance with applicable laws and regulations, and providing accurate cost information for the City. Each employee is responsible for completing his or her own time sheet as required.

RECORD KEEPING

Careful records of overtime and compensatory time for non-exempt employees must be maintained by the Finance/Administration Department. These records should show the date the overtime was worked, the number of hours that were worked, the compensatory time earned if the overtime was not paid in wages, date the compensatory time was taken and number of hours that were used.

Administrative Policy and Procedure		
Index: 100-011	Title: Severe Weather or Emergency Conditions	Effective Date:

POLICY

It is the intent of the City that all City of Pacific offices shall be open and in operation during established working hours to provide guidance in the event of a short-term emergency situation such as inclement weather or a prolonged power failure. Many city services are of primary importance during emergency conditions, and every attempt will be made to maintain City services at a normal level. When a server weather or emergency situation has been officially declared by the Mayor or designee, employees may be asked to perform duties outside their normal job description.

City employees should make a reasonable effort to report to work on a timely basis. Should conditions exist which would prevent City employees from reporting to work, it will be the employee's responsibility to contact his or her department manager or designee to indicate anticipated absence or late arrival.

Any regular full-time or regular part-time employee unable to report to work as a result of emergency or extreme weather conditions will be given the option of using accrued vacation or compensatory time, or taking time off without pay for time missed.

Each department is required to prepare a department emergency plan which identifies key positions necessary for continued City operations and includes primary and back-up contact persons in each department. Departments should consider place of residence of employees and individual ability to respond. This plan will be reviewed and updated annually to reflect changes in department services and personnel.

Administrative Policy and Procedure		
Index: 100-012	**Title:** Compensation	**Effective Date:**

Pay Periods and Paydays

The City has two (2) pay periods each month, the first (1) through the fifteenth (15) and the sixteenth(16) through the last day of the month. Paydays have been established on the fifth (5) and twentieth (20)of each month. If the fifth (5) or twentieth (20) falls on a Saturday, Sunday or holiday, paychecks will be issued on the preceding work day. Direct deposit of paychecks is available.

Salary Administration

The Mayor or his or her designee shall administer a pay plan which has been adopted by the City Council and establishes a pay range for each class in the classification plan.

The pay range for each class shall be coordinated with the classification plan based upon the range of pay for other classes, the requisite duties, responsibilities ad entry level qualifications of the positions allocated in the class, the rates of pay for similar work in the public and private sectors, cost of living data, the financial policies and position of the City, and other relevant considerations.

New Employees

At the time of hire, each employee shall be advised of his or her position title, initial rate of pay and may be given a copy of the job description for his or her position. The employee's initial rate of pay is based upon the position's pay range and the employee's relevant occupation, training and experience. New employees usually receive a salary assigned to the lower end of the range for their position when they possess the minimum required skills, knowledge and abilities. Designated City management personnel may offer a salary to a new employee at step A or B (or higher step with Mayor's approval) depending on the candidate's qualifications. Should the new employee possess more than the minimum skills, knowledge and abilities required for the position, the employee may be assigned to a pay scale between the minimum and the mid-range of the salary assigned to the position, with the recommendation of the department director, review by Personnel Director and approval of the Mayor.

Personnel Director is responsible for the development and maintenance of job descriptions and salary changes for each position within the City.

Call-Out

City employees in designated positions required by the City to return to work outside of regular work hours will be entitled to call-out pay. Call-out pay for non-exempt employees (other than a

continuation or early commencement of a regular shift) shall be for a guaranteed minimum period of two (2) hours. All call-out time worked outside of the individual's regular work hours shall be paid at the rate of one and one-half times the regular rate of pay for non-exempt employees.

Extra Duty Pay/Work at a Higher Classification

Extra duty pay may be awarded to a single individual who, for a period of time exceeding thirty (30) calendar days, assumes substantial responsibilities when assigned to substitute in a vacant position, in addition to performing the duties of the position currently held. The vacancy may be due to termination, leave of absence, extended illness or other reasons approved by the Mayor. When such an assignment extends beyond thirty (30) calendar days, the employee may receive up to a ten percent (10%) increase for the entire extra duty time. The percentage of Extra Duty pay awarded will be determined by the department director, and funding for the additional compensation will come from the department budget. The added compensation will cease when the assignment ends.

Longevity

Regular full-time employees shall be paid for length of service. Levels of compensation are as follows:

- **Three (3) years of service through four (4) years of continuous employment and continuing through four (4) full years of continuous employment employees will be paid an additional $35 per month.**
- **Five (5) years of continuous employment and continuing through nine (9) full years of continuous employment employees will be paid an additional $50 per month.**
- **Ten (10) full years of continuous employment and continuing through fourteen (14) years continuous employment employees will be paid an additional $150 per month.**
- **Over fifteen (15) full years of continuous employment and continuing through all remaining years of continuous employment, employees will be paid an additional $200 per month.**

Regular part-time employees will be paid for service on a prorated basis.

Severance Pay

Conditions may arise which necessitate the dismissal of an employee or a decrease in the work force. Severance pay may be paid to a regular full or part-time employee who has completed at lease six (6) months of service, when the Mayor determines that the employee is inappropriately and/or ineffectively placed in the organization and that no suitable alternative placement is available. Severance pay is a lump sum payment made on the final paycheck. Payment will not be considered to be salary for purposes of calculating PERS entitlement, but is subject to federal income tax withholding.

Administrative Policy and Procedure		
Index: 100-013	**Title:** Travel and Other Expenses	**Effective Date:**

TRAVEL POLICY

I. INTRODUCTION

A. Traveling On City Business

This policy applies to all employees, officials, board members, volunteers and other persons acting on behalf of the City of Pacific (herein after referred to as "requesting party") who are traveling on official city business. The policy provides requesting parties with a guideline for payment and reimbursement of travel expenses pertaining to official travel outside the City.

B. Responsibility While Traveling On City Business

Requesting parties may have their travel expenses reimbursed by the City of Pacific. Under no circumstances will reimbursement exceed actual expenses involved or duplicate any portions of expenses paid from any non-city source.

Unless otherwise exempted in this section, all travel must be authorized according to this policy prior to incurring any obligation or expense to the City of Pacific. Exceptions may be made by the City Council, and only the City Council, on a case-by-case basis for emergencies or other extenuating circumstances. The City Council may, at its sole discretion, reduce or refuse travel reimbursement for travel expenses not pre-authorized according to this policy.

Travel expenses to conduct normal and ordinary business of the City of Pacific that are exclusively limited to mileage expenses for travel less than 60 miles round trip are not required to obtain prior authorization according to this policy. All other provisions of this policy shall remain in full effect in such circumstances. Department heads may choose to require prior authorization for requesting parties in their respective department in any circumstance.

A requesting party traveling on official business is expected to exercise the same care in incurring expenses that he or she would exercise if traveling on personal business and using personal funds. Requesting parties will be held personally responsible for all unauthorized costs and additional expenses incurred for personal preference or convenience.

Willful violations of this policy by requesting parties will result in disciplinary action up to and including dismissal. Repeated willful violations of this policy may result in criminal prosecution.

II. DEFINITIONS

A. Travel

Travel in this context means the act or status of going from and returning to the normal work place location to conduct City of Pacific business. Commuting to and from a requesting party's place of residence is not reimbursable travel.

B. Work Place

The "work place" is the job location at which the requesting party spends the majority of his or her working hours while conducting official business of the City of Pacific.

C. Full Day

A "full day" in the context of this policy is defined as travel departure before 6:00 a.m. and travel return after 8:00 p.m.

D. Conference Hotel

A conference hotel is a hotel specifically designated for lodging by the entity hosting or coordinating the conference or training session.

E. Authorizing Party

An authorizing party is the department head of the requesting party. The Mayor shall be the authorizing agency for travel by department heads. The City Council shall be the authorizing agency for travel by the Mayor or City Councilmembers.

F. Incidental Expenses

Incidental Expenses are fees and tips given to porters, baggage carriers, hotel and restaurant staff and others for personal services performed. This is not a miscellaneous expense.

G. Travel Authorization Form

The official City form used to obtain authorization for travel. See Exhibit 1.

H. Travel Expense Voucher

The official city form used to obtain reimbursement for authorized travel expenses and/or to document expenditure of travel advance funds. See Exhibit 2.

III. PROCEDURES

A. Travel

1. Advances Will Be No Less Than $25

Travel advance requests must be submitted to the Finance Office within normal Accounts Payable deadlines. Travel advances will be no less than $25. Under no circumstances will the advance exceed estimated travel expenses, excluding prepayments. The authorizing party must approve all advances.

Settlement of travel advances shall be made on or before the 15th day following close of travel period by filing the Travel Expense Voucher with the fund custodian.

No advance may be made to any requesting party when he/she is delinquent in accounting for or repaying a prior advance.

2. Reimbursement Requests Must Be Submitted Within 30 Days
All reimbursement requests shall be approved by the authorizing party and submitted to the Finance Office for payment within 30 days of the travel return date. Under no circumstances will reimbursements be made after the close of the fiscal year. The Finance Director shall reject any reimbursement claims that are not in accordance with current policy or that are submitted more than 30 days after the trip.

3. Credit Card May Be Used For Travel
City credit cards may be used rather than reimbursement or advance. The credit card, along with receipts of items charged to the credit card, shall be submitted to the Finance Office no later than two working days from the travel return date. Under no circumstances may City credit cards be used for meals while traveling. City credit card use for travel purposes must also comply with the City Credit Card Policy.

4. Companions May Travel At Their Own Expense
Spouses, family members, or other persons may travel with requesting parties only at their own expense. Under no circumstances shall City funds be used to pay for travel expenses for spouses, family members or other persons. If circumstances prevent requesting parties from isolating travel expenses of spouses, family members or other persons from travel expenses of the requesting party, the requesting party must incur such expense using their own funds, and may request reimbursement for the requesting party's portion of such expense upon return from travel.

B. Transportation

1. City Vehicles May Be Used For Travel

City vehicles may be used for any authorized travel. The appropriate authorizing party must pre-approve all use of city vehicles for travel on a Travel Authorization form. Prior to approving any request to use city vehicles for travel, the authorizing agency must ensure that the requesting party has a valid driver license issued to the requesting party. The requesting party must obey all laws of the jurisdiction in which the vehicle is being operated. The vehicle will be used in conducting City business only.

No City official or employee shall carry any passenger other than a City official or employee in any City vehicle while on authorized travel, except as authorized for City business by the employee's supervisor. To the extent allowed by law, any liability for injury to any unauthorized passenger in a City vehicle is the responsibility of the employee permitting the unauthorized passenger.

2. Personal Vehicle May Be Used For Travel
A requesting party may use his or her personal vehicle for travel and be reimbursed at the approved mileage rate if a City vehicle is unavailable or use of a City vehicle is not practical. No person shall use any personal vehicle for official travel unless the personal vehicle is insured in compliance with the insurance requirements of all jurisdictions through which the vehicle will

travel. When requesting mileage reimbursement for use of a personal vehicle for travel, the requesting party must provide a photocopy of a valid driver license issued to the requesting party and adequate and appropriate insurance coverage in effect for the duration of the travel period.

The reimbursable mileage is the actual mileage measured from the work place to the destination and return. In the event that a requesting party leaves from their place of residence, mileage should be measured based on the starting point that is in closest proximity to the destination.

If two or more requesting parties are traveling to the same location to attend the same event, requesting parties are encouraged to carpool. Unless otherwise deemed unreasonable, in writing, by the authorizing party, requesting parties who choose to use multiple personal vehicles for travel to and from the same location to attend the same event shall only be eligible for mileage reimbursement according to a pro-rated share of the most efficient carpooling circumstance available. For example, if two requesting parties choose to use their personal vehicle in said circumstance, each shall only be eligible for mileage reimbursement at ½ the standard City of Pacific mileage reimbursement rate; three requesting parties each choosing to use their personal vehicle in said circumstances shall be eligible for mileage reimbursement at 1/3 the standard City of Pacific mileage reimbursement rate.

Reimbursable mileage is not to exceed the actual mileage traveled.

3. Parking Fees/Tolls Require Receipts

Receipts are required for reimbursement of parking fees, ferry fares, or tolls.

4. Modes of transportation other than City or personal vehicle
When approved travel requires the use of airfare, rental car, train, taxi or other modes of transportation, the requesting party shall demonstrate prudent and conservative principles. When using such transportation modes, city funds shall only be used to pay for expenses required for basic travel. Expenses required for basic travel do not include upgrades or optional fees or expenses. Upgrades and optional fees or expenses shall be considered incidental expenses and shall not be paid using City funds. If circumstances prevent the requesting party from isolating basic travel expenses from incidental expenses, the requesting party must incur such expense using their own funds, and may request reimbursement for the basic travel expense portion upon return from travel.

IV. RATES

A. Meals

It is the policy of the City of Pacific that meal expenses shall be paid using the advance travel expense account. Meal expenses may be reimbursed for emergencies or extenuating circumstances, as determined by the authorizing party. Meals not approved by the authorizing party shall not be reimbursed.

Meals for which a requesting party is seeking reimbursement shall be listed on the City of Pacific Travel Expense Voucher and accompanied by receipts for each meal. City funds shall not be used for meals already paid by a non-City source or alcoholic beverages, under any circumstances.

Meal expenses shall not be paid by the City when meals are included in the cost of an official event where registration has been paid by the City.

In the context of this section, a full day is defined as travel departure before 6:00 a.m. and travel return after 8:00 p.m. For travel periods of less than a full day, the following "per meal" qualifications shall be used:

Breakfast	**Departure prior to 6:30 a.m.**
Lunch	**Departure prior to 10:00 a.m. and return after 2:00 p.m.**
Dinner	**Return after 7:30 p.m.**

Meals shall be paid for at the allowable City of Pacific per diem rate applicable at the time of the travel.

B. Lodging

The authorizing party must approve all lodging in advance and the travel destination must be greater than 50 miles from the requesting party's normal work place.

Lodging expenses will be paid by the City at the actual cost of the room, provided the requesting party seeks reasonably priced lodging. Exceptions may be made for designated conference hotels. Specific dates of lodging must be listed on the City of Pacific Travel Form and substantiated by an itemized receipt from a commercial lodging establishment. Room, tax, and parking charges only will be paid by the City. Incidental expenses such as tips for room service, valet parking, other hotel services, and additional personal expenses shall not be paid by the City.

Requesting parties sharing a room with a non-City individual (including family members) are responsible for reporting and requesting reimbursement of lodging expenses at single occupancy rates.

C. Telephone Calls

City funds shall not be used to pay for phone calls of a personal nature. The authorizing party may, on a case-by-case basis, approve the use of City funds to pay for phone calls necessary to city business.

Use of City supplied Cell Phone shall be under the guidance of the Cell Phone Policy.

D. Mileage Reimbursement

Mileage shall be reimbursed at the appropriate City of Pacific rate in effect at the time of the travel. The City of Pacific reimburses at the standard rate per mile specified by the IRS for business miles driven.

V. REIMBURSEMENT PROCEDURES

A. Submitting City of Pacific Travel Expense Voucher

1. **A requesting party will complete a Travel Expense Voucher form and attach itemized receipts.**

2. **The authorizing party will determine that the Travel Expense Voucher form has been properly approved, that it is mathematically correct, and that requested reimbursements agree to submitted receipts and are within the limits set by this policy. Advances shall be deducted from reimbursable costs. The department will also determine that an amount sufficient to pay the request is available.**

3. **After approval by the authorizing party, the Travel Expense Voucher form shall be forwarded to the Finance Office no later than thirty days after the travel return date.**

B. Falsification of a Reimbursement Form

A requesting party submitting a falsified Travel Expense Voucher reimbursement form will be subject to disciplinary action up to and including dismissal and/or criminal prosecution. An authorizing party who knowingly approves a falsified Travel Expense Voucher reimbursement form will be subject to disciplinary action up to and including dismissal and/or criminal prosecution. Willful violations of the City's Travel Policy by employees may result in dismissal.

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Administrative Policy and Procedure		
Index: 100-014	**Title:** Cell Phone	**Effective Date:**

CELL PHONE POLICY

Authorizing parties may assign cell phones to agents of the City (as defined below), or otherwise make a telephone available for use, when a valid mission-related purpose exists. As used in this policy, the term "agent" shall be defined as a person whose duties require frequent mobility, but who must remain readily accessible due to the specific nature of their duties, and those who must be available for emergency response or consultation after normal business hours.

An overarching concern of the City is the personal safety of employees and the public at large. Therefore, agents should use proper safety procedures at all times when using a cellular phone, but especially while operating equipment, driving on City business, or performing similar duties. Agents must adhere to all federal, state and local rules and regulations regarding the use of cell phones while driving. Agents shall inform themselves as to health hazards associated with the use of cellular devices.

The primary use of all cell phones is for official city business. However, agents may use City provided cell phones for occasional personal use, provided that the personal use is de minimis, does not unduly burden the minutes available in the plan, and does not interfere with the performance of his or her duties of their position. Personal text, picture, video and email or other data use on City provided devices is prohibited. Agents are personally subject to additional costs attributed to charges above the plan assigned to them. Agents are also responsible for charges that exceed the pricing plan.

It is preferable that City-provided cellular phones not be used for personal business, but in the event an agent elects to make or receive a personal call on a City-provided cellular phone, such personal calls should be kept to a minimum, for short duration, and should be made on the agent's own time, such as during breaks or lunch, or before or after normal working hours.

Agents whose City-provided cellular phones have photo, video, or audio recording capabilities shall use such recording capabilities for official business only, at all times respecting the legal rights of all persons being recorded.

Agents must report If cell phones are lost or stolen, to the authorizing party within 24 hours. Malfunctioning cell phones are to be reported the authorizing party to arrange for replacement or repair. The City is not responsible for replacing cell phones damaged by agent carelessness.

Agents shall not deal directly with the cellular vendor. This prevents unnecessary charges and maintains the consistency of the City's telephone plan.

The authorizing party will evaluate each individual agent's duties and responsibilities and determine which appropriate cellular telephone plan is appropriate.

The City Clerk's office will keep a record of the cell phones and the associated vendor's contact information. This information will be provided to the Clerk's office by the various authorizing parties. Authorizing parities are responsible for alerting the City Clerk's office when a decision is made to discontinue cell phone service to an agent.

The use of a City issued cell phone by any person in any illegal activity shall be grounds for immediate discharge from City of Pacific employment.

Administrative Policy and Procedure		
Index: 100-014	**Title:** Mobile Communication Devices	**Effective Date:**

MOBILE COMMUNICATION DEVICES POLICY

DEFINITIONS

AGENTS - Current employees, officials and agents of the City of Pacific.

MCDs - For the purpose of this Policy, Mobile Communication Devices (MCDs) are defined as cellular ("cell" or "mobile") telephones (including cell phones with two-way communication capability), BlackBerrys and other PDAs, pagers, wireless cards, and any other mobile communication devices.

DE MINIMIS USE - occasional but limited use of the resource if there is no actual cost or the cost to the City is so small as to be insignificant or negligible.

POLICY

Authorizing parties may assign MCDs to agents of the City (as defined below), or otherwise make a telephone available for use, when a valid mission-related purpose exists. As used in this policy, the term "agent" shall be defined as a person whose duties require frequent mobility, but who must remain readily accessible due to the specific nature of their duties, and those who must be available for emergency response or consultation after normal business hours.

An overarching concern of the City is the personal safety of employees and the public at large. Therefore, agents should use proper safety procedures at all times when using a MCD, but especially while operating equipment, driving on City business, or performing similar duties. Agents must adhere to all federal, state and local rules and regulations regarding the use of MCD while driving. Agents shall inform themselves as to health hazards associated with the use of cellular devices.

The primary use of all MCDs are for official city business. However, agents may use City provided MCDs for occasional personal use, provided that the personal use is de minimis, does not unduly burden the minutes available in the plan, and does not interfere with the performance of his or her duties of their position. Personal text, picture, video and email or other data use on City provided

devices is prohibited. Agents are personally subject to additional costs attributed to charges above the plan assigned to them. Agents are also responsible for charges that exceed the pricing plan.

It is preferable that City-provided MCDs not be used for personal business, but in the event an agent elects to make or receive a personal call on a City-provided MCD, such personal calls should be kept to a minimum, for short duration, and should be made on the agent's own time, such as during breaks or lunch, or before or after normal working hours.

All MCD data and messages contained within or transmitted via them are the property of City and are primarily intended for business use only. Agents are advised that they do not have any personal or proprietary rights over communication devices or e-mail accounts transmitted via City issued MCD. As such, those electronic records may be public records subject to Washington State's Public Disclosure Records Act (RCW 42.56)

Agents whose City-provided MCD have photo, video, or audio recording capabilities shall use such recording capabilities for official business only, at all times respecting the legal rights of all persons being recorded.

Agents must report if MCD is lost or stolen, to the authorizing party within 24 hours. Malfunctioning MCD is to be reported the authorizing party to arrange for replacement or repair. The City is not responsible for replacing MCD damaged by agent carelessness.

Agents shall not deal directly with the cellular vendor. This prevents unnecessary charges and maintains the consistency of the City's communication plan.

The authorizing party will evaluate each individual agent's duties and responsibilities and determine which appropriate MCD plan is appropriate.

The City Clerk's office will keep a record of the MCDs and the associated vendor's contact information. This information will be provided to the Clerk's office by the various authorizing parties. Authorizing parities are responsible for alerting the City Clerk's office when a decision is made to discontinue MCD service to an agent.

The use of a City issued MCD by any person in any illegal activity shall be grounds for immediate discharge from City of Pacific employment.

Failure to comply with this Policy regarding the use of MCDs may result in disciplinary action to **include termination of MCD privileges and collection of any fees associated with the abuse of this policy.**

An Agent who is issued a City-owned MCD must return the device to his or her employing department upon termination from employment or change of duty status.

Administrative Policy and Procedure		
Index: 100-015	Title: Employee Benefits	Effective Date:

RETIREMENT

State Retirement System

All City employees in eligible positions are required to participate in the State of Washington's Retirement System (PERS or LEOFF). A PERS eligible position is one which normally requires at least seventy (70) hours of work per month for five (5) consecutive months during any twelve (12) month period. Eligibility for participation will be determined at the time of hire, and will be reviewed periodically and revised as required. Participating employees shall pay any required amounts toward the contribution costs through payroll deduction. The City shall also make appropriate contributions required by state law. For further details or possible changes, consult the state statutes and other materials summarizing the Retirement Systems.

Temporary/Hourly employees who fill positions requiring seventy (70) or more hours per month for five (5) or more consecutive months will participate in the PERS. It is the responsibility of the hiring supervisor in coordination with finance to determine PERS eligibility at the time of hire and to monitor all position so that PERS membership requirements are met. The Personnel Director is available to provide assistance in determining PERS eligibility.

HEALTH AND WELFARE PLANS

Regular full-time and regular part-time employees, who work at least twenty (20) hours per week, and their dependents are eligible to participate in the City's various insurance programs.

The programs and eligibility criteria are explained upon hire. The City provides a monthly premium amount and the remainder, if any, shall be paid by the employee through payroll deduction. The City reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable, with prior notice to affected employees.

Medical Insurance

The City offers eligible employees a choice between at least two medical plans, including an indemnity plan and a Teamster plan.

Dental Insurance

The City provides eligible employees and their dependents with dental insurance.

Vision Insurance

The City provides eligible employees and their dependents with vision insurance.

Long-Term Disability

The City provides a long-term disability plan for eligible employees.

Accidental Death and Dismemberment

As part of the Pacific Retirement System Plan, the City provides an accidental death and dismemberment plan for eligible employees.

Extended Health Benefits

In compliance with COBRA (Consolidated Omnibus Budget Reconciliation Act), the City offers continuing health care coverage on a self-pay basis to employees and their dependents following termination (for reasons other than gross misconduct), a reduction in hours, retirement or death. These health benefits will be identical to the coverage offered to regular employees. For terminated employees or employees whose hours are reduced below that of a regular employee, the coverage may last up to eighteen (18) months or until they become eligible for other health insurance coverage, whichever is earlier.

In the event of the employee's retirement, divorce, separation or death, the coverage may last up to thirty-six (36) months for the employee and/or qualified beneficiary. The fill policy monthly premium plus a two percent (2%) administration fee will be paid by the employee or the beneficiary to the City or designated benefit administrator. The employee or beneficiary may waive all rights to continuation coverage according to notification procedures and time limits outlined in the continuation coverage Notification of Rights letter.

Workers Compensation

All employees of the City are insured in a state insurance program which is designed to protect them against medical costs from on-the-job accidents and injuries and for work time lost as a result of such accidents or injuries.

All accidents and on-the-job injuries must be reported to a supervisor. That supervisor shall direct the injured employee to seek immediate medical treatment if necessary, and shall be responsible for reporting the injury to Personnel Director. The supervisor shall also be responsible for enduring, as soon as physically possible, that the injured employee completes the Washington State Labor and Industries form for reporting the accident.

Unless otherwise required by state law, the procedure for worker's compensation time loss payment/reimbursement will be as follows:

- **If the job-related injury or illness requires the employee to be absent from work, the time the employee is unable to work will be charged to sick leave. At the option of the employee, when and if his/her sick leave is exhausted, compensatory time or accrued vacation leave may be used.**
- **If the job-related injury or illness requires the employee to be absent from work for more than three (3) consecutive days, State Industrial Insurance (Worker's Compensation) will begin to pay time loss compensation according to a set formula based on marital status and number of dependents. Employees cannot use sick leave and receive worker's compensation at the same time, because this results in a double payment. Employees must use the time loss money from worker's compensation to buy back the sick leave used. Compensatory time cannot be bought back. Buy back for vacation leave is optional. Since worker's compensation only pays a percentage of full wages, and employee can only buy back a percentage of the leave used with that money, however, the employee will not suffer the income loss that occurs when he/she only receives worker's compensation benefits.**

When an employee receives a worker's compensation time loss check, he/she should turn the check over to payroll. Based upon the employee's hourly rate and the amount of worker's compensation time loss received, payroll will determine the amount of leave to be bought back. Payroll will determine the amount of leave to be bought back. Payroll will notify an employee when all available sick leave and/or vacation leave has been used, and them the employee will keep additional worker's compensation time loss payments until he/she is able to return to work. The City will continue to pay its portion of the health insurance premiums for up to six(6) months while an employee is receiving worker's compensation time loss payment (whether using it to buy back leave or keeping it).

An employee who has been away from work due to an injury may not return to work without a written statement from the appropriate medical personnel stating the employee is able to resume his or her job duties, or specifying limits on duties which can be performed.

For additional information, see section 10-safety and security.

TRAINING AND EDUCATION ASSISTANCE

Training

The City of Pacific recognizes the fact that obtaining sufficient job training improves an employee's ability to perform his or her job. It is the City's intent to encourage employees to obtain additional training and education which will facilitate their advancement in City employment and will be consistent with the best interests of the City. There are three (3) types of employee training that will be sponsored by the City of Pacific:

- **Mandatory safety procedures and other job skills. This category may include courses in first aid and defensive driving.**
- **Employee development. Training of this sort may include specialized accounting and computer skills, effective communication skills, supervisory skills, and other courses that enhance an employee's ability to perform his or her job. It may also include professional/management development courses.**
- **Post high school or vocational courses. These courses must be relevant to the employee's position or promotional opportunities within the City.**

EMPLOYEE TRAINING AND DEVELOPMMENT

Supervisors and employees will develop an individual training plan to include necessary and desired training in the categories listed above.

Personnel Director may develop training programs to meet City-wide needs when it is determined such programs will improve the efficiency of effectiveness of the services rendered by City employees. Employees shall be compensated for any time spent in such training sessions during regular working hours. The cost of such training and development courses may be paid out of the City-wide training budget, or may require department funding for employees who attend. In general, costs for training sessions approved by the department but not sponsored by the City and held away from City facilities will be paid out of individual department training budgets.

Employees shall not be compensated for any time spent at training sessions held outside of the employee's regular working hours unless attendance at the training session was mandatory, the employee was required to perform productive work, or the training session was directly related to

the employee's current position and compensation was pre-authorized by the immediate supervisor. Additional training does not guarantee increased pay.

EMPLOYEE ASSISTANCE PROGRAM

The purpose of the City Employee Assistance Program(EAP) is to establish a voluntary program of professional and confidential counseling and assistance to regular full-time and regular part-time employees whose job performance, health, or well-being are adversely affected by personal problems. The City recognizes that a wide range of personal problems, such as emotional or mental stress, marital or financial difficulties, or drug or alcohol dependency, can affect an employee's performance. Theses problems may or may not be caused by or related to the individual's responsibilities as an employee, but nevertheless, they have an effect on work performance, safety or overall welfare of the employee, co-workers, and the City. Many times the employee is able to overcome these problems independently, once the fact that work performance is being brought to his or her attention. However, in other instances, professional assistance may be needed to aid the employee in recognizing and overcoming personal difficulties.

In an effort to provide assistance to employees and their families in identifying, beginning to deal with, and overcoming problems of this nature, the City has established an EAP. The program is designed to allow the employee and his or her family to voluntarily and confidentially seek professional assistance from an independent counseling service. An EAP agency is an independent agency which provides professional and confidential diagnostic, counseling and referral service to City employees and their families by contract and at no cost to the employee.

When work performance problems are identified and cannot be corrected by the supervisor through normal corrective actions, use of the EAP will be suggested by the supervisor,. The existence of non-work related personal problems does not release the employee from the responsibility to perform his/her job at a satisfactory level. Participation in the EAP will in no way jeopardize an employee's professional status, job security or future possible promotions. Utilization of the EAP agency during normal working hours will be subject to the use of sick leave.

The employee and his or her family may choose to use the agency's services independently without the suggestion of a supervisor. The self-initiated contact between the employee, his or her family and the agency will be confidential and records are not accessible to either the supervisor or the City. The EAP agency will provide up to three diagnostic sessions and may refer the employee to potential service agencies for specific treatment. Coordination of medical benefits for the additional counseling or referral assistance by the EAP is determined by the medical plan covering the individual employee. Questions concerning insurance coverage can be referred to Personnel Director.

Administrative Policy and Procedure		
Index: 100-016	Title: Leaves	Effective Date:

LEAVES

Sick Leave

Sick leave is hereby established to be used in cases of illness, accident or other conditions which require medical treatment or supervision and require an employee to be absent from work. Sick leave may be used to care for an employee's own health condition, or to care for a child, spouse, domestic partner, parent, parent-in-law, grandparent, foster child, or legally adopted child of the employee who has a serious health condition or an emergency condition as established in Chapter 296-130 of the Washington Administrative Code (WAC). Sick leave may also be used for the care, treatment and preventative health care of the employee and dependants.

Sick leave has been established for the benefit of both the employee and the employer, but no vested right to sick leave is guaranteed by the City. In the event that abuse of sick leave is suspected or excessive absenteeism or tardiness occurs, or after three (3) consecutive days of sick leave, an employee may be required to provide medical certification from his or her health care provider. Abuse of sick leave or excessive absenteeism or tardiness may be grounds for disciplinary action, up to and including termination.

Once an employee returns from an illness, the time off must be approved. Employees shall submit a Leave Form signed by the department manager or supervisor.

Accrual

Sick leave shall be accrued by regular full-time employees at the rate of eight (8) hours per month.

Regular part-time employees shall accrue sick leave on a pro-rated basis in the same percentage as the employee's average weekly scheduled hours relate to a forty (40) hour week.

No employee may accrue more than nine hundred sixty (960) total hours. When this maximum is reached, an employee shall no longer accrue sick leave.

Family Leave

Pursuant to the provisions of the federal Family and Medical Leave Act of 1993 (FMLA) an employee who has been employed by the City for twelve (12) months and has worked at least 1250 hours in the past twelve (12) months is entitled to up to twelve (12) work-weeks of unpaid leave per year to care for a child, spouse, domestic partner or parent with a serious medical condition, or for serious personal illness. The twelve (12) weeks may be scheduled intermittently or used through part-time leave, when the basis for leave is medical difficulties. For purposes of

calculating leave availability, the 12 month period is a rolling 12 month period measured backwards from the date you use any FMLA leave.

Leave may be taken to care for a new child by birth, adoption, or foster care or for a child, spouse, domestic partner, or parent with a serious illness, or for personal serious illness requiring inpatient or continuing treatment. Except in emergencies, an employee must give at least thirty (30) days notice when planning to take the leave. The City will continue to contribute its portion of the medical insurance premiums during the leave. If the employee does not return to work, the City may recover the premiums paid during the leave unless the failure to return is beyond the employee's control.

The employee will be required by the City to use accrued and unused sick leave, vacation leave and /or compensatory time in accordance with the City policy to offset loss of pay during the leave.

Vacation and sick leave accruals will not continue during any unpaid leave. Employees who return to work at the end of the twelve (12) weeks of leave will be returned to the same or an equivalent job at the same pay, however, employees remain subject to legitimate job changes or layoffs that would have occurred even if they had not been on leave.

Under Washington State law, employees are entitled to twelve (12) weeks of unpaid leave to care for a newborn child, in addition to time off for any period of actual disability with pregnancy or childbirth. The City is not required to continue to pay its portion of medical insurance beyond the twelve (12) week FMLA leave entitlement.

Vacations

Vacation leave is hereby established for the mutual benefit of the employer and the employee. The purpose of vacation leave is to provide employees with adequate time away from work, and to provide the City with well-rested and efficient employees. Employees shall submit a Leave Request form for each anticipated absence to be approved by the Department Head or Supervisor.

Accrual Time

Full-time employees shall accrue vacation at the following rate:

- **Initial hire through three (3) complete years of continuous employment – eight (8) hours per month.**
- **Four (4) years continuous employment and continuing through nine (9) full years of continuous employment – ten (10) hours per month.**
- **Ten (10) full years of continuous employment and continuing through fourteen (14) years continuous employment – twelve and one half (12.5) hours per month.**
- **Fifteen (15) full years of continuous employment and continuing through all remaining years of continuous employment – fifteen (15) hours per month.**

Regular part-time employees shall accrue vacation leave on a pro-rated basis in the same percentage as the employee's average weekly scheduled hours relate to a forty (40) hour week.

Vacation leave may be used as soon as it is accrued.

Maximum Accrual

The maximum vacation accrual that will be paid upon termination or carried forward at year end will be two times (2x) the employees allowed paid vacation accrual per year of service.

Holidays

The following eleven (11) holidays are hereby established:

- **New Years Day**
- **Martin Luther King Jr. Day**
- **Presidents Day**
- **Memorial Day**
- **Independence Day**
- **Labor Day**
- **Veterans Day**
- **Columbus Day**
- **Thanksgiving Day**
- **The day after Thanksgiving**
- **Christmas Eve (Union only) and Christmas Day**
- **Floating Holiday(non-union only)**

The floating holiday must be used during the current calendar year. No unpaid holiday will be carried over to the following year, and no unpaid floating holiday will be paid out unpin termination of employment. These holidays are established on the dates set by state law. The City council reserves the right to amend its holidays as provided for by state law.

Religious Holidays

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

Jury Duty and Witness Leave

The City acknowledges that its employees have obligations as citizens to serve on juries and jury panels, and to appear in court as subpoenaed witnesses. Regular full-time and regular part-time employees will be provided leave with pay when summoned to serve as jurors or subpoenaed witnesses, unless appearing as a plaintiff or defendant in legal action against the City. Regular full-time and part-time employees will be provided leave with pay when summoned to serve on a jury without loss of pay for the duration of a trial per jury duty summons. Compensation received by the employee, with the exception of mileage reimbursements, shall be reimbursed to the City to the end that the employee shall not receive more total compensation in the form of regular pay and compensation for jury duty than the employee would normally receive as wages from the City.

The City shall have the right, at the City's expense, to request the court to excuse the employee from any or all jury duty if there are circumstances that would make the absence of the employee an undue hardship on the City or other personnel.

Funeral Leave

A regular full-time employee may take up to twenty-four (24) hours of funeral leave for a death in the employee's immediate family (see definitions 100-003). With department director approval, up to fifty-six (56) additional hours of sick leave may be utilized in these situations, for a total absence of eighty (80) hours (two (2) regular work weeks).

Under usual circumstances, the Mayor or his/her designee may construe more broadly this definition to other persons living within the employee's household, to others related to the employee by blood or marriage, or to established relationships having attributes to familial ties.

With department director approval, a regular employee may use sick leave, not to exceed eight (8) hours, to attend the funeral of close friends or other relatives.

Funeral leave is provided for regular part-time employees on a pro-rated basis in the same percentage as the employee's average weekly scheduled hours related to a forty (40) hour week.

Leave of Absence – General

A personal leave of absence is a privilege the City may extend to qualified regular full-time and regular part-time employees for specific periods of time under certain circumstances. It allows an employee to take time off from work for personal reasons, or to fulfill a military obligation in excess of fifteen (15) calendar days per year. All such leaves are taken without pay.

A leave of absence must be requested in writing and submitted to the employee's immediate supervisor and department director for a recommendation as soon as the need for such a leave is known. The department director shall then forward the request to the Personnel Director for review. Only the Mayor may grant or deny any leave requested. All leaves granted are without pay. The employee may request or may be requested by the City to use accrued vacation or compensatory time to offset loss of pay during the leave. No benefits such as vacation or sick leave are earned while on unpaid leave. Employees on leave may return early from leave if the notify the supervisor one week in advance. Failure to return from leave on or before the agreed upon date will result in termination.

An unpaid leave of more than thirty (30) calendar days will affect an employee's performance and salary review dates. These days will be adjusted forward until the employee has completed as many days of continuous employment as the length of the leave of absence.

An employee will normally be assured of returning to his or her position for a leave of absence of one hundred eighty (180) days. In this event, efforts will be made to place the employee in a vacant comparable position.

During any unpaid leave ninety (90) days or less, an employee may continue his or her group insurance coverage by paying on a monthly basis the premium due if not covered by the union contract.

Sick leave accrual shall not be used for non-medical leaves of absence.

Leave of Absence- Medical

Medical leaves of absence may be granted for regular full-time and regular part-time employees who are unable to perform their job duties due to an illness or an accident and who are ineligible for or have exhausted FMLA leave. This medical leave of absence requires a doctor's certification and cannot exceed one hundred eighty (180) days total, including any FMLA leave. During medical leave, the employee may receive previously earned sick pay and earned but unused vacation benefits. A written request for a medical leave of absence must be returned to the department director along with a doctor's certification indicating the nature of the medical problem and the anticipated length of absence. A medical leave of absence may be extended, by

submitting a written request, accompanied by an explanation from the employee's doctor of the need for extension. A medical leave cannot exceed one hundred eighty (180) days total, including FMLA and extension.

Employees returning from a medical leave of absence must provide a doctor's written certification of the employee's ability to return to work. The City reserves the right to require an examination by a doctor of the City's choice. Employees returning from a medical leave of one hundred eighty (180) days or less return to the same position or a similar position of equal pay or status, subject to job changes or layoffs that would have occurred even if they had not been on leave. During a paid medical leave of absence, the City will pay its portion of the employee's medical insurance premiums for up to six (6) months total, including during paid or unpaid FMLA leave.

An unpaid leave of more than thirty (30) calendar days will affect an employee's performance and salary review dates. These days will be adjusted forward until the employee has completed as many days of continuous employment as the length of the leave of absence.

Military Duty

An employee who is a member of the Washington National Guard or a federal military unit is entitled to leave from his or her duties for up to fifteen (15) work days each calendar year (using an October 1 to September 30 year) for official military duty in accordance with RCW 38.40.060. Day for purposes of the section shall be defined as a twenty-four hour period, beginning and ending at midnight. Such leaves are in addition to any other leave or vacation benefits. During the fifteen (15) work day period of military duty, the employee shall continue to receive his or her normal rate of pay.

An employee who is called to or volunteers for service with the armed forces of the US or the Washington National Guard, may be entitled to reinstatement in his or her position upon completion of service, pursuant to state and federal laws.

An employee promoted or hired to fill a vacancy created by a person on military leave is appointed to the position subject to the return of the absent employee. Upon such return a promoted employee is restored to his or her original position or an equivalent position subject to the provisions of state and federal law. Any person hired to fill such a vacancy shall be h9ired as a temporary part-time employee.

Active Military Duty Shared Leave

The intent of this shared leave provision is to provide short-term financial stability to allow an employee to adjust to a different income and benefit level under military pay.

Any employee who is ordered to report for active military duty for a significant military event as determined by the Mayor and is unable to perform the duties of his or her City position may be eligible to receive donated hours. This may include an employee who is a member of all branches of military service and their reserves, The Army and Air National Guards, the Public Health Service commissioned corps, and other categories designated by the President in a time of emergency.

Any regular full-time or part-time City employee may donate accrued vacation leave hours to provide financial assistance to employees who are called to active military duty and who are unable to perform the duties of their position with the City.

Donation of leave shall be in hourly increments. Vacation leave shall be transferred on a dollar for dollar basis. The value of the leave shall be determined at the current hourly wage of the donator and the leave available to the receiving employee shall be calculated at the receiving employee's wage.

An eligible employee may receive up to 50% of their regular pay per pay period as shared leave to supplement military pay for a total not to exceed 100% of their regular pay. The employee must turn over military paycheck stubs to the City so the City can determine the correct supplemental pay and donated leave amounts. An employee can receive shared leave for active military duty for up to six (6) consecutive pay periods.

While receiving shared leave, the City will continue to pay its portion of the employee and family health insurance benefits, and the employee will pay his or her portion. Employees will not accrue vacation, sick leave or other leave benefits while receiving shared leave. Other regular benefit deductions, such as retirement, will continue and will be based on the amount of pay received or number of hours of shared leave paid as appropriate Continuation of optional benefits deductions is at the discretion of the employee receiving active military duty shared leave.

Any donated leave of less than $100 value which is unused because an employee returns to work will be forfeited and used to cover the costs of administering the shared leave program. If the value of unused donated leave exceeds $100, the unused leave will be returned to the donors on a pro rata basis, proportional to the donation, to the extent administratively feasible.

Shared Leave

The purpose of shared leaves is to permit regular full and regular part-time employees of the City to come to the aid of a fellow City employee. A department director, with the Mayor's approval, may permit an employee to receive shared leave if all of the following conditions are met:

- **The employee or a person in the employee's immediate family (see definitions) suffers from an illness, injury, impairment, physical or mental condition which is of an extraordinary or severe nature and which has caused or is likely to cause the employee to go on leave without pay status or to terminate his or her employment with the City.**
- **The employee has completed one year of employment with the City.**
- **The employee has depleted or will shortly deplete his or her total of accrued vacation, sick leave, compensatory time, holiday time and/or other paid leave.**
- **The employee has abided by the City's sick leave policy.**
- **The employee has diligently pursued and is ineligible for other disability benefits including workers comp time loss.**
- **The use of shared leave will not significantly increase the City's costs, except for those costs which would otherwise be incurred in the administration of the program or which would otherwise be incurred by the employee's department.**

The employee shall be required to provide appropriate medical justification and documentation of the necessity for the leave and the time which the employee can reasonably be expected to be absent due to the condition. Unless otherwise approved by the department director and the Mayor an employee's eligibility to receive shared leave will be limited to the highest total number of hours of their own sick leave balance in the twelve (12) months prior to the shared leave request, so that the employee is eligible to receive a match to their own accrued sick leave bank. An employee shall not receive more than the equivalent of one half of the number of hours in their

typical work year as shared leave throughout his or her employment. Shared leave should be used on a consecutive basis, when it is feasible.

Employees may request their department director to approve the transfer of a specified amount of accrued vacation leave, comp. time or sick leave to an employee who is authorized to receive shared leave. In order to be eligible to donate accrued vacation leave an employee must have taken at lease eighty (80) hours of vacation leave within the calendar year, and have eighty (80) or more hours of accrued leave remaining. There is no limit to the number of hours of comp. time an employee can donate.

To be eligible to donate sick leave, an employee must have at least one hundred (100) hours of accrued sick leave after the donation of leave, and may only donate a maximum of eight (8) hours of sick leave per incident unless otherwise approved by the department director and Mayor.

Donations of leave shall be in hourly increments. The department director shall only transfer vacation or sick leave in the amount specified in the request. All donations of leave are voluntary.

While an employee is on shared leave he or she will continue to be classified as a City employee and receive the same salary and benefits as the employee would otherwise receive if using other paid leave. All salary and benefit payments made to the employee on shared leave shall be made by the department employing the person using the shared leave.

The employee's salary rate shall not change as a result of being on shared leave and the total of the employee's salary and other benefits including State Industrial Insurance or any other benefit received as a result of payments by the City to an insurer, health care provider, or pension system shall not exceed the total of salary and benefits which the employee would have received had he or she been in a regular pay status.

Vacation leave and comp. time shall be transferred on a dollar for dollar basis; sick leave shall be transferred on an hour for hour basis. The value of the leave shall be determined at the current hourly wage of the transferor and the leave available to the receiving employee shall be calculated at the receiving employee's wage.

Personnel Director shall be responsible for computing the values of donated leave and shared leave. Payroll shall be responsible for adjusting the accrued leave balances to show the transferred leave. Records of all leave time transferred shall be maintained in the event any unused time is returned at a later date. The department director shall determine when shared leave is no longer needed based on a medical certification. The value of any leave transferred which remains unused shall be returned at its original value to the employee or employees who donated the leave. The unused leave shall be returned on a pro rata basis proportional to the donation, but in no case will exceed the original number of hours donated.

Personnel Director shall monitor the use of shared leave to insure equivalent treatment for all employees of the City. Inappropriate use or treatment of the shared leave provision may result in the cancellation of the donated leave or use of shared leave. No employee who has been receiving shred leave shall be paid any unused shared leave in the event they leave City employment.

The City of Pacific, at its sole discretion, may amend or cancel this program at any time.

Administrative Leave

In certain circumstances, the City may choose to place an employee on paid administrative leave pending City investigation, for a period of time determined by the City.

When an employee is place on paid administrative leave, the employee's work station is his or her residence. The employee is required to be at home and available for contact by phone from 8:00 a.m. to 4:00 p.m. Monday-Friday unless leave has been requested by the employee's supervisor.

Sabbatical Leave

The purpose of sabbatical leave is to promote renewal and rest for longer term service for management level employees of the City. After completion of each ten (10) year period of regular employment with the City, designated employees are eligible for four (4) weeks of sabbatical leave, using two (2) weeks of accrued vacation and two (2) weeks of paid sabbatical leave.

Regular full-time and regular part-time management level employees paid at range 46 or above are eligible if they have completed ten (10) years of service, and if job performance has been satisfactory, as indicated on their most recent performance review.

The four (4) weeks must be taken at one time and may be combined with additional vacation leave. Prior approval by the City is required and is subject to the staffing needs of the City. Sabbatical leave must be taken within two (2) years of eligibility or the leave is forfeited. Regular pay and benefits continue during sabbatical leaves, however employees do not receive an extra day off if a holiday falls during the paid sabbatical leave. No sabbatical leave will be paid to an employee at termination.

Requests for sabbatical leave should be received at least ninety (90) days in advance. Employees must provide a written request for sabbatical leave and obtain approval of the department director and Mayor. Scheduling will be administered by each department. It is the employee's responsibility to develop a plan, subject to department director approval, to provide coverage for the position during a sabbatical leave. This should be done will in advance (6-12 months, if possible) of the leave date. For record keeping purposes, and to ensure consistent administration, the employee should coordinate with the Personnel Director prior to the leave.

Administrative Policy and Procedure		
Index: 100-016	**Title:** Leaves	**Effective Date:**

LEAVES

Sick Leave

Sick leave is hereby established to be used in cases of illness, accident or other conditions which require medical treatment or supervision and require an employee to be absent from work. Sick leave may be used to care for an employee's own health condition, or to care for a child, spouse, domestic partner, parent, parent-in-law, grandparent, foster child, or legally adopted child of the employee who has a serious health condition or an emergency condition as established in Chapter 296-130 of the Washington Administrative Code (WAC). Sick leave may also be used for the care, treatment and preventative health care of the employee and dependants.

Sick leave has been established for the benefit of both the employee and the employer, but no vested right to sick leave is guaranteed by the City. In the event that abuse of sick leave is suspected or excessive absenteeism or tardiness occurs, or after three (3) consecutive days of sick leave, an employee may be required to provide medical certification from his or her health care provider. Abuse of sick leave or excessive absenteeism or tardiness may be grounds for disciplinary action, up to and including termination.

Once an employee returns from an illness, the time off must be approved. Employees shall submit a Leave Form signed by the department manager or supervisor.

Accrual

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A regular full-time employee may take up to twenty-four (24) hours of funeral leave for a death in the employee's immediate family (see definitions 100-003). With department director approval, up to fifty-six (56) additional hours of sick leave may be utilized in these situations, for a total absence of eighty (80) hours (two (2) regular work weeks).

Under usual circumstances, the Mayor or his/her designee may construe more broadly this definition to other persons living within the employee's household, to others related to the employee by blood or marriage, or to established relationships having attributes to familial ties.

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A leave of absence must be requested in writing and submitted to the employee's immediate supervisor and department director for a recommendation as soon as the need for such a leave is known. The department director shall then forward the request to the Personnel Director for review. Only the Mayor may grant or deny any leave requested. All leaves granted are without pay. The employee may request or may be requested by the City to use accrued vacation or compensatory time to offset loss of pay during the leave. No benefits such as vacation or sick leave are earned while on unpaid leave. Employees on leave may return early from leave if the notify the supervisor one week in advance. Failure to return from leave on or before the agreed upon date will result in termination.

An unpaid leave of more than thirty (30) calendar days will affect an employee's performance and salary review dates. These days will be adjusted forward until the employee has completed as many days of continuous employment as the length of the leave of absence.

An employee will normally be assured of returning to his or her position for a leave of absence of one hundred eighty (180) days. In this event, efforts will be made to place the employee in a vacant comparable position.

During any unpaid leave ninety (90) days or less, an employee may continue his or her group insurance coverage by paying on a monthly basis the premium due if not covered by the union contract.

Sick leave accrual shall not be used for non-medical leaves of absence.

Leave of Absence- Medical

Medical leaves of absence may be granted for regular full-time and regular part-time employees who are unable to perform their job duties due to an illness or an accident and who are ineligible for or have exhausted FMLA leave. This medical leave of absence requires a doctor's certification and cannot exceed one hundred eighty (180) days total, including any FMLA leave. During medical leave, the employee may receive previously earned sick pay and earned but unused vacation benefits. A written request for a medical leave of absence must be returned to the department director along with a doctor's certification indicating the nature of the medical problem and the anticipated length of absence. A medical leave of absence may be extended, by

submitting a written request, accompanied by an explanation from the employee's doctor of the need for extension. A medical leave cannot exceed one hundred eighty (180) days total, including FMLA and extension.

Employees returning from a medical leave of absence must provide a doctor's written certification of the employee's ability to return to work. The City reserves the right to require an examination by a doctor of the City's choice. Employees returning from a medical leave of one hundred eighty (180) days or less return to the same position or a similar position of equal pay or status, subject to job changes or layoffs that would have occurred even if they had not been on leave. During a paid medical leave of absence, the City will pay its portion of the employee's medical insurance premiums for up to six (6) months total, including during paid or unpaid FMLA leave.

An unpaid leave of more than thirty (30) calendar days will affect an employee's performance and salary review dates. These days will be adjusted forward until the employee has completed as many days of continuous employment as the length of the leave of absence.

Military Duty

An employee who is a member of the Washington National Guard or a federal military unit is entitled to leave from his or her duties for up to fifteen (15) work days each calendar year (using an October 1 to September 30 year) for official military duty in accordance with RCW 38.40.060. Day for purposes of the section shall be defined as a twenty-four hour period, beginning and ending at midnight. Such leaves are in addition to any other leave or vacation benefits. During the fifteen (15) work day period of military duty, the employee shall continue to receive his or her normal rate of pay.

An employee who is called to or volunteers for service with the armed forces of the US or the Washington National Guard, may be entitled to reinstatement in his or her position upon completion of service, pursuant to state and federal laws.

An employee promoted or hired to fill a vacancy created by a person on military leave is appointed to the position subject to the return of the absent employee. Upon such return a promoted employee is restored to his or her original position or an equivalent position subject to the provisions of state and federal law. Any person hired to fill such a vacancy shall be h9ired as a temporary part-time employee.

Active Military Duty Shared Leave

The intent of this shared leave provision is to provide short-term financial stability to allow an employee to adjust to a different income and benefit level under military pay.

Any employee who is ordered to report for active military duty for a significant military event as determined by the Mayor and is unable to perform the duties of his or her City position may be eligible to receive donated hours. This may include an employee who is a member of all branches of military service and their reserves, The Army and Air National Guards, the Public Health Service commissioned corps, and other categories designated by the President in a time of emergency.

Any regular full-time or part-time City employee may donate accrued vacation leave hours to provide financial assistance to employees who are called to active military duty and who are unable to perform the duties of their position with the City.

Donation of leave shall be in hourly increments. Vacation leave shall be transferred on a dollar for dollar basis. The value of the leave shall be determined at the current hourly wage of the donator and the leave available to the receiving employee shall be calculated at the receiving employee's wage.

An eligible employee may receive up to 50% of their regular pay per pay period as shared leave to supplement military pay for a total not to exceed 100% of their regular pay. The employee must turn over military paycheck stubs to the City so the City can determine the correct supplemental pay and donated leave amounts. An employee can receive shared leave for active military duty for up to six (6) consecutive pay periods.

While receiving shared leave, the City will continue to pay its portion of the employee and family health insurance benefits, and the employee will pay his or her portion. Employees will not accrue vacation, sick leave or other leave benefits while receiving shared leave. Other regular benefit deductions, such as retirement, will continue and will be based on the amount of pay received or number of hours of shared leave paid as appropriate Continuation of optional benefits deductions is at the discretion of the employee receiving active military duty shared leave.

Any donated leave of less than $100 value which is unused because an employee returns to work will be forfeited and used to cover the costs of administering the shared leave program. If the value of unused donated leave exceeds $100, the unused leave will be returned to the donors on a pro rata basis, proportional to the donation, to the extent administratively feasible.

<u>Shared Leave</u>
The purpose of shared leaves is to permit regular full and regular part-time employees of the City to come to the aid of a fellow City employee. A department director, with the Mayor's approval, may permit an employee to receive shared leave if all of the following conditions are met:

- **The employee or a person in the employee's immediate family (see definitions) suffers from an illness, injury, impairment, physical or mental condition which is of an extraordinary or severe nature and which has caused or is likely to cause the employee to go on leave without pay status or to terminate his or her employment with the City.**
- **The employee has completed one year of employment with the City.**
- **The employee has depleted or will shortly deplete his or her total of accrued vacation, sick leave, compensatory time, holiday time and/or other paid leave.**
- **The employee has abided by the City's sick leave policy.**
- **The employee has diligently pursued and is ineligible for other disability benefits including workers comp time loss.**
- **The use of shared leave will not significantly increase the City's costs, except for those costs which would otherwise be incurred in the administration of the program or which would otherwise be incurred by the employee's department.**

The employee shall be required to provide appropriate medical justification and documentation of the necessity for the leave and the time which the employee can reasonably be expected to be absent due to the condition. Unless otherwise approved by the department director and the Mayor an employee's eligibility to receive shared leave will be limited to the highest total number of hours of their own sick leave balance in the twelve (12) months prior to the shared leave request, so that the employee is eligible to receive a match to their own accrued sick leave bank. An employee shall not receive more than the equivalent of one half of the number of hours in their

typical work year as shared leave throughout his or her employment. Shared leave should be used on a consecutive basis, when it is feasible.

Employees may request their department director to approve the transfer of a specified amount of accrued vacation leave, comp. time or sick leave to an employee who is authorized to receive shared leave. In order to be eligible to donate accrued vacation leave an employee must have taken at lease eighty (80) hours of vacation leave within the calendar year, and have eighty (80) or more hours of accrued leave remaining. There is no limit to the number of hours of comp. time an employee can donate.

To be eligible to donate sick leave, an employee must have at least one hundred (100) hours of accrued sick leave after the donation of leave, and may only donate a maximum of eight (8) hours of sick leave per incident unless otherwise approved by the department director and Mayor.

Donations of leave shall be in hourly increments. The department director shall only transfer vacation or sick leave in the amount specified in the request. All donations of leave are voluntary.

While an employee is on shared leave he or she will continue to be classified as a City employee and receive the same salary and benefits as the employee would otherwise receive if using other paid leave. All salary and benefit payments made to the employee on shared leave shall be made by the department employing the person using the shared leave.

The employee's salary rate shall not change as a result of being on shared leave and the total of the employee's salary and other benefits including State Industrial Insurance or any other benefit received as a result of payments by the City to an insurer, health care provider, or pension system shall not exceed the total of salary and benefits which the employee would have received had he or she been in a regular pay status.

Vacation leave and comp. time shall be transferred on a dollar for dollar basis; sick leave shall be transferred on an hour for hour basis. The value of the leave shall be determined at the current hourly wage of the transferor and the leave available to the receiving employee shall be calculated at the receiving employee's wage.

Personnel Director shall be responsible for computing the values of donated leave and shared leave. Payroll shall be responsible for adjusting the accrued leave balances to show the transferred leave. Records of all leave time transferred shall be maintained in the event any unused time is returned at a later date. The department director shall determine when shared leave is no longer needed based on a medical certification. The value of any leave transferred which remains unused shall be returned at its original value to the employee or employees who donated the leave. The unused leave shall be returned on a pro rata basis proportional to the donation, but in no case will exceed the original number of hours donated.

Personnel Director shall monitor the use of shared leave to insure equivalent treatment for all employees of the City. Inappropriate use or treatment of the shared leave provision may result in the cancellation of the donated leave or use of shared leave. No employee who has been receiving shred leave shall be paid any unused shared leave in the event they leave City employment.

The City of Pacific, at its sole discretion, may amend or cancel this program at any time.

Administrative Leave

In certain circumstances, the City may choose to place an employee on paid administrative leave pending City investigation, for a period of time determined by the City.

When an employee is place on paid administrative leave, the employee's work station is his or her residence. The employee is required to be at home and available for contact by phone from 8:00 a.m. to 4:00 p.m. Monday-Friday unless leave has been requested by the employee's supervisor.

Sabbatical Leave

The purpose of sabbatical leave is to promote renewal and rest for longer term service for management level employees of the City. After completion of each ten (10) year period of regular employment with the City, designated employees are eligible for four (4) weeks of sabbatical leave, using two (2) weeks of accrued vacation and two (2) weeks of paid sabbatical leave.

Regular full-time and regular part-time management level employees paid at range 46 or above are eligible if they have completed ten (10) years of service, and if job performance has been satisfactory, as indicated on their most recent performance review.

The four (4) weeks must be taken at one time and may be combined with additional vacation leave. Prior approval by the City is required and is subject to the staffing needs of the City. Sabbatical leave must be taken within two (2) years of eligibility or the leave is forfeited. Regular pay and benefits continue during sabbatical leaves, however employees do not receive an extra day off if a holiday falls during the paid sabbatical leave. No sabbatical leave will be paid to an employee at termination.

Requests for sabbatical leave should be received at least ninety (90) days in advance. Employees must provide a written request for sabbatical leave and obtain approval of the department director and Mayor. Scheduling will be administered by each department. It is the employee's responsibility to develop a plan, subject to department director approval, to provide coverage for the position during a sabbatical leave. This should be done will in advance (6-12 months, if possible) of the leave date. For record keeping purposes, and to ensure consistent administration, the employee should coordinate with the Personnel Director prior to the leave.

Administrative Policy and Procedure		
Index: 100-017	**Title:** Vacancies and Assignments	**Effective Date:**

Vacancies and Assignments

Notices of open City positions are posted on the City's bulletin boards. Any employee who is qualified for an open position may apply for a posted opening.

Temporary appointments may be made by the department director for a specified time or assignment as necessary. Such appointments are made on an acting basis. When the assignment is completed, the acting employee returns to his or her regular position. Employees who are assigned to a higher paying position in an acting capacity are paid as outlined in series 100-012. The actual salary is set by the department director in consultation with Personnel Director.

If a transferred employee has unsatisfactory job performance, he or she may be transferred back to the pre-transfer position if there is a vacancy. If a vacancy does not exist in the pre-transfer position, the employee may be separated from employment.

Administrative Policy and Procedure		
Index: 100-018	**Title:** Alternate Duty/Early Return to Work	**Effective Date:**

Purpose and Intent

The City of Pacific considers employees as a valuable asset. Therefore, if work is available and a regular employee is injured, we will make every reasonable effort to return the employee to work, with the approval of his/her medical provider, at the earliest possible time. By doing so, we show the City's commitment to our employees to minimize the human and financial loss associated with employee injury.

This program is designed to:

- **Assist the recovery process by providing a focus and goal for return of the injured worker.**
- **Benefit employees by allowing resumption of full wages as soon as possible.**
- **Benefit the City of Pacific by reducing workers' compensation and retraining costs.**

The Alternate Duty/Early Return to Work Program is temporary for a maximum six month period unless otherwise required by law. It is not intended to be a guarantee of permanent continued employment. If at any time during the six month period it is determined that the employee will be unable to perform the essential job functions of his or her regular job at the conclusion of the six month period, the City will evaluate the employee's situation. Depending upon the outcome of the evaluation, it is possible that the City may terminate the person's employment. Termination of employment does not preclude provisions of worker's compensation benefits as provided by Washington State statues.

Policy

Provided that work is available, the City of Pacific will make every reasonable effort to seek transitional alternate duty/early return to work opportunities for all regular employees who are temporarily disabled due to an injury or illness, and to return employees to work as early as medically possible. Return to work opportunities will first be considered within the same division, then within the same department. Employees injured on the mob will be given priority for available work. Early return to work assignments are intended to assist workers who are transitioning back to work after a temporary disability. Temporary employees are not eligible for alternate duty and must have a full duty medical release prior to returning to work following an injury.

The Mayor is committed to making alternative duty/early return to work a priority of the City of Pacific. The Personnel Director is the designated individual responsible for coordinating the program.

The success of this program depends upon team work, will all members of the team knowing and understanding their respective responsibilities. Directors and managers will receive instruction in

their role in support of the program. Assigned supervisors will receive training which includes an explanation of the City's Alternate Duty/Early Return to Work Program, and procedures for implementing the program. During new employee orientation, employees will receive a copy of the Alternate Duty/Early Return to Work Program. The Personnel Director will outline the role of the City and the role of each team member.

Procedures and Responsibilities

Employee

- **Notify supervisor of injury as soon as possible.**
- **Submit a written request for consideration for Alternate Duty/Return to Work program, along with written light duty release from attending physician, and provide signed release of medical records to the City.**
- **Communicate with supervisor on a regular basis regarding injury status, treatment and expected return date.**
- **Participate as an active member of the team to establish job modification and transitional alternate duty/early return to work plan.**
- **Employee has a responsibility to accept alternate duty/early return to work assignment, which meets the limitations specified by the attending physician. In the event of any dispute of the employee's ability to perform the available work offered by the City, the department of Labor and Industries will make the final determination in situations involving on-the-job injuries. Reference: RCW 51.32.090**

Immediate Supervisor/Manager or Responsible Individual Designated by Department Director

- **As soon as possible after the injury/illness**
  - **Make initial contact with the worker by phone or personal visit, whichever is appropriate, to discuss the extent of disability and anticipated return date. Reassure worker that the City is concerned and the supervisor is available to answer questions as they arise.**
  - **Notify Personnel Director that worker will be away from work and the estimated date of return.**
  - **If/when early return to work appears to be a possibility, complete job analysis on existing job and send to Personnel Director within one work week. Send a copy to the injured worker. The job analysis is performed on current job, without modification. After physician review and recommendations, any possible job modification occurs.**

- **Coordinate with Personnel Director and the worker to determine whether work is available that can be performed with the limitations the worker may have, and whether alternate duty/early return to work is appropriate and in the best interest of the City. If so, establish job modification and transitional alternate duty/early return to work plan.**
- **Review assignment every sixty (60) days after job modification has been approved, or sooner if necessary, for further modification, if needed. Keep in mind this is a temporary assignment.**
- **If at any time during the six (6) month period it is determined that the employee will not be able to perform the essential functions of his or her position at the end of the six (6) month period, the Personnel Director will evaluate the employee's situation. Depending on the outcome of the evaluation the City may terminate the person's employment.**

Human Resources

- **Request supervisor to complete Job Analysis form upon receipt of notification of an employee who has submitted doctor's release to light duty and request for Alternate Duty/Early Return to work.**
- **Contact worker about return to work policy and leave buy-back options, where the employee turns over state compensation check to the City in exchange for a return of used sick and/or vacation days due to on the job injury or illness.**
- **Send Physician's Evaluation, completed job analysis and current job description to attending physician including an end date for response. Physician's Evaluation completely or partially releases the injured worker to return to work, and in instances of partial release, outlines any physical limitations imposed on the worker as a result of their injury. This evaluation also requests the physician to provide a schedule for transition back to full/regular duties.**
- **When Physician's Evaluation is received, coordinate with supervisor and employee to determine whether alternate duty/early return is appropriate and in the best interest of the City. Of so, establish job modification and transitional alternate duty/early return to work plan, based upon physician's requirements and City's ability to make temporary modified assignment.**
- **Contact worker and explain the terms of the return to work plan that has been established through consultation with the attending physician. Explain job assignment and modified duties. Send Employee Job Assignment form to worker for signature and return.**

Administrative Policy and Procedure		
Index: 100-019	**Title:** Reclassification	**Effective Date:**

RECLASSIFICATION

Changing service demands, requirements, and job responsibilities requires periodic review and adjustment of City jobs. Reclassification is the result of a change in the level of responsibilities, tasks and duties of a position which changes areas of emphasis and the level of skill required in the current position. These changes may be reflected in different qualification requirements. A position may be reclassified to a higher or lower range if the responsibilities of the job are determined to be less or more than originally indicated or if certain responsibilities are removed from or added to the job.

A reclassification is not to be used as a merit raise or to reflect an increase volume of work at the same level of responsibility that the employee is currently performing. As a result of reclassification, and due to an overall change in the responsibilities of a position, the monetary compensation (pay ranges) established for the position may increase or decrease. The reclassification of a job involves a comparable position market survey and critical analysis of the relative worth of a position for placement in the City's classification /pay scale.

Whenever a new position is created or the duties of an existing position materially change, the appropriate department director shall provide to the Personnel Director a written, comprehensive job description describing in detail the duties, responsibilities and qualifications of the affected positions. Employees who consider their position improperly classified may also submit a written request for reclassification to their immediate supervisor. The supervisor and department director will review the request, and if the department director finds that the duties, responsibilities or qualifications of the position have changed, a recommendation to the Personnel Director for a job audit will be made.

The Mayor shall make the final decision to grant or deny reclassification requests. Any reclassification is subject to budgetary appropriations by the City Council. An employee may be reclassified as a promotion or demotion.

Administrative Policy and Procedure		
Index: 100-020	**Title:** Supervisors Role	**Effective Date:**

SUPERVISORS ROLE

Supervisory style, perhaps more than any management characteristic, can have a profound effect on employee productivity and morale. How supervisors interact with their subordinates if particularly important, because this management level has the major responsibility for enduring that the City's objectives, as identified and formulated by top management, are met.

The supervisors have one of the most important roles within the City. It is their challenge to achieve the goals of their departments with direction and cooperation from others.

A supervisor is expected to achieve the many objectives of his her department and division. At the same time, the supervisor is expected to maintain a harmonious working environment within his/her area of responsibility. It shall be the goal of each supervisor to continually strive for workable solutions to problems while considering both the needs of the City and the needs of the subordinate employees.

A supervisor is expected to:

- **Develop the skills of subordinate employees**
- **Plan and prepare work schedules and assignments**
- **Control operating and overhead costs to budget**
- **Reduce costs through improved methods**
- **Carry out employee relations programs in accordance with City policy**
- **Control the quality of work**

Supervisors will be kept informed about City policies, problems and prospects, and will be encouraged to establish two way communications with subordinate employees.

Administrative Policy and Procedure		
Index: 100-021	Title: Employee Communications	Effective Date:

EMPLOYEE COMMUNICATIONS

The City is committed to developing good lines of communication with and among employees at all levels and will use a variety of methods to ensure that employees are kept informed and have a chance to be heard. Employee communication practices will promote increased understanding between employees and management about the City's objectives, policies, problems, and other matters of mutual interest.

Department managers and supervisors are expected to hold periodic staff meetings to discuss goals, policies, progress, developments, and problems in their departments. These meetings are open to discuss anything relevant to the department, including safety, production, policy changes, or explanations of current policies. The objectives of the meetings are to identify and resolve problems, motivate employees, and improve morale and productivity.

Employees are encouraged to submit suggestions to improve job operations or procedures. In order for a suggestion to be eligible for considerations, it must identify a problem, potential problem, or savings opportunity. The suggestion must propose and explain a solution. All written suggestions submitted become the property of the City.

There are six formal communication methods through which concerns, issues, ideas, questions, and grievances can be shared and acted upon. The methods listed below are intended as a reference guide for employees.

1. **Person to Person – Supervisors have the primary responsibility for maintaining good employee relations. The first step in any communications process should start with employees discussing their issues or concerns with their immediate supervisors.**

2. **Action Needed Now – This method allows employees to express opinions, feelings, suggestions, or criticisms and receive a direct response in writing from their immediate supervisor or department manager within seventy two (72) hours of receipt of an Action Needed Now form. Signing your name to the completed for is optional. If the form is unsigned, the response will be posted on a departmental bulletin board.**

3. **Department Meetings – Such meeting provide an opportunity for employees to meet at least once a month with their department managers for the purpose of becoming informed about what is happening throughout the City and the department. Staff members may present issues and concerns to the group for discussion and resolution at these meetings.**

4. **Grievance/Complaint Procedure – This is a formal procedure for resolving employee dissatisfaction, issues or concerns. Employees wishing to use the grievance procedure may refer to the current labor agreement and process their grievances as outlined in the union contract.**

5. **Employee Assistance Program – This counseling service for employees is offered through the City's EAP provider. The EAP is designed to resolve personal difficulties such as marital conflicts, unhealthy family relationships, substance abuse, depression, problems on the job, stress, emotional crisis, legal or financial worries. The EAP works by first helping the troubled person define the problem and then assisting in the process of deciding how to resolve it. The EAP can also aid the employee when their job performance is suffering. In situations when the employee's performance and effectiveness are seriously deteriorating, the supervisor may recommend the EAP as a way of overcoming the cause of the problem. Use of the EAP is strictly confidential. More detailed information on the EAP is found in series 100-015, Benefits.**

6. **Idea Box – A box for ideas, comments, and suggestions that do not need immediate review and attention is located outside of the City Clerk's office. Ideas are collected twice each month and then forwarded to the appropriate department director or supervisor for review and response. The bulletin boards are used to post responses. Complex or policy-related ideas or questions may take an extended time for a reply. For a more rapid response, the Action Needed Now form should be used.**

Administrative Policy and Procedure		
Index: 100-022	**Title:** Employee Privacy	**Effective Date:**

EMPLOYEE PRIVACY

The relationship between the City of Pacific and its employees, retirees, and former employees is such that some information must be collected with respect to each employee to administer the planning and personnel functions, carry out the provisions of the compensation and employee benefit programs, and to satisfy government reporting requirements. These include job evaluation, performance evaluations, and placement judgments. It is therefore essential that a sound policy be provided which ensures the confidentiality and privacy of any such information received and retained by the City.

The City of Pacific will regard employee information as confidential and will respect the need for protecting each employee's privacy by providing guidelines for the proper receipt, possession, use retention, and transmittal of personal information with respect to employees necessary to facilitate appropriate judgments regarding prospective employees, current employees, retirees and former employees.

The City will collect and retain only such personal information as is pertinent to effectively conduct business and to administer personnel programs. When additional information is requested by the City, the affected employee will be notified of the reason for the request. Employees will be afforded an opportunity to restrict information for use external to the City, provided such restriction does not violate a law or government regulation.

The City's position on release of information regarding employees depends upon the nature of the information and the agency and individual requesting such information. The following are the general guidelines on releasing employee information:

- **Employment References – Unless required by a valid court order or the law, the Personnel Manager will furnish only the following information about past or present City of Pacific employees to persons outside the City of Pacific.**
  - **Dates of employment**
  - **Current job title or job title at date of termination**
  - **Verification of salary information**

- **Medical Information – Results of medical examinations and information provided by employees will not be released to any third party without the explicit written approval of the Mayor and only if the affected employee has given his/her consent. The filing of a claim by, or on behalf of am employee pursuant to a benefit program is deemed to be consent by**

the employee for release of whatever medical information may be appropriate in connection with processing said claim.

- **<u>Information Within the City</u> - When disclosure is to be made within the City for reasons not related to performance of normal responsibilities, the employee may be notified of such disclosure if the City, in its discretion, considers that the disclosure may intrude upon an employee's privacy.**

- **<u>Information Outside the City/Governmental Agencies</u> – The City provides to federal, state, and local government agencies the kinds of employee data routinely required by such agencies, such as tax and payroll information. Should a government agency request information other than that routinely required, the employee will be advised of such a request. All requests shall be responded to in writing. In the course of an investigation, if a government agency requests that such investigation be kept confidential, the City, in its discretion, may honor such request.**

- **<u>Information Outside the City/Non Governmental Entities</u> – The City will ordinarily honor subpoenas demanding production of information with respect to any employee, but will seek to advise such employee thereto unless otherwise prohibited by law. The City has no obligation to contest the validity of any such subpoena.**

- **<u>Information Outside the City/Union</u> – The City will provide to the union representing an employee information related to the employee's seniority date, job classification, wage rate, hours of employment, benefit information , and such other data as the City deems necessary and appropriate to proper administration of the collective bargaining agreement covering such employee. The City will also provide such other personal and confidential information as the employee shall direct the City to disclose. The City may charge reasonable costs for its time and material expenses to provide such information.**

The City is solely responsible for deciding when, and to whom, employee information may be disclosed, except as restricted elsewhere in this policy.

Administrative Policy and Procedure		
Index: 100-023	**Title:** Personnel Records	**Effective Date:**

PERSONNEL RECORDS

It is the policy of the City of Pacific to maintain records of each employee which are related to the employee's position and performance. No duplicates of personnel files shall be kept. All personnel information shall be retained exclusively in the employee's permanent file.

Each employee's personnel file will contain only such information as is needed by the City in conducting its business or is required by federal or state law, or by City ordinance or resolution. This information will normally include the following:

- **Employment application and /or resumes**
- **Payroll information**
- **Performance appraisals**
- **Medical information**
- **Disciplinary records**
- **College Transcripts**
- **Letter of commendation, promotion, demotion, reclassification, etc.**
- **Proof of Citizenship**
- **List of property issued to employee**

The information contained in each personnel file will be obtained directly from the employee to the greatest extent possible. Information will not be placed in, or removed from, an employee's personnel record without the employee's knowledge, and any record or document which is adverse to the employee shall bear the employee's signature before being placed in the personnel record.

Various federal and state laws require that certain records be retained for a specific length of time.

Once a year employees may petition for review of all information in their personnel files. The City will determine if any information is irrelevant or erroneous and remove any such information. The City may remove irrelevant or incorrect information more frequently than once a year.

Employees who do not agree with the City's determination may have a written rebuttal or correction placed in their records. Former employees have the right to have a rebuttal or correction placed in their files for up to two years after they leave the City's employment. \]

To keep personnel records up to date, employees are urged to notify the Department Manager of any changes in the following:

- **Name**
- **Address**
- **Telephone numbers**
- **Marital status**
- **Number of dependants**
- **Beneficiary designations**
- **Persons to be notified in case of emergency**

Employees will be given the opportunity to review all information contained in their files by requesting for an appointment that will be scheduled in advance. The review of the file will only be available under the supervision of the Personnel Director.

Personnel files may be opened to auditors to assess that proper documents are maintained as required by law under conditions that assure confidentiality.

Administrative Policy and Procedure		
Index: 100-024	**Title:** Exit Interviews	**Effective Date:**

EXIT INTERVIEWS

Termination of employment, either voluntary or involuntary can be the cause of considerable stress. This policy is implemented to establish a method to determine if the reason for the termination is based on some misunderstanding or condition that could be remedied by the City. The City is also interested in obtaining any information that could lead to improvement of working conditions, and to retain desirable employees when ever possible.

All information obtained on an Exit Questionnaire or during an exit interview is regarded as confidential and is never allowed to reflect against any individual.

All terminating employees will receive an Exit Questionnaire prior to the exit interview. The exit interview will be held on the employee's last work day. The interview will be conducted by the Mayor or designee.

The objectives of the exit interview are as follows:

- **To determine why the employee is leaving.**
- **To discover any grievances the employee may have regarding departmental conditions, so that corrective action can be taken.**
- **To discover any misunderstandings the employee may have had regarding his or her job or the supervisors, so that corrective action may be taken.**
- **To make certain that the reason for leaving expressed on the exit interview form is the same as that expressed in the letter of resignation or verbal resignation.**
- **In the case of layoff, to explain to the employee the reason for release or discharge.**
- **To retain the goodwill of the employee and the employee's family.**

Administrative Policy and Procedure		
Index: 100-025	**Title:** Procurement Policy	**Effective Date:**

Procurement Policies & Procedures

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Policy

Purpose: This policy is established in order to reduce costs, increase efficiencies, ensure compliance with policies, laws and regulations and establish/improve internal controls.

Scope: This policy applies to all contracting, purchases and services provided to the City including but not limited to materials, equipment, professional services, maintenance work and public works.

General Responsibilities: All employees and officials must follow established policies and procedures for procurement of equipment, materials, and services. Adherence to policies and procedures will ensure that public purchases and contracts are open, fair, and at the best value to the public.

Procedures are divided into four major areas: 1) Procurement of Goods and Services, 2) Bidding Requirements, 3) Reimbursement of Expenses, and 4) Other Issues.

1.0 Procurement of Goods and Services

All City purchases above $100 require either a signed Purchase Order or a Contract to be approved prior to actual purchase. Purchases made without a purchase order or contract may be determined as unauthorized and become the responsibility of the employee initiating the purchase. No purchase order or contract may be awarded if the budget authority is exceeded. For purposes of this policy, budget authority includes the Council adopted budget authority and the Mayor's departmental/activity/line item allotment, or both.

1.1 Quote and Bid Requirements

City purchases are subject to authorization & quote/bid requirements as shown on the following chart. Purchases may not be broken into multiple projects or purchases to avoid compliance with state statutes and City policies.

General Purchases: General Purchases are all goods, equipment and services not otherwise categorized below

< $2,500	No Competitive Bids Required, Department Selection
$2,501 - $15,000	3 Verbal Quotes, Department Selection
$15,001 - $20,000	3 Written Quotes, Mayor Approves
> $20,001 - $40,000	Competitive Bid Required, Mayor Approves
> $40,000	Competitive Bid Required, Mayor Approves / Council Awards

Public Works Projects: (when Small Works Roster is not used) (RCW 35.22.620)

< $5,000	No Competitive Bids Required, Department Selection
$5,000 - $15,000	3 Verbal Quotes, Department Selection, Mayor Approves
$15,001 - $30,000	3 Written Quotes, Mayor Approves/ Council Awards
One Craft or Trade, or street signalizing or street lighting	
>$30,000	Competitive sealed bid; Mayor Approves / Council Awards
Two or more Crafts or Trades	
$30,001 - $50,000	3 Written Quotes, Mayor Approves
>$50,000	Competitive Sealed Bid, Mayor Approves / Council Awards

Professional and Personal Services Contracts: (All contracts, including renewals/extensions, must be approved by Council)

< $5,000	No Competitive Bid Required, Department Selection, City Council Approves
$5,001 - $30,000	No Competitive Bid Required, City Council Approves
>$30,000	No Competitive Bid Required, Mayor Approves / Council Awards

Architectural & Engineering Services: (RCW 39.80) (Contract cannot exceed 3 years without new RFQ)

< $5,000	Advertise, Request For Qualifications Required, Department Selection
$5,000 - $30,000	Advertise, Request For Qualifications Required, Mayor Approves/ Council Approves
>$30,000	Advertise, Request For Qualifications Required, Mayor Approves / Council Awards

1.2 Public Works Projects and Prevailing Wage Laws

Public Works (as defined by 39.04 RCW or subsequent legislation) projects are governed by chapter 39.12 RCW (or subsequent legislation) Prevailing Wages and will only be awarded to contractors who document compliance with the Washington State Prevailing Wage Law.

1.2.1 Professional and Personal Services

Professional or personal services are those services involving specialized skill, education, and special knowledge. These services include, but are not limited to,

architectural, engineering, design services, accounting, art, bond brokerage, insurance brokerage, legal, real estate appraisal, relocation assistance, title abstracts, surveying, soils analysis, and core testing. Procurement of professional and personal services will be in accordance with RCW 39.80 and RCW 39.29.

A competitive process is not required for professional or personal services, other than professional engineering or architectural services for the design of City improvements.

1.2.2 Non-Architectural and Engineering Services

Professional and technical services include disciplines such as attorneys, computer programmers, financial analysts, bond counsels, artists, planners, and real estate appraisers.

Purchase of professional services requires completion of a City professional services contract that describes services to be performed and negotiated price.

Prior experience with the City, time-frame for completing projects, and the value of a negotiated agreement will be considered when choosing a consultant/firm to perform professional services, as defined in this section.

1.2.3 Architectural, Engineering and Design Services

State statutes require advance notice of the requirement for architectural, engineering and design services, evaluation of firms' qualifications and performance, and negotiation with firms in accordance with adjudged qualifications. Architectural, engineering and design services contracts will be reviewed by the City Attorney to ensure RCW compliance.

1.3 <u>Verbal Quotes</u>

Purchases requiring verbal quotes must be documented by a properly completed verbal quote log. Verbal quote logs are included on the back of the City of Pacific Order Form, which may be obtained from Finance.

1.4 <u>Sole Source Purchases</u>

A "sole source" is characterized as meeting one or more of the following standards:

(a) the City department has conducted a screening process whereby it can justify purchase of a specific product;

(b) the City requires legitimate specifications to which only one vendor can successfully respond; (c) the product is available only through one manufacturer (or distributor) and the manufacturer so certifies.

In any such case where the purchase exceeds $5,000, the vendor shall certify that the City is getting the lowest price it offers anyone. Purchases in excess of $5,000 from a sole source vendor require prior approval of the Mayor and must be signed by requesting Department Director. Purchases in excess of $15,000 must be approved by resolution of the City Council.

1.5 Conflicts of Interest

The City will not accept donations of materials or services in return for a commitment, agreement, or implied understanding to in any way influence initiation, continuation, alteration, or cessation of a purchasing agreement. No employees will participate in procurement when they are aware of a conflict of interest, or accept gifts or gratuities from existing or potential vendors in return for a commitment to continue or initiate a purchasing relationship.

2.0 Bid Procedures

2.1 Standard Process

2.1.1 Authorization Request
Request from Mayor for authorization to call for bids. In special circumstances, the Mayor may waive portions of the bid procedures. The "special circumstances" are limited to items where publication of bids may impinge on the safety of staff or City assets.

2.1.2 Publication of Notice
After authorization, the requesting department director (or designee) will publish the Call for Bids in the official newspaper or a newspaper of general circulation most likely to bring responsive bids and ensure notice is posted on the City web page, at least 13 days prior to bid submittal deadline.

2.1.3 Notice Contents
Notice (or advertisement) for bids should contain definite specifications and procedures for bidders to use to estimate their bids. At a minimum, a bid notice for public works must include:

- **Project title;**
- **Nature and scope of work;**
- **Where contract documents (plans and specifications) can be reviewed or obtained;**
- **Cost to obtain a set of contract documents;**
- **Place, date, and time that bids are due;**
- **Statement that a bid bond must accompany the bid,;**
- **Statement that the City retains the right to reject any and all bids and to waive minor i irregularities in the bidding process;**
- **Statement that the contract involves "public work," and that workers shall receive the prevailing rate of wage pursuant to the Prevailing Wages on Public Works Act (Chapter 39.12 RCW);**
- **List of the applicable prevailing wage rates; and**
- **Statement that the City is an equal opportunity employer and invites responsive bids from all qualified responsible bidders.**

In addition, provide evaluation criteria; minimum qualifications; date, time, and location of pre-bid conference (if applicable); name, address, and telephone number

of the project contact; and number of required copies will help bidders prepare responsive submittals.

2.1.4 Bid Opening
Bids are submitted to the City Clerk, where they are time and date stamped and processed. Bid opening will be announced to Mayor by department head or designee responsible for the project.

2.1.5 Report on Bids
The responsible department head or designee will prepare a report and recommendation on all bids received.

2.1.6 Bid Award
The City may select the qualified vendor whose proposal is most advantageous to the City, with price and other factors considered.

2.1.7 Rejection of Bids
The City reserves the right to reject any bid not in substantial compliance with the bid documents, or all prescribed public bidding procedures and requirements and may reject for good cause any or all bids upon a finding of the City that it is in the public interest to do so.

2.1.8 Criteria to apply to bid solicitations:
Selection of a winning offer is based primarily on lowest responsive bid. Quality and expertise, however, just also be a consideration.

To ensure consistency and fair process, the City will use standard forms, documents, contracts, and terms and conditions, when practical. The Public Works Department will maintain templates for bid-related documents for use by departments. The City will use an evaluation selection committee to promote an open, proper selection. The requesting department director will appoint committee members to act in an advisory capacity.

2.1.9 Minimum qualifications
Minimum qualifications are stated to ensure respondents are reasonably qualified and cannot be used to eliminate qualified vendors. Minimum qualifications should be tested against the marketplace to ensure they aren't overly restrictive.

2.1.10 Pre-bid Conference
When practical, the City will conduct a pre-bid conference to allow a thorough discussion of the City's intent, scope, specifications, and terms and shall encouraged potential vendors to attend.

2.2 <u>Exemptions to competitive bidding requirements</u>

Section 39.04.280 RCW provides uniform exemptions to competitive bidding requirements utilized by municipalities when awarding contracts for public works and contracts for purchases. Competitive bidding requirements may be waived for:

2.2.1 Sole Source Vendor

Purchases that are clearly and legitimately limited to a single source of supply. If, after conducting a good faith review of available resources, the requesting department director determines that there is only one source of the required materials, supplies, or equipment, a purchase contract may be awarded without complying with established bid requirements. The requesting department director will submit a written request for sole source procurement for approval, and conduct price, terms, and delivery negotiations, as appropriate. The vendor must certify in writing that the City is getting the lowest offered price.

2.2.2 Purchases involving special facilities or market conditions:

The Mayor may waive established bidding requirements if an opportunity arises to purchase favorably-priced equipment at an auction, or supplies or used goods that will be sold before the City can conduct the bid process.

2.2..3 Surplus Property:
The City may acquire surplus property from another government without the use of bids (RCW 39.33.010).

2.2.4 Purchases in the event of an emergency:
"Emergency" is defined as "…unforeseen circumstances beyond the control of the municipality that either: (a) Present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken." If an emergency situation has been declared, the Mayor may waive competitive bidding requirements and the City may award all necessary contracts to purchase goods, materials, or services to address the emergency situation. Purchase order(s) must be properly documented as pertaining to an emergency as soon as possible following the event. If a contract is awarded without competitive bidding due to a declared emergency, the City Council must adopt a resolution certifying the emergency situation existed no later than two weeks following the award of the contract.

2.2.5 Interlocal Agreements
The City of Pacific may use shared purchasing agreements. All such shared purchasing agreements shall have prior approval of the City Council.

When practical, the City should include language in its solicitations that allows other public agencies to purchase from the City of Pacific's bids or quotations, provided that the other agencies allow similar rights and reciprocal privileges to the City of Pacific.

2.2.5.1 Interlocal Cooperative Purchasing Agreements

Pursuant to RCW 39.34, bidding is not required when purchases of materials, supplies, or equipment are made under State standard contracts or similar contracts executed by and through other local governments which have complied with state bidding requirements. The other government's bid process must have been conducted within the previous 12 month period to be valid for use by the City of Pacific. In addition, the City of Pacific must conduct a screening process whereby it can justify the purchase through an Interlocal Agreement. The screening process

and results must be clearly documented in writing. All other procurement approval requirements must be met.

2.2.5.2 Joint Purchases

In addition, the City may make a bid call with another government entity as a joint purchase complying with the bid requirements of the participating jurisdictions. Purchases made pursuant to any such agreement shall be separately invoiced to the respective purchasers in accordance with the purchases made by each; and each such purchaser shall be responsible for payment for its own purchases only. Purchases made for the City under a purchasing contract executed by a state, or agency or subdivision thereof, or by another governmental unit or public benefit nonprofit corporation shall be exempt from competitive bidding and related requirements.

2.2.5.3 Purchasing Cooperatives That Meet Washington State Revised Code of Washington and City Bidding Requirements

Pursuant to chapter 39.34 RCW, bidding is not required when purchases of materials, supplies, or equipment are made under State standard contracts or similar contracts executed by and through purchasing cooperatives which have complied with state bidding requirements. The purchasing cooperative's bid process must have been conducted within the previous 12 month period to be valid for use by the City of Mukilteo. In addition, the City of Pacific must conduct a screening process whereby it can justify the purchase through a purchasing cooperative. The screening process and results must be clearly documented in writing. All other procurement approval requirements must be met.

2.3 Competitive Negotiations
Telecommunication Systems/Services

Competitive negotiation can be used as an alternative to the competitive bidding procedures for the acquisition of electronic data processing and telecommunications systems; energy saving or energy related equipment or services; or when it is determined in writing that the use of competitive bidding is neither practical nor advantageous to the City.

"Electronic data processing" includes, but is not limited to, systems that comprise a combination of equipment or units to provide input of source data, and storage and processing of data and output in predetermined form, including a central processing unit (CPU) or main frame (RCW 36.92.020). In other words, hardware, software, firmware, "smart cards" or any combination thereof.

Eligible purchases (RCW 39.35A.030) are those for "equipment, materials, or supplies that are expected, upon installation, to reduce the energy use or energy cost of an existing building or facility, and the services associated with the equipment, materials, or supplies, including but not limited to design, engineering, financing, installation, project management, guarantees, operations, and maintenance." (RCW 39.35A.020(1)) The procurement may be structured on a performance basis, rather than a design specification, so that the City may specify a result, rather than the type or model of equipment. (RCW 39.35A.020(3))

The approval requirements found in Authorization & Quote/bid requirements as listed on page 1 also apply to procurement by competitive negotiation. The approving officer shall determine in writing that competitive bidding is either not practical or not advantageous to the City.

Requisitions for electronic data processing systems shall be routed through and approved by the Finance Director or designee for compatibility certification prior to purchase. This will allow for the appraisal of the present supply of devices, and the possible elimination of an unnecessary expenditure of City funds.

A request for proposals should be prepared and submitted to enough qualified sources, to permit reasonable competition consistent with the requirements of the purchase. The request for proposal should identify significant evaluation factors, including price, and their relative importance. The City reserves the right to determine the number of sources considered to be adequate.

The City will provide procedures for technical evaluation of the proposals received, identification of qualified sources, and selection criteria for awarding the contract.

The City may select the qualified vendor whose proposal is most advantageous to the City, with price and other factors considered. If the City is unable to negotiate a contract successfully, the City may terminate negotiations and proceed to negotiate with the second most advantageous proposal, and so on.

2.4 Small Works Roster

RCW 39.04 provides uniform small works roster provisions to award contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property. The Small Works Roster may be used for public works projects where the estimated cost does not exceed $300,000 including the costs of labor, material, equipment and sales or uses taxes. Vendors/contractors selected from the Small Works Roster are not relieved from observing applicable legal requirements such as Performance Bond, Prevailing Wage, Labor and Material Bonding.

For each project, the City shall obtain telephone, written or electronic quotations for public works contracts from at least three appropriate contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility in RCW 39.04.350 (1) and may establish supplementary bidder criteria under RCW 39.04.350 (2). Whenever possible, at least one of the contractors invited to submit a proposal will be a minority- or woman-owned firm. The City may invite proposals from more than three or all appropriate contractors on the Roster.

The contract must be awarded to the contractor submitting the lowest responsible quote.

Once a contractor has been invited to submit a proposal, that contractor will not be offered another opportunity until all other appropriate contractors on the Roster have been given the opportunity to submit a proposal on a project.

3.0 Change Orders

City of Pacific establishes the Change Order Authorization Policy as follows"

3.1. For Change Orders Within City Council Authorized Budget Appropriations
Upon recommendation of the project/contract manager, and demonstration that a Change Order is necessary and reasonable, the Mayor is authorized to approve any and all Change Orders that do not exceed the legally authorized budget limit established by the City Council for the applicable project or contract.

3.2 For Change Orders in Excess of City Council Authorized Budget Appropriations
Upon recommendation of the project/contract manager, and demonstration that a Change Order is necessary the Mayor shall submit to the City Council, a Change Order Request to include the amount of requested funds and a written justification describing why the additional funds are necessary and the benefits to be derived.

3.3 If the City Council approves the Change Order Request, the Mayor shall take the necessary actions to enact the Change Order and complete the work in an expeditious manner in accordance with the City Council's direction.

3.4 If the City Council denies the Change Order Request, the project/contract manager shall report back to the Mayor and City Council with options as to how to accomplish the project/contract within the funds allocated.

3.5 For Change Orders in the event of an emergency
Upon the need to take immediate or expeditious action necessary to protect or maintain the public health, safety, or welfare; or to prevent damage to public or private property, and with approval of the Mayor, project/contract manager is authorized to enact Change Orders in excess of the legally authorized expenditure level. The Mayor shall timely report such actions to the City Council.

4.0 Travel Expenses

All expense payments or reimbursements for travel and/or subsistence expenses must meet the requirements set forth in the City of Pacific Travel Policy, which establishes policy and procedure related to obtaining travel authorization, advance travel funds, and expenditure or reimbursement for travel and subsistence expenses incurred in conduct of business of the City. Refer to the City of Pacific Travel Policy and Procedures for details.

5.0 Payment Processing

There are two accounts payable check cycles scheduled each month, generally on the second and forth Monday's of each month, unless the date falls on a weekend or holiday.

5.1 Approvals

All invoices shall be receipted and date stamped when received by the City. All invoices shall be signed for approval by the department head. Reimbursements payable to City employees shall be signed for approval as follows:

- **Council – approved by the Mayor, or designee.**
- **Mayor – approved by the Council President or Mayor Pro Tem.**
- **Department Director – approved by the Mayor.**
- **Other employees – approved by the Department Director.**

Employees may not approve their own reimbursement.

5.2 Accounts Payable

Invoices that are received by accounts payable via the US Postal Service will be date-stamped and routed to department heads the day that they are received. Other invoices may be received directly by the department head or other staff, such as when items are picked up at will-call or services are performed on-site. For all invoices, department heads or designees will verify that the invoiced items have been received and that the invoiced amount is correct. The accounts payable coding stamp will be stamped on the invoice in a conspicuous place, the account coding and approval signature entered, and the approved invoice will be routed to accounts payable for payment.

5.3 Hand-Issued Checks

The City of Pacific does not generally prepare hand-issued checks. If exceptional and extenuating circumstances exist, a check may be hand-issued with Mayor approval. Hand-issued checks requested by the Mayor shall be pre-approved by the City Council President or the Mayor Pro-Tempore.

5.4 Store-Issued Charge Cards

Store-issued charge cards may only be issued with the specific pre-approval of the City Council. They are to be used solely for City-authorized business purposes. Please see Credit Card Policy for additional details.

5.5 Credit Cards

Credit cards may be issued with the specific pre-approval of the City Council. They are to be used solely for City-authorized business purposes. Please see Credit Card Policy for additional details.

5.6 Petty Cash

Petty cash funds cover minor disbursements. Employees may be reimbursed from petty cash funds for authorized purchases that do not exceed the established petty-cash limit. The Finance Director shall maintain petty cash procedures in compliance with all applicable state law and generally accepted accounting procedures.

6.0 Budget Adjustments

Each department's authorizing staff must ensure that purchases are initiated only when departmental appropriations are sufficient to cover the anticipated cost. Expenditures that exceed departmental appropriations require the Mayor's approval via the Budget Adjustment Request Form.

Administrative Policy and Procedure		
Index: 100-026	**Title:** Donations Policy	**Effective Date:**

DONATIONS POLICY

Section 1. Definition.
As used in this policy, the term "donation" refers to any money or property, real or personal, donated, devised or bequeathed, with or without restriction, to the City of Pacific.

As used in this policy, the phrase "terms or conditions" refers to any terms, conditions, restriction, direction, intent, or other specificity conditioned on the donation.

Section 2. Acceptance of Donations.

1. **Monetary Donations without terms or conditions. The Mayor is authorized to accept monetary donations to the City, provided that said monetary donations are not accompanied by any terms or conditions. The Mayor shall notify the City Council, in writing, at its next regularly scheduled City Council Meeting, of the Mayor's acceptance of monetary donations. Such notice shall include, at a minimum, the name of the donor, and the amount of the donation. If no terms or conditions are attached to the donation, devise or bequest, the City shall deposit the monetary donation into the City's General Fund, and the expended in accordance with the adopted City budget.**

2. **Monetary Donations with terms or conditions. Monetary donations that are accompanied by terms or conditions must be authorized by the City Council, prior to acceptance by the City or any of its officials/employees/agents. Once monetary donations accepted by the City according to this policy, the Mayor, or the Mayor's designee, shall be authorized to carry out the terms of the donation, devise, or bequest, if the purposes and conditions of the donation are within the powers granted by law to the City.**

3. **Non-Monetary Donations with an estimated value less than $500. The Mayor is authorized to review and accept non-monetary donations with an estimated value less than $500 without City Council approval, provided that the non-monetary donation is not real property, the non-monetary donation is not accompanied by any terms or conditions, and, in the Mayor's determination, acceptance of the non-monetary donation advances the municipal purpose of the City of Pacific without undue liability to the City.**

4. **<u>Non-Monetary Donations with an estimated value at $500 or more</u>. When a non-monetary donation with an estimated value at $500 or more is offered to the City of Pacific, the Mayor, or the Mayor's designee, is directed to determine the appropriateness, usefulness and value of the non-monetary donation to the City and to make a recommendation to City Council regarding the acceptance, retention, improvement, transfer, trade, sale, donation to other agency, or other disposition. Non-monetary donations must be authorized by the City Council, prior to acceptance by the City or any of its officials/employees/agents.**

5. **Recurring Donations: When any donor expresses an intent to provide similar donations on a repeating basis, the Mayor or City Council may approve all such similar donations from a donor in a single approval action, which approval shall remain in effect for similar recurring donations until the earlier of (a) rescission of the approval by the City Council or (b) the expiry of the original approval if the approval includes an expiration date.**

6. **<u>Non-Acceptance of Donation</u>. The Mayor may decline to accept a donation if such donation is not consistent with the policies, plans, goals or ordinances of the City of Pacific, or if acceptance of same is contrary to law. The Mayor shall notify the City Council, in writing, at its next regularly scheduled City Council Meeting, of the Mayor's decision to decline a donations. Such notice shall include, at a minimum, the name of the donor, the amount of the donation, and the Mayor's reasoning for declining to accept the donation.**

<u>Section 3. Funds and Accounting.</u>
The Finance Director is authorized and directed to establish such funds and accounting procedures as may be necessary to carry out the terms and conditions of any donation, devise or bequest, in accordance with the laws of the State of Washington and requirements of the Office of the State Auditor.

Administrative Policy and Procedure		
Index: 100-027	**Title:** Credit Card Policy	**Effective Date:**

CREDIT CARD POLICY

Section 1. Credit Card Use

A. The Finance Director shall implement and maintain a system for the distribution, authorization and control of credit cards issued to or for the benefit of the City and used by City officials and employees, in compliance with State law and the following City policy.

1. Distribution. Credit cards may be distributed to those City officials and department heads who, have job responsibilities that would require the procurement of goods and services normally not suited for traditional procurement methods, thus requiring the use of a credit card (herin after referred to as "Cardholder").

2. Authorization and Control. The Finance Director shall develop specific administrative guidelines and accounting controls to ensure the proper usage of credit cards and credit card funds. The credit card is to be used only when it is in the best interest of City administrative affairs, and only for purchases authorized in compliance with the City Procurement Policy

3. Application. The individual Cardholder, upon prior approval of the Mayor, shall hold each credit card responsibly. The City Council shall be the approving authority for credit card application(s) by the Mayor and City Councilmembers.

Cardholders are accountable and responsible for the expenses charged on the card in their name or the City's name.

An agreement between the Cardholder and the City must be executed before any card shall be issued (see Credit Card User Agreement)

4. Credit Limits. The Mayor shall set credit limits on each card issued subject to the approval of the City Council. Individual purchases shall not exceed $1,000 without the pre-approval of the Mayor. Individual purchases by the Mayor or City Councilmembers shall not exceed $1,000 without the pre-approval of the City Council. In no event shall the credit card limit exceed $2,500 for any individual credit card account, except for an emergency-use card as described in subsection 9 below, which may have a higher credit limit if authorized by the Mayor and ratified by the City Council.

5. The Cardholder must retain all original receipts and reconcile their purchase / credit card statement within timelines set by the finance director. The statement must be reconciled and submitted to the finance department along with all original receipts and a complete description of each product/service purchased if the information is not already on the receipt.

6. Credit Card Restriction. The following will be considered an unauthorized purchase or use of any City credit card:

a. Cash advances;
b. Payment of invoices or statements;
c. Purchases where an open charge account would be utilized;
d. Personal purchases of any kind;
e. Meals of any kind

7. Disallowed Charges. Disallowed charges, or charges not properly identified, will be paid by the Cardholder before the charge card billing is due. Failure to do so will render the Cardholder personally liable where the City shall have a prior lien against and a right to withhold any and all funds payable or to become payable to the Cardholder up to the unpaid amount, plus interest and/or fees at the rate charged by the bank that issued the cost. Cardholders shall not use the credit card if any disallowed charges are outstanding.

The act of obtaining a City credit card does not indicate pre-approval of expenditures/expenses.

8. Check-out and Return of Credit Card. All City credit cards shall be kept in the custody of the Finance Department and held in a secure location unless otherwise checked out by an authorized Cardholder. The Finance Director shall develop and make available a form to check out City credit cards. The Cardholder shall return all City credit cards once the City credit card is no longer required for the procurement of the good/service.

9. Emergency Access to City Credit Card. The Finance Director shall make one City Credit Card available for emergency/after hour use, should the circumstances make the Check out/Return procedures unavailable. Emergency access to a City Credit Card is only allowed during an immediate emergency where the life, liberty or property of the City of Pacific or its residents is in immediate jeopardy. In such instances, the City Credit Card shall be returned to the Finance department as soon as practical and accompanied with all documentation according to this policy.

10. The City Council and the Mayor shall have unlimited authority to revoke the use of any City Credit Card, and upon delivery of a revocation order to the City Credit Card company, shall not be liable for any cost. A City Credit Card may be revoked under any of the following circumstances:

a. If the card is used in a manner inconsistent with City policies, or

b. If the Cardholder resigns or is otherwise terminated from the City: or

c. If the monthly City Credit Card is not properly reconciled or received by the Finance Department according to the established guidelines.

d. If finance charges are incurred as a result of an officer/official or employee's failure to comply with this policy: or

e If the card is lost or stolen; or

f. If the Cardholder's supervisor determines that there is no longer a valid City purpose to the Cardholder's issuance of a City Credit Card

B. The Mayor and Finance Director are authorized to implement any additional policies or administrative procedures necessary to implement the provisions of this section.

Compliance Policy and Procedure		
Index: **200-001**	**Title:** **Equal Employment Opportunity**	**Effective Date:**

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the City of Pacific to treat all applicants and employees equally and without regard to race, religion, creed, color, national origin, sex, age, the presence of a physical, mental or sensory disability, marital or veteran status, or any other basis that is prohibited by local, state, or federal law. The City of Pacific strives to reflect the diverse community that we serve. As an organization we are committed to seeking diverse applicant pools for our vacant positions and to create a culture that promotes mutual respect, acceptance, cooperation and productivity among a diverse staff. Racial, ethnic, religious, sexual slurs or any disparaging comments by any employee to or about any employee, applicant, or the public will not be tolerated.

Violations of this policy may be cause for disciplinary action in accordance with section 400-002 of this manual and applicable law.

Any employee who feels he or she has been subject to discriminatory treatment in violation of this policy should bring this concern to the attention of his/her immediate non-involved supervisor, department director or the personnel manager. A non-involved supervisor is defined as the first supervisor in an employee's department who is not the object of the complaint.

Any supervisor advised of such a concern shall immediately report the concern to the department director, personnel manager and/or the City Attorney.

Compliance Policy and Procedure		
Index: **200-002**	**Title:** **Anti-Harassment**	**Effective Date:**

ANTI-HARASSMENT

It is the policy of the City of Pacific that all employees should be able to work in an environment free from all forms of discrimination or harassment, including sexual harassment.

Sexual harassment is unlawful and violates federal and state law and the City's policies. Sexual harassment is a form of misconduct which undermines the integrity of the employment relationship. No employee shall be subject to unsolicited and unwelcome overtures or conduct, either verbal or physical. Sexual harassment generally is defined as the following:

- **Any deliberate or repeated unsolicited sexual or gender-based conduct such as verbal comments, gestures, or physical contact which is unwelcome to the recipient, or causes the recipient discomfort or humiliation or interferes with the recipient's work performance.**
- **Any incident in which a supervisor uses implicit or explicit coercive sexual behavior or influence to affect the career, salary or employment of another employee or prospective employee.**

Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature. It refers to behavior that is not welcome and which is personally offensive, interfering with effectiveness or creating uneasiness on the job.

Such conduct, whether committed by supervisory or non-supervisory personnel is specifically prohibited. This includes repeated offensive sexual flirtation, advances or propositions, verbal abuse of a sexual or gender-based nature, graphic or degrading verbal comments about an individual or his/her appearance, the display of sexually suggestive objects or pictures, or any offensive or abusive physical contact.

No individual should imply to an employee that lack of cooperation of a sexual nature would in some way negatively affect a person's employment, assignment, compensation, advancement, career development, or any other condition of employment.

Any of the above actions will bring prompt and certain disciplinary action, up to and including termination.

If an employee believes that he/she is experiencing sexual harassment of any kind, the following complaint and investigation procedure should generally be observed:

- **If comfortable doing so, clearly inform the harasser that his or her behavior is inappropriate, offensive, unwelcome and should immediately cease.**

- **Bring the matter to the attention of the immediate non-involved supervisor within the department, the department director, or the Personnel Manager. This should include the specific allegation, date of the occurrence(s), the individuals involved, and the names of any witnesses.**
- **The supervisor will immediately notify the department director, Personnel Manager, and/or the City Attorney.**

All complaints will be promptly and fairly investigated and immediate corrective action will be taken on all complaints deemed to be harassment. The Personnel Director shall be responsible for investigating allegations of harassment based on protected class membership as covered in RCW 49.60. The Personnel Director will also investigate all sexual harassment complaints. Employees shall not be retaliated against because they have made complaints of harassment.

Management and Supervisory Responsibilities

Management and supervisory personnel of the City are responsible for being aware of the potential for harassment within their work unit and ensuring a work environment free from all types of harassment, including sexual harassment. Because of the potential for miscommunication, effects of morale, abuses of authority, and conflicts of interest, the City of Pacific does not permit supervisors to have romantic or sexual relations with any person within their chain of supervision. This prohibition applies to all employees who have the authority or practical power to supervise, hire, terminate, or discipline another employee, or is responsible for auditing, evaluating, or reviewing the work of another employee.

Compliance Policy and Procedure		
Index: 200-003	Title: Reporting Improper Governmental Action & Protecting Employees from Retaliation	Effective Date:

REPORTING IMPROPER GOVERNMENTAL ACTION AND PROTECTING EMPLOYEES FROM RETALIATION (RCW 42.41)

It is the policy of the City of Pacific to encourage reporting by its employees of improper governmental action take by the City of Pacific of its employees, and to protect City of Pacific employees who have reported improper governmental actions in accordance with the policies and procedures outlined in this section.

Definitions

As referred to in this policy, the following terms shall have the meanings indicated:

- **Improper Governmental Action -** **Any action by a City of Pacific officer or employee that is undertaken in performance of the officer's or employee's official duties, whether or not the action is within the scope of the employee's job description, that is a violation of any federal, state, or local law, is an abuse of authority, is a substantial and specific danger to the public health and satiety, or is a gross waste of public funds. Improper governmental action does not include personnel actions, including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, , re-employment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of collective bargaining agreements or civil service laws.**
- **Retaliatory Action -** **Any adverse change in the terms and conditions of an employee's employment status, including but not limited to: denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, letters of reprimand, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal or any other disciplinary action resulting from a report of improper governmental conduct.**
- **Emergency -** **A circumstance that if not immediately changed may cause damage to persons or property.**

Procedures for Reporting

City of Pacific employees who become aware of improper governmental actions should raise the issue first with their supervisor. The employee shall submit a written report to the supervisor stating in detail the basis for the employee's belief that an improper governmental action has occurred. Where the employee reasonably believes the improper action involves his or her supervisor, the employee may raise the issue directly in writing with the department director or if it involved the department director. The employee may raise the issue directly in writing with the Mayor or such other person as may be designated by the Mayor to receive reports of improper governmental action.

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

The City official receiving the report shall take prompt action to assist the City of Pacific in properly investigating the report of improper governmental action. City of Pacific officers and employees involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizers the disclosure of his or her identity in writing. After an investigation has been completed, the employee reporting the improper governmental action shall be advised of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.

If the employee reasonably believes that an adequate investigation was not undertaken by the City to determine whether an improper governmental action occurred, of that insufficient action was taken by the city to address the improper action, or if they believe that the improper governmental action is likely to reoccur, employees may report information about improper governmental action directly to the appropriate government agency responsible for investigating the improper governmental action.

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

Protection Against Retaliatory Actions

City of Pacific officials and employees are prohibited from taking retaliatory action against an employee because he or she has in good faith reported an improper governmental action in accordance with these policies and procedures.

Employees who believe that they have been retaliated against for reporting an improper governmental action should advise their supervisor or department director. City officials and supervisors shall take appropriate action to investigate and address complaints of retaliation.

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

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

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

Upon receipt of request for hearing, the City shall apply within five (5) working days to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge.

Office of Administrative Hearings
1904 3rd Ave., Suite 722
Seattle, Washington 98101
(206) 464-6322

City Responsibility

The City of Pacific is responsible for implementing these policies and procedures for reporting improper governmental action and protecting employees against retaliatory action. This includes ensuring that this policy and procedures are permanently posted where all employees will have reasonable access to them, this document shall be made available to any employee on request and provide this document to all newly-hired employees.

Officers, managers and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility.

Agencies

A list of agencies responsible for enforcing federal, state and local laws and investigating other issues involving improper governmental action is available through the Personnel Manager.

Compliance Policy and Procedure		
Index: **200-004**	**Title:** **Legal Status Qualifications**	**Effective Date:**

LEGAL STATUS QUALIFICATIONS

The City of Pacific will in no event knowingly hire an unauthorized alien for employment. All employees hired after November 6, 1986, shall be required to submit, within three business day of date of hire, documentation establishing his/her identity and employment eligibility. These documents are listed in the INS Form 1-9, and prove U.S. Citizenship or valid Alien Registration Card (green card).

Failure to present required documentation within three business days will result in immediate termination of employment, except in the event an employee produces, within three business days, a receipt showing that he or she has applied for the document. The employee must then present the actual document within 90 calendar days of date of hire.

Within three business days of receipt of employment eligibility documentation, the City's designee shall physically examine the documentation presented and ensure that the documents presented appear to be genuine and relate to the individual offering the documents.

More detailed information on documentation may be found in Form I-9 of in the INS *HANDBOOK FOR EMPLOYERS,* (Form M-274) which is available at the local INS office.

Compliance Policy and Procedure		
Index: **200-005**	**Title:** **Use of Personal Vehicles for City Business**	**Effective Date:**

USE OF PERSONAL VEHICLES FOR CITY BUSINESS

Any City officer or employee required to use his/her private vehicle on City business and/or required to have his/her automobile available for use on City business on a full or part-time basis shall be reimbursed for such use of his/her vehicle.

An automobile mileage allowance will be provided to any officer or employee of the City required to use his/her privately owned automobile on an occasional or intermittent basis. Approval by the Mayor is required before reimbursement will be approved. Mileage reimbursement rates shall be reviewed annually.

No reimbursement will be made for travel between residence and work.

When the use of an employee's private automobile is determined by the Mayor to be more economical than the use of a City vehicle, authorization may be made for the use of said private automobile by said employee for the sole purpose of accomplishing City business.

Employees seeking reimbursement for use of a private vehicle shall be required to keep a vehicle mileage log and shall be reimbursed for City use in accordance with the applicable rate schedule, payable monthly, when a reimbursement voucher is approved by the Mayor.

Reimbursement for the use of an employee's private vehicle (to and/or from) a destination outside the City shall be recorded and reimbursed according to existing Claim for Expenses requirements and procedures.

Compliance Policy and Procedure		
Index: 200-006	**Title:** Use of City Vehicles and Accident Reporting	**Effective Date:**

USE OF CITY VEHICLES

The City may occasionally or on a regular basis provide city vehicles for use by select City employees. This policy defines appropriate uses of City vehicles by employees authorized to use such vehicles.

City owned vehicles shall be used exclusively for the conduct of municipal business. Use of a vehicle shall be authorized by the Mayor when the normal operation of a City department requires the transportation of employees, materials, and/or other equipment in order to effectively and efficiently accomplish the work responsibilities of a department and/or the City.

When the normal operations of a City department extend beyond the established work headquarters and/or work hours, and based upo9n the substantiated needs of such departments for adequate supervision of job performance, vehicles may be assigned on the following basis:

- **Employees who, on a continuous basis, have primary supervisory responsibilities (first call-out) in case of an emergency and whose immediate response is required to save life or property.**
- **Employees who, on a continuous basis, are on call in case of emergency and who require special tools and equipment be carried in their assigned vehicles in order to perform their emergency duties.**

Assigned vehicles shall be used in the conduct of municipal business only and may only be stationed during non-working hours at the residence of the individual to who assigned. Vehicles stationed at the residence of an officer or employee of the City shall be locked and secured when not in use.

Employees shall not perform any maintenance, including washing or waxing, on City vehicles on off-duty time. All maintenance shall be performed only while on duty.

No one other than City employees or persons under arrest will be allowed in a City vehicle, unless permission is granted by the Mayor.

All other City vehicles shall be available on a pool basis for the conduct of municipal business to officers and employees who have a valid Washington State Driver's License, under rules and regulations as the Mayor may prescribe.

City vehicles shall be provided to City departments to be used by duly licensed and authorized employees in the furtherance of approved City programs and projects.

In case of accident involving a City vehicle, City officers or employees are required to contact police, and file an accident report with the local jurisdiction. This must be done regardless of who is at fault, or whether this is damage to the vehicle or injury to employee. The employee should get all contact information of anyone involved in the other vehicle, including any witness contact information from bystanders. The employee is also required to fill out the City of Pacific forms and file a report with their department manager within 48 hours of the time the accident occurred. It is also recommended that the officer or employee take time and date stamped photos of any damage. These may be taken with a cell phone (preferred) or small disposable camera.

All employees assigned a City vehicle should check to make sure a valid City insurance card is in the vehicle.

Compliance Policy and Procedure		
Index: 200-007	Title: Driver's License Reporting Requirements	Effective Date:

DRIVERS LICENSE REPORTING REQUIREMENTS

This policy is to establish a reporting procedure of traffic convictions, license suspension, cancellation or revocation by City applicants or current employees whose positions require that they have a Washington State Driver's License (WSDL).

Applicants for positions requiring a WSDL may be asked to provide the City, at the time of application, with the following information for the ten (10) year period preceding the date of application:

- **A list of the names and addresses of the applicant's previous employers for which the applicant was a driver of a commercial motor vehicle or other employer vehicle.**
- **The dated between which the applicant drove for each employer.**
- **The reason for leaving the employer.**
- **A Department of Motor Vehicle Abstract of Driving Record (ADR).**
- **The applicant shall certify that all information is true and complete.**

Current employees holding a position that requires a WSDL shall notify his/her supervisor before the end of the business day following the day in which any of the following occurs:

- **The employee's driver's license is suspended, revoked or canceled by the state.**
- **The employee loses the privilege to drive a motor vehicle in the state for any period.**

Should any of the above occur the employee may be subject to disciplinary action up to and including immediate termination.

No employee shall be allowed, permitted or authorized to drive a City vehicle during any period in which:

- **The employee's driver's license is suspended, revoked or canceled by the state.**
- **The driver has more than one driver's license.**

New employees, who, as a job requirement, will operate City vehicles, must bring copies of their state driver's license to their orientation on the first day of work. If hired from out of state, the employee must obtain a WSDL and show the original to the Personnel Manager within 30 days of hire.

The City may request, at its own expense, a Department of Motor Vehicle report on any employee that is required to drive a City vehicle to ensure continued possession of a valid license by the employee. The City periodically may require all employees who drive City vehicles to fill out a traffic violation form, and may require employees to submit a copy of their current driving record.

Compliance Policy and Procedure		
Index: 200-008	Title: Employee Identification Badges	Effective Date:

EMPLOYEE IDENTIFICATION BADGES

The City will issue photo identification badges to elected officials, full-time and part time regular union employees and Managers.

Badge Appearance

The front of the badge will include the City logo and the city address, a photo of the employee, the employee's first and last name, job title, home department and hire date. The City's name and address will be printed on the back of the badge. The back of the badge will display the Date of Birth, Height, Weight, Hair Color and Eye Color.

Proper Display and Care of Badge

Employees should have their badges with them at all times while at their work station. While on City business outside of the City, the employee should wear their badge either on a lanyard or clip so that it is displayed. Elected officials are encouraged to wear their badge at all times while on City business.

Photo ID badges are property of the City and must not be defaced in any way. It is not permissible to write on the badge or to affix any stickers (except for first aid/CPR identification stickers) or pins directly to the badge.

Replacement Badges

If a badge is lost or stolen, the employee is required to report that to the Personnel Director. All requests for new and replacement badges must be submitted to the Personnel Director in writing or via e-mail.

Compliance Policy and Procedure		
Index: **200-009**	**Title:** **Contact with** **News Media**	**Effective Date:**

CONTACT WITH THE NEWS MEDIA

The Mayor or designated Department Head(s) shall be responsible for all official contacts with the news media, including answering of questions from the media. The mayor may designate specific employees to give out procedural, factual, or historical information on particular subjects. Employees must notify the Mayor immediately if they have been contacted by the media regarding a City issue. The City of Pacific Police Department shall designate a Public Information Officer (PIO) in regard to police matters. This designee shall be responsible for all contacts with the media, and shall advise and provide the Mayor will an appropriate release statement.

Safety Policy and Procedure		
Index: 300-001	Title: Medical Emergencies	Effective Date:

MEDICAL EMERGENCIES

In cases of medical emergency, the proper response is imperative.

Examples of a minor illness or accident would be a headache, upset stomach, cough or cold symptoms. If these types of discomforts interfere with work, the supervisor should be notified as soon as possible. If leave from work is necessary, the supervisor must be notified immediately.

If serious illness or injury occurs, and medical attention is required, notify a supervisor or a co-worker immediately. If you observe a co-worker in medical distress, or if a co-worker requests assistance, contact a supervisor immediately. If you are unsure about the severity of a person's condition or unable to evaluate the situation, call a supervisor and be prepared to relate the following information:

- **Provide the name of the person who is ill**
- **Indicate where you're located**
- **Describe the symptoms observed**
- **Indicate whether you feel an aid car should be summoned**
- **Stay with the person and do not attempt to move him or her**
- **Be sure the area is clear of unnecessary traffic or on-lookers**

Examples of critical illness are:

- **Loss of consciousness**
- **No pulse**
- **No breathing**
- **Profuse bleeding**
- **Seizures**
- **Severe fall**
- **Severe chest pain**

If these symptoms are observed, immediately call 911, notify a supervisor, and follow the above procedures for serious illness.

Safety Policy and Procedure		
Index: 300-002	Title: Safety	Effective Date:

SAFETY

The City believes in a safe and healthy environment for its employees, customers and volunteers. We will establish and maintain a safety management program consistent with all applicable laws, that emphasizes the integration of safety and health measures into job tasks so that safety/health and job performance become inseparable. The objectives, scope, organization and effectiveness of the Safety Management Plan are evaluated at least annually and revised as necessary. The success of the program will be accomplished through the cooperative efforts of the Mayor, directory, managers, supervisors and employees.

Safety orientation for new and transferred employees, timely and appropriate training, a management/employee safety committee, and active self-inspection program, and personal protective equipment are examples of some of the tools which may be used to reduce work hazards.

A successful safety program requires employees to be responsible for safe operation of equipment and working in a safe manner, contributing to the well being of personnel, customers and volunteers.

Responsibilities for safety and health are established to enhance the program's effectiveness and promote communication between workers, supervisors and management. Specific safety and health responsibilities for personnel are as follows:

Managers and supervisors -

- **Ensure that all safety and health rules, regulations, policies and procedures are understood and observed by providing opportunity for employee training.**
- **Annually review and update departmental safety policies and procedures.**
- **Enforce the proper care and use of all protective equipment as required by law.**
- **Identify, eliminate and/or reduce job hazards.**
- **Receive and review employee suggestion, and take appropriate action.**
- **Using available recourses, Train new and experienced employees in safe and efficient methods of accomplishing jobs or tasks.**
- **In coordination with the Personnel Director, review accident trends and establish prevention measures.**
- **Attend safety meetings and actively participate in the proceedings.**
- **Conduct periodic safety meetings with staff.**
- **Participate in required investigations and inspections.**

- **Promote employee participation in safety and health programs.**
- **Monitor the progress of injured workers and display an interest in the rapid recovery and return to work.**

Employees –

- **Actively participate in the safety Plan.**
- **Possess knowledge and skill in his/her job.**
- **Apply the principles of accident prevention daily at work, and use proper safety devises and protective equipment as required.**
- **Adhere to all safe work practices that govern their job.**
- **Comply with all safety rules.**
- **Immediately report to supervisor any unsafe work practices or conditions observed**
- **Report all accidents to his/her supervisor immediately.**
- **Consider safety meetings, education, and training as part of his/her regular job.**
- **Properly care for all personal protective equipment.**

Safety Officer

This person is responsible to the Mayor for the development, implementation and monitoring of the City's Safety Management Plan. The Personnel Director serves as the Safety Officer for the City.

Seatbelts

When operating a City vehicle, the employee must use the seatbelt/safety restrain device and require any passengers to do the same. Any employee who des not use the safety restraints/seatbelts shall be subject to disciplinary action up to and including termination.

Safety Policy and Procedure		
Index: **300-003**	**Title:** **Accidents and Reporting Requirements**	**Effective Date:**

ACCIDENTS AND REPORTS

On the Job Employee Injuries

It is the City's intent to provide safe working conditions for its employees. However occasional on-the-job injuries may occur. When they do, employees are to immediately report to their immediate supervisor each injury or illness regardless of the degree of severity. As soon as possible after an accident or occupational illness is discovered, the employee and the supervisor must complete an accident report form and submit it to the Personnel Director. Should the injury require attention beyond first aid, the employee's treating physician is to complete the State Industrial Medical Claim form. Injured employees on Worker's Compensation must submit physician time loss certification to their supervisor and if absent from work for more than seven (7) days, contact his or her supervisor once a week to keep the City informed of their condition and progress.

Accidents/Incidents

Employees shall report any work-related 3rd party injuries and /or damage to public/private property or equipment to their immediate supervisor. Such report shall be made as soon as possible, but in no case later than eight (8) hours following such incident. A City Incident Report form shall be filled out for each incident.

The Personnel Director shall be notified of all work-related accidents involving City employees and City equipment as soon as possible and not later than the next working day following the day during which the accident occurred. The Personnel Director is responsible for monitoring the progress and following the case through to completion.

Safety Policy and Procedure		
Index: **300-004**	**Title** **Legal Liability**	**Effective Date:**

LEGAL LIABILITY

Employees shall comply with all laws and regulations that relate to the performance of their duties and shall perform their duties as reasonable and prudent persons. The City shall provide legal defense to employees for actions filed against employees acting totally within the scope of their performance as authorized and as determined by the City.

Safety Policy and Procedure		
Index: 300-005	Title: Uniforms/Personal Protective Equipment/ Boots	Effective Date:

UNIFORMS/PERSONAL PROTECTIVE EQUIPMENT/BOOTS

Suitable protective apparel shall be used, wherever significant danger exists due to physical contact with hazardous/dangerous/infectious materials as required by Washington State law.

All protective apparel shall be periodically tested to ensure adequacy, as appropriate to the hazard involved. All personal protective equipment, including boots, will meet standards that may be required by state law, for the particular work duties of the position.

Following the initial uniform or personal protective equipment issue, annual replacement shall be based on need. Replacement requests must be authorized by the department director or his/her designee.

Request for additional uniform will be at the employee's expense. Exceptions may be authorized by the department director or his/her designee.

Safety Policy and Procedure		
Index: **300-006**	**Title:** **Safe/Non-Violent Work Place**	**Effective Date:**

SAFE/NON-VIOLENT WORK PLACE

The City of Pacific is committed to providing a safe and secure work environment for employees, contractors, volunteers and the general public. In an effort to prevent the possibility of violence in our workplace, the City has implemented this Safe Workplace Guideline. The City strictly prohibits threatened or actual workplace violence. This includes the following types of behavior:

- **Threatening injury or damage against a person or property**
- **Fighting, physically or verbally, or threatening to fight with another person**
- **Stalking, following, or invading another employee's personal life**
- **Engaging in shoving, blocking or impeding a person's movement**
- **Abusing or injuring another person**
- **Using obscene or abusive language or gestures in a threatening manner**

Because of the potential for misunderstanding, joking about any of the above misconduct is also prohibited. Any employee who violates this policy will be subject to immediate discipline, up to and including termination at the discretion of the City. Contractors or agents who violate this policy are subject to immediate termination of their contractual relationship with the City.

All employees shall read and sign an affidavit that they have read and understand the Health and Safety Manual of the City of Pacific. This affidavit shall be kept in the Personnel file of every employee.

Reporting Procedures

Any employee who reasonably believes that a situation with an aggressive employee, member of the general public, contractor or volunteer may become violent should immediately leave the area and report the situation to his/her supervisor. Any supervisor who receives a report of potential or actual violence should immediately contact the Personnel Director. The report will be investigated and the appropriate disciplinary or corrective action will be taken. Additional guidelines on dealing with workplace violence are outlined in the Health and Safety Manual, Section 2, Pg. 4-5.

Safety Policy and Procedure		
Index: **300-007**	**Title:** **Firearms and Dangerous Weapons**	**Effective Date:**

FIREARMS AND DANGEROUS WEAPONS

It is the policy of the City of Pacific to prohibit all employees while on City property(City property encompasses all areas within the ownership and/or control of the City, which includes offices, building, desks, cabinets, lockers, or storage areas), from carrying any firearm, rifle or handgun onto City property. Those with a valid concealed weapons permit authorized by the state of Washington may keep their firearm locked up in their personal vehicle. They may not use or display the firearm unless a threat of life or death is in progress.

Carrying any knife, sword, dagger or other cutting or stabbing instrument, with a blade length of five (5) inches or more, or any razor with an unguarded blade is prohibited whether the item is concealed or not.

Carrying any instrument or weapon of the kind usually known as a slingshot, throwing star, bow, sand club, blackjack, metal knuckles, or any stick, chain, metal pipe, bar, club, or combination thereof including a device known as numchuk sticks, or any device having the same or similar components or parts, whether or not connected by a rope, chain, or other device is prohibited.

Carrying any explosive or poison or injurious gas (unless the item is used in the normal course of job description) or any other instrument capable of producing bodily harm, regardless of whether such instrument or weapon is concealed or not, is prohibited.

Exhibiting, displaying or drawing any of the weapons listed in this policy, or any other weapon apparently capable of producing bodily harm with the intent to intimidate another person is prohibited. Those with a valid permit authorized by the State of Washington, in the protective scenario of victims who face a life or death situation, may draw or use the weapon they are licensed to carry.

This policy shall not apply to or affect the following City of Pacific personnel:

- **Any person who is vested by law with a duty to preserve public safety, enforce codes, maintain public order, or to make arrests for offenses while in the performance of their duties.**
- **Any person making or assisting in making a lawful arrest for the commission of a felony.**
- **Other exceptions as authorized by the Mayor.**

Any employee violating this policy may be subject to disciplinary action, up to and including termination.

Safety Policy and Procedure		
Index: **300-008**	**Title:** **Smoke Free Workplace**	**Effective Date:**

SMOKE FREE ENVIRONMENT

The City of Pacific is committed to providing a safe and healthy workplace and to promoting the health and well being of City employees and elected officials. In accordance with this commitment, and to comply with RCW 70.160.30, smoking is prohibited inside all City offices, public areas and other City of Pacific places of employment.

Smoking is prohibited within 25 feet from entrances, exits, ventilation intakes and open windows to ensure that tobacco smoke does not enter a public building or City of Pacific place of employment.

Smoking is prohibited by this policy in all City owned vehicles at all times.

Infractions of this policy will be handled as a disciplinary issue, using usual progressive disciplinary measures.

The City encourages all employees who smoke to enter a smoking cessation program and will support all efforts undertaken by such employees.

Safety Policy and Procedure		
Index: **300-009**	**Title:** **Emergency Plan and Building Evacuation**	**Effective Date:**

HAZARDOUS INCIDENT PROCEDURES

The City of Pacific is responsible for ensuring employee safety by taking all measures necessary to eliminate injury or casualties in case of earthquake, fire or other hazardous situation. Employees are responsible for being informed and taking proper action in an emergency.

Building Evacuation

In the event you are required to evacuate the building:

- **Find the quickest and safest way out of the building.**
- **Upon exiting the building go directly to the flag pole in front of City Hall. This is the designated meeting place.**

Basic Safety Procedures in case of Earthquake

- **Drop under a desk or table, cover your head, and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers. If in a hallway, drop next to the inside wall in a kneeling position and cover the back of the neck with your hands.**
- **Remain in the drop position until ground movement ends. Be prepared to drop, cover and hold during aftershocks.**
- **When the shaking stops, assess damage and available evacuation routes then begin evacuation to the designated meeting spot.**
- **Managers must account for employees as quickly as possible.**
- **First aid certified employees should check for injuries and provide assistance in evacuation of injured employees. Only move seriously injured persons if they are in immediate danger.**
- **If there is a gas odor in the building, turn off the gas at the main. A wrench is located by the fire extinguisher at the south entrance of City Hall.**

- **Managers and first aid employees must not re-enter the building once evacuation is complete.**
- **Phones are for emergency use only.**
- **Don't drink any tap water until the City declares it is safe to do so.**
- **Turn on a radio and listen for public safety instructions.**

Basic Safety Procedures in case of Fire

- **If you discover a fire, notify another person immediately. Have them call 911 and a supervisor.**
- **If the fire is small, such as a wastebasket fire, you may attempt to put it out with a fire extinguisher.**
- **If the fire grows or there is thick smoke, do not continue to fight the fire.**
- **Notify other employees in the area to evacuate.**
- **Go to the designated meeting place.**
- **Managers verify that all employees have evacuated, and that 911 has been called.**

A complete detailed Emergency Plan is outlined in section 5 if the City of Pacific Health and Safety Manual pgs. 5-1 to 5-5.

Labor Relations Policy and Procedure		
Index: **400-003**	**Title:** **Grievance Procedures**	**Effective Date:**

GRIEVANCE PROCEDURES

It is recognized that communication of constructive suggestions and of problems can contribute significantly to improving the overall quality of work and conditions of employment. It is the City's intent to provide appropriate avenues of communication to meet a variety of needs. It is also the desire of the City to resolve problems and pursue suggestions through an informal process where such a process is in the best interest of the City and its employees. Formal procedures are provided for those situations when the informal process is not appropriate.

Employee Communication

Any time an employee has a question, problem or complaint, the employee should do the following:

- **Consult with the employee's immediate supervisor. Generally, the employee and supervisor will be able to resolve the problem. If the problem is not solved at this level, the employee should take the following step.**
- **The employee may request a meeting with his or her department director to resolve the problem. If the employee receives no satisfaction at this level,**
- **The employee may request a meeting with the Mayor or designee to resolve the problem. The final determination will be made by the Mayor.**

Grievance

A grievance is a complaint by a regular employee or group of regular employees alleging a violation of a section(s) of the City's ordinances, employee guidelines or department rules and regulations which pertain to the terms and conditions of such employment by the city.

Grievance Procedure Steps

A grievance shall be handles in the following manner:

- **Step 1 – The aggrieved employee or group of employees shall present the grievance verbally to the immediate supervisor within five (5) working days of its occurrence, not including the day of the occurrence. The supervisor shall give a verbal reply within five (5) working days of the date of presentation of the grievance, not including the date of the presentation. If the grievance is resolved at Step 1, the supervisor shall prepare a memorandum to the grievant(s) setting forth the terms of the resolution. A copy of this memorandum should be sent to the department director and the Personnel Director at the time it is sent to the grievant(s).**
- **Step 2 – If the grievance is not settles at Step 1, the employee or employees shall prepare the written grievance in detail, and shall date and sign it, and present it to the department director within five (5) working days after the supervisor's verbal reply is given, not**

including the day the answer is given. The department director shall reply in writing to the grievant(s) within five (5) working days of the date of the presentation of the written grievance, not including the day of the presentation. If the grievance is resolved at Step 2, the department director shall prepare a memorandum to the grievant(s) setting forth the terms of this resolution. The Personnel Director should be provided with a copy of this memorandum for the file at the time it is sent to the grievant(s).

- **Step 3 – If the grievance is not settled in Step 2, the written grievance shall be presented by the employee, along with all pertinent correspondence and information to the Mayor within five (5) working days after the department director's response is given, with a copy going to the department director. The Mayor may meet with the aggrieved employee or group of employees, the immediate supervisory personnel and the department director. The Mayor shall reply to the grievant in writing within ten (10) working days of the date of presentation of the written grievance, not including the date of presentation. The Mayor shall prepare a memorandum to the grievant(s) setting forth the terms of the resolution. A copy of this memorandum should be sent to the Personnel director for the file at the time it is sent to the grievant(s). The Mayor's decision is final and binding. There shall be not further appeal from such decision.**

Labor Relations Policy and Procedure		
Index: **400-004**	**Title:** **Leaving Employment with the City**	**Effective Date:**

LEAVING EMPLOYMENT WITH THE CITY

Resignation

A regular employee may resign by giving his or her supervisor written notice of the effective date of resignation as far in advance as possible. The minimum amount of written notice which is required is fourteen (14) calendar days in order to provide adequate coverage; however, a resignation can be accepted immediately upon receipt at the discretion of the City.

Layoffs

The City may lay off employees where there are changes in duties or a reorganization of positions, a position or service is abolished, there is lack of work or shortage of funds, or other appropriate reasons. Efforts will be made to integrate affected employees into other available positions. "The procedures are generally as follows:

- **At least thirty (30) days prior to the anticipated layoff, employees whose jobs may be affected, will be notified of the situation and what options may be made available to them.**
- **Temporary employees performing similar work in the same department of division will be laid off before regular employees are affected.**
- **Options such as part-time work schedules, job sharing and voluntary time and /or pay reductions, may also be explored. If, in the opinion of the department director, such options are feasible.**
- **Regular employees will be retained on the basis of seniority.**
- **For a period of twelve (12) months from the date of layoff, regular employees who were laid off will be placed on the City's job announcement mailing list to assist them in applying for other job vacancies with the City for which they are qualified.**
- **The City may provide limited out-placement services to regular employees who have been laid off. This may include job counseling, assistance in development of resumes, and assistance in locating contacts and resources which may lead to other suitable employment.**
- **When a regular employee is laid off and returns within one (1) year, the employee shall retain their original hire date.**
- **These procedures are guidelines only and shall not create any right of action in the event of deviation from the guidelines.**

RETIREMENT

Notification

An employee will provide written notice of retirement to his or her department director thirty (30) days prior to retirement date. The employee's department director is responsible for sending the notice of retirement letter to the Personnel Director and Finance Department for processing.

Payroll is responsible for sending documentation of the employee's separation and authorization for pension payments to the Department of Retirement Systems. Personnel Director is responsible for conducting an exit interview with the employee prior to the date of retirement.

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Procedure – State of Washington Retirement System

Employees covered by the State of Washington Retirement System who are eligible to retire, should notify the Department of Retirement Systems in Olympia at least ninety (90) days in advance of the anticipated date of retirement.

SEPARATION PROCEDURES

The Personnel Director will notify the "Finance Department of an employee's separation date for payroll purposes. A final paycheck will be issued to the employee on the next regular payday after completion of the following:

- **Exit interview**
- **Return of City keys, City car, ID card**
- **City tools and equipment**
- **City uniforms**
- **Printed material belonging to the City of Pacific**
- **Resolve status of retirement contributions, insurance conversions, and deferred compensation**

Regular employees shall receive full pay for unused accrued vacation. Non-exempt regular employees shall receive compensation for all accrued but unused compensatory time. No unused floating holiday will be paid out upon termination. Sick leave payout for union regular employees is paid out per current contracts.

Conduct Policy and Procedure		
Index: **500-001**	**Title:** **Code of Conduct**	**Effective Date:**

CODE OF CONDUCT

All employees are expected to perform their job duties and to exercise good judgment, loyalty, common sense, dedication and courtesy in the performance of those duties, and to comply with the provisions of these guidelines, department directive, policies and procedures, and the City's code of Ethics. The primary mission of each employee is to provide courteous, orderly, efficient and economic delivery of services to the citizens consistent with the City's rules, regulations, applicable laws and the general goals and targets of the City. Failure to meet these expectations may establish cause for discipline.

The following are examples of types of behavior which may result in discipline. This is by no means an exhaustive list, but merely illustrates the type of behavior not consistent with the general code of conduct expected of employees:

- **Drinking alcohol, use of illegal drugs, abuse of non-prescription or prescription drugs or other controlled substances on the job, or arriving on the job under the influence of or while in possession of alcohol, illegal drugs or other controlled substance.**
- **Insubordination**
- **Violation of a lawful duty**
- **Dishonesty**
- **Charges filed and/or conviction of a felony or misdemeanor that may or may not directly relate to job duties.**
- **Habitual absence or tardiness for any reason**
- **Absence from work without first notifying and securing permission from the appropriate supervisor.**
- **Inability, refusal or failure to perform the duties of the assigned job.**
- **Misappropriation or illegal use of City supplies, equipment, or time for personal use or gain.**
- **Violation of the duties or rules imposed by this manual or any other City rule, regulation, administrative order or applicable state law.**

Conduct Policy and Procedure		
Index: **500-002**	**Title:** **Personal Appearance and Dress**	**Effective Date:**

PERSONAL APPEARANCE AND DRESS

Employees shall wear appropriate attire for their position and department. Most City jobs involve contact with the public and other employees. Dress, grooming, and hygiene standards which are compatible with a professional, business-like atmosphere and which demonstrate respect for co0workers should be observed. A neat and presentable appearance is required at all times while on the job and representing the City of Pacific's Should uniforms, safety apparel, or equipment be required for a particular position, they will be provided at City expense as provided for in administrative regulations. Except for exigent circumstances, uniforms identifiable with the City of Pacific shall only be worn during hours of work or duty.

Conduct Policy and Procedure		
Index: **500-003**	**Title:** **Absenteeism and Tardiness**	**Effective Date:**

ABSENTEEISM AND TARDINESS

This policy identifies the proper procedures for reporting absences and to ensure consistent and equitable treatment of absences, late arrivals, and early departures throughout the City workforce.

All employees are expected to report to work as scheduled and to work their scheduled hours and required overtime.

Unauthorized absence is defined as the failure of an employee to report to work without providing notice to their supervisor, or such supervisor's designee, in advance if possible, and in no case later than thirty (30) minutes after their scheduled starting time.

Tardiness is defined as the failure to report to work within ten (10) minutes of the employee's scheduled starting time. Similarly, employees who leave work early or extend breaks past the authorized limits may be considered tardy.

In each case of unauthorized absence or tardiness the supervisor shall fill out an Unauthorized Absence or Tardiness Report. The employee's supervisor shall maintain such reports in the employee's personnel file, and these reports shall be used to assist the supervisor in completing the employee's performance appraisal.

Excessive or chronic unauthorized absence or tardiness may result in disciplinary action up to and including termination of employment.

Conduct Policy and Procedure		
Index: **500-004**	**Title:** **Conflict of Interest**	**Effective Date:**

CONFLICT OF INTEREST

This policy is intended to provide guidance to employees so that they may avoid a conflict of interest or the appearance of a conflict of interest with regard to their employment with the City,

A conflict of interest exists if an employee is in a position where personal interest may have an adverse effect on the motivation or the proper performance of job duties. The best interest of the City must be the only consideration, and the interest of individual employees cannot be permitted to play any part in such transactions.

To avoid conflicts of interest, each employee must observe the following:

- **Maintain a high standard of conduct and disqualify yourself from exerting influence in any transaction where your own interest may conflict with the best interest of the City, or where you may gain any financial benefit.**
- **Report to the City any financial interest which you or any member of your family may have in any concern doing business with the City.**
- **Report promptly and remuneration you receive from an individual or concern with which the City does business.**
- **Employees of the City must not accept cash or merchandise in any amount from anyone who has a business relationship with the City.**
- **Refrain from lending money to, borrowing money from or having leans guaranteed by anyone doing business with the City. The exception is that any employee may borrow from a financial institution with which the City does business.**
- **Refrain from using information or knowledge acquired by virtue of your position in the City for any personal gain or advantage by divulging such knowledge of information to anyone who would use it in any manner detrimental to the interests of the City.**
- **Report to the City any knowledge of the existence of a violation of this policy by any employee.**

An employee who served without the City's consent as a consultant to, or as a director, officer, or part-time employee of, a business or agency which deals with the City, has a conflict of interest. This is the case even if the employee receives no pay from the business or agency and has not direct or indirect contact with it because he or she may inadvertently disclose confidential information. You should obtain the approval of your supervisor before accepting outside work.

Conduct Policy and Procedure		
Index: **500-005**	**Title:** **Alcohol and Drug Free Work Environment**	**Effective Date:**

ALCOHOL AND DRUG FREE WORK ENVIRONMENT

Definitions:

- **Substance Abuse/Misuse – for the purposes of this policy, substance abuse/misuse if defined as a condition in which the use of alcohol and or controlled substances may interfere with an employee's job performance. Misuse may also include taking medically prescribed and/or over the counter drugs that may interfere with an employee's job performance, which is not reported to his/her supervisor.**
- **Controlled substances – Those substances whose dissemination is controlled by regulation or state law including, but not limited to narcotics, depressants, stimulants, hallucinogens, cannabis and other drugs,**
- **Drugs – Any substance which, in the opinion of his/her supervisor, impairs an employees' ability to perform his/her job or which poses a threat to the safety of others. This definition includes prescription and over the counter medications.**
- **Impaired Behavior/Under the Influence Behavior – Behavior which may limit the employee's ability to perform his/her job duties safely and efficiently or which poses a threat to the safety of employees or other.**
- **Reasonable cause – Indications of impaired behavior or work performance that give reasonable suspicion that an employee is working under the influence of alcohol or controlled substances. Indications may include the odor of alcohol on the breath, dilated or constricted pupils, and incident pattern, or abnormal behavior or performance for that specific employee.**

PURPOSE

The City of Pacific has a significant interest in ensuring the health and safety of its employees and citizens. We regard prevention, intervention and treatment as the best approach for creating an alcohol and drug free work environment. The purpose of this guideline is to outline the steps the City is taking to ensure that all its employees are free of alcohol and drugs while in the performance of their duties.

POLICY

The City of Pacific strictly prohibits the manufacture, possession, distribution, sale, dispensing or use of alcohol or controlled substances in the workplace. When employees are on the job, they are expected to be physically free from any impairment or substance which would contribute to an injury, property damage, or interfere with productivity. They are to be free of illegal drugs or potentially impairing levels of legal substance. In short, all employees are e3xpected to be fit for work.

The possession and use of medically prescribed, over–the-counter drugs during working hours is permissible. The employee shall have no obligation to inform his or her supervisor of such usage unless the prescribed or over-the-counter drug contains a warning of possible impairment which may prevent the employee from performing his or her job safely or effectively. Prescribed drugs possessed and used must be prescribed of the specific use of that employee.

The manufacture, possession, distribution, dispensing, sale or use of controlled substances on City property will be cause for disciplinary action up to and including termination. This will be treated as a criminal matter and referred to the Pacific Police Department for investigation and appropriate action. The use of alcohol in City vehicles is not permitted.

Supervisors, co-workers and employees are encouraged to request confidential assistance through the Personnel Director to access diagnostic, counseling and treatment programs such as those provided by the City's Employee Assistance Program (EAP) when dealing with problems of alcohol or substance abuse. The amount of the City's financial support towards a substance abuse treatment program depends upon the medical insurance benefit selected by the employee.

The City is establishing a drug-free awareness program to inform employees and supervisors about the danger of chemical dependency and the penalties that may be imposed upon employees for violations of this policy.

Incompliance with the Drug-Free Workplace Act of 1988, additional requirements are made of any City employees who work in a department or division which receives one or more federal contract awards of $25,000 or more, federal contracts awarded to individuals, or a federal grant regardless of grant size. Those requirements are:

- **All employees will receive a copy of this guideline and will agree to comply with its terms as a condition of employment.**
- **Employees must report criminal convictions or activity in the workplace in accordance with the Drug-Free workplace Act of 1988. The report must be made to the Personnel Director or designee no later than five (5) days after the conviction.**
- **Personnel Director or designee shall notify the federal contracting or granting agency of any criminal convictions of employees for illegal drug activity in the workplace within ten (10) days of learning about the conviction.**

The directors of departments which receive federal funds as specified earlier in this policy shall be responsible for notifying all department/division employees that they are subject to the provisions of the Drug-Free workplace Act of 1988, and the provisions of all sections of this City policy. The department director shall also be responsible for ensuring that all department/division employees have read and understand the provisions of this policy, and for providing all new employees – regular, temporary and voluntary – with a copy of the City's policy statement.

Labor Relations Policy and Procedure		
Index: **400-001**	**Title:** **Performance Evaluations**	**Effective Date:**

PERFORMANCE EVALUATIONS

Performance evaluations are designed to provide the employee with a record of his or her performance and to encourage professional growth. The performance evaluation process encourages employees to evaluate their own performance, and also have it evaluated by their supervisor. The final evaluation is prepared by the immediate supervisor.

Regular full-time and regular part-time new employees, transfers or promotions shall be evaluated at least once within the first six (6) months of employment in the position and a six (6) month evaluation checklist (minimum) will be submitted to Personnel Director as a record of the informal evaluation. Each employee will receive a formal, written evaluation on an annual basis. The annual written evaluation will be forwarded to Personnel Director for inclusion in the employee's file. Performance evaluations for regular employees are related to the position which the employee holds at the time of evaluation. The purpose of the evaluation is to commend strength, address areas for improvement and discuss new challenges, career goals and objectives.

Labor Relations Policy and Procedure		
Index: **400-002**	**Title:** **Disciplinary Action**	**Effective Date:**

DISIPLINARY ACTION

It is the intent of the City of Pacific to maintain a productive and positive work environment. In accordance with this guideline and the laws, rules and regulations applicable to the City, inappropriate or illegal actions or work performance by an employee may subject the employee to discipline. The nature and severity of the discipline will be determined on an individual basis according to the particular circumstances. Various disciplinary actions available may include, at the discretion of the City, the following:

- **Verbal Warning – Verbal warnings may be given for minor offenses or to bring to the attention of an employee potential work performance problems. Verbal warnings may include an explanation of the violation or problem and requests for corrective action on the part of the employee. A notation of each verbal warning should be placed in a file and maintained by the supervisor for future reference.**
- **Written Warning – A written warning may be given for a more serious offense or when the employee, after being verbally warned for minor offenses or problems in his or her work performance, repeats them or fails to take corrective actions. Written warnings should contain the following:**
  - **A statement of the facts**
  - **A statement of the discipline being given**
  - **The employee's explanation and reason for the violation, if appropriate.**
  - **A definite period of disciplinary probation during which the employee must clearly demonstrate improvement**
  - **A statement indicating further disciplinary action that may follow if correction is not achieved**

  The warning should be signed by the employee, the direct supervisor, City department director involved and any other person who may be present at the discussion. Copies of written warnings are to be forwarded to the Personnel Director. After review with the employee, a copy of the written warning is to be given to the employee and a copy is to be entered into the employee's personnel file.
- **Demotion – The department director may demote an employee to a position which has a lower salary range. Examples of when a demotion may be given include but are not limited to unacceptable work performance of the duties for the position, or a serious offense. A lower position must be available for this disciplinary action to be carried out.**
- **Suspension/Final Warning - A suspension may be given for serious offenses of employee rules of conduct which are not deemed sufficient justification for immediate discharge, or for repeated offenses, or for failure to correct an action for which a written warning was previously given. A suspension is time off without pay for disciplinary reasons, and will be for as long as the City determines is reasonable and necessary for a specific violation. In**

each case of disciplinary suspension, a written memo should be prepared indicating the event or events which led to the suspension, duration of suspension, statement indicating required corrective action on the part of the employee, the employee's statement or comment, and a statement indicating that it is a final warning and indicating that the employee will be discharged upon the occurrence of another infraction. Suspensions for exempt employees will be for periods of at least one week, except for major safety violation.

The memo may be signed by the employee and any other person who may be present at the discussion. The memo must be signed by the employee's direct supervisor and the department director involved, with copies forwarded to the Mayor and Personnel Director. After review with the employee, a copy of this memo is to be given to the employee and a copy must be placed in the employee's personnel file.

- **Discharge - When the nature of a violation warrants discharge, or if the dischar5ge is a result of the disciplinary procedure where the desired corrective action was not achieved by one or more of the steps above, the employee supervisor will prepare a written report to his or her department director and the Personnel Director. The written report should include the reason(s) for the discharge, information on any previous warnings or disciplinary actions a brief summary of the regular employee's past work record and length of employment with the City, and any other relevant information. The employee's department director will make a decision regarding intent to discharge after consultation with the City Attorney or his/her designee, Personnel Director, and the employee's supervisor. Before a final decision is made regarding a discharge, a Pre-discharge meeting may be convened at the employee's request.**

- **Pre-Discharge Meeting - The employee shall be provided with written notice of the charge or grounds for termination and a summary of the City's evidence. The employee shall be given an opportunity to respond to these charges, either verbally or in writing, and to explain why the City should not go ahead with the discharge. Although the written notice of the City's evidence should be sufficient to inform the employee of the basis for discharge, this procedure shall not be construed to limit the City at any subsequent hearing or proceeding from presenting a more detailed and complete case related to the basis for discharge, including their presentation of witnesses and documents not introduced at the pre-discharge meeting. Should the department director determine to proceed with the discharge, or some alternative disciplinary action, the City will give the employee written notice of discipline or discharge.**

Employee disciplinary contacts and actions will be careful documented by the City of Pacific. No record of a reprimand or other verbal or written disciplinary action will be placed in an employee's personnel file without the employee's knowledge.

Final disciplinary actions resulting in discharge or suspensions for at least three(3) days or more (for any non-exempt employee) or one week increments (for exempt employees) may be appealed to the Mayor pursuant to the formal grievance procedures set forth ion Grievance Procedures section 400-003 of this manual.

City of Pacific

City Clerk Job Description **Page 2**

CITY OF PACIFIC
Job Description

Job Title: **City Clerk/Personnel Manager**

Reports To: **Mayor** **FLSA Status:** **Exempt**

Position Summary: The City Clerk serves as Clerk of the City Council and custodian and manager of all official records and legal documents of the City. This position plans, organizes and implements all City Clerk functions including preparation for City Council meetings, required legal notification of various meetings; recording and preparation of official minutes of all proceedings. The position is responsible for compliance with laws pertaining to public records and disclosure. The City Clerk is the designated City License Officer to collect license fees and issue licenses to qualified businesses. This position coordinates employee benefit programs, employee recruitment and orientation, and the development and implementation of personnel policies. The position provides liaison with the City's insurance carrier and coordinates risk management functions. This position operates under the Mayor's general direction.

Job Duties and Responsibilities:
This job description describes the principal duties of this position, the level of knowledge and skill required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements

CLERK TO THE CITY COUNCIL

- Attend Council meetings and workshops (and any special meetings); assure accurate recording of proceedings and preparation of minutes and their recording, and filing for public record in compliance with State regulations; prepares the Council minutes for review and approval by the next Council meeting.
- Prepares agendas, council packets, minutes, ordinances and resolutions accurately and timely for City Council Meetings and Workshops
- Distributes Council agendas, minutes and other information posting for public knowledge, responds to citizen request and inquiries regarding ordinances, Council actions and other pertinent information
- Prepares and publish legal notices in accordance with established procedures and legal requirements; file ordinances and resolutions of the Council; oversees codification of ordinances and the updating of the Pacific Municipal Code
- Assures compliance with the Open Public Meetings Act

RECORDS MANAGER

- Maintains custody of official City public records including but not limited to ordinances, resolutions, contracts agreements, business licenses, real property deeds and easements and other official documents; performs the official certification and recording for the City.; performs archiving and destruction in compliance with State regulations; maintains an inventory of city records and reports to State regarding destruction of records
- Serves as citywide contact for all public records requests and provides or coordinates responses, consulting with the City attorney to assure compliance with legal requirements and disclosure regulations
- Serves as City's designated agent to receive all claims against or by the City and processes them according to procedures

- Serves as insurance liaison and maintains records relating to insurance claims or litigation; coordinates with Safety committee to investigate accidents and prepare reports to insurance carriers
- Provides Notary Public services for City documentation
- Performs other related duties and responsibilities as required

PERSONNEL MANAGER:

- Evaluates services, coverage, and options available through insurance companies to determine programs that best meet the City's needs
- Coordinates Risk Management with the City's Insurance carrier.
- Maintains Personnel records and files
- Updates Public Works/Clerical & Uniformed Officers Seniority List
- Coordinates development and update of personnel policies
- Assists Department Directors with filling employment vacancies including recruitments interviews, and reference checks
- Provides new hire orientation and assures completion of required documentation;
- Conducts all exit interviews
- Plans the implementation and administration of benefit programs designed to insure employees against loss of income due to illness, layoff or retirement coordinating with the finance staff.
- Analyzes existing benefit policies and salary and wage data to evaluate City competitive status in job market.
- Maintains Job Descriptions

WORKING CONDITIONS

Work is primarily performed in an indoor office setting. Work involves exposure to computer screens, extended computer use, occasional lifting and extensive contact with is required and may involve other work beyond normal business hours. The City Clerk is appointed by the Mayor, subject to confirmation of the City Council.

MINIMUM QUALIFICATIONS

Knowledge of:
Functions, authority, responsibilities and limitations of elected City officials
Functions, services and funding sources of a municipal government
Functions and duties of a City Clerk's office
Laws, codes and statutes related to City records
Washington State Open Meetings Act
Records maintenance practices and procedures
Policies, functions and responsibilities of the City of Pacific
Pertinent laws, ordinances, codes and regulations
Personnel policies, procedures and best practices on compensation and benefits, Recruitment, selection and retention.
Current office practices, procedures and equipment
Correct English usage, spelling, grammar, and punctuation including principles of business letter writing and report preparation
Applicable software and word/data processing applications

SKILLS AND ABILITY TO:

Interpret and apply federal, state and local policies, laws and regulations
Comply with all posting and publication guidelines and requirements
Take and transcribe accurate minutes

Develop and administer an efficient records management system
Effectively communicate, clearly and concisely, in oral and written form
Maintain confidentiality
Perform multiple activities simultaneously and adapt to change remain flexible
Use independent judgment and initiative in developing solutions to problems
Utilize applicable software and data processing applications
Establish and maintain effective working relationships

EXPERIENCE AND EDUCATION REQUIREMENTS:

Education - Four year college degree with major coursework in business or public administration or related field or a combination of experience and education that would provide the required knowledge and abilities may be substituted.
Experience - Two years of increasingly responsible managerial, supervisory or administrative experience preferably in a municipality, in the fields of records management, communications, office management or related field, preferably in a city clerk's office; at least two years' experience in personnel administration is highly desirable.
Other Licenses & Certifications - Possession of Municipal Clerk Certification or ability to obtain within two years, Valid Washington State driver's license, must be bondable. May require possession of or ability to attain certification as a Washington State Notary

**A combination of experience and education that would provide the required knowledge and abilities may be considered.*

Job Descriptions City of Pacific		
Index: **600-002**	**Title:** **Community Services Department**	**Effective Date:**

Community Services Assistant **Page 1**
Youth Coordinator **Page 2**
Summer Youth Lunch Worker **Page 3**

Community Services Assistant Department: Community Services

FLSA Status: **Nonexempt**

Reports to:
Community Services Director

Review Date: August 2008

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary: Assists in the daily operation of the community center, including providing services to seniors and directions to volunteers.

Essential Functions/Major Responsibilities:

- Provides transportation to clients for appointments, services, etc.
- Determines client eligibility
- Distributes commodities and other food products to clients
- Promotes a safe and welcoming environment for all program participants
- Tracks USDA commodities use
- Maintains daily records of services provided (including demographics, activities, transportation and other statistics required by funding agency/grantor)
- Generates reports for Community Services Director, City, County and Federal agencies
- Prepares and distributes newsletter and monthly calendar

Secondary Functions:

- Solicits, picks-up donations
- Assists in preparation of grants, including research and compilation of data
- Delivers meals-on-wheels
- Delivers food to residents
- Helps with food preparation
- Directs the work of volunteers and community service workers
- Assists with other programs within Community Services Department which serve all ages
- Other tasks as assigned

Job Scope: The Community Services Assistant job involves recurring work situations and variations from the norm and a moderate degree of complexity. The Community Services Assistant works from specific and definite directions, receiving moderate supervision with regular work verification.

Supervisory Responsibility: The job has no formal supervisory responsibility. The Community Services Assistant may provide training and direction volunteers and Community Service Workers.

Interpersonal Contacts: Are generally made both with other individuals employed by the City and the general public/clientele. Communication frequently contains confidential or sensitive material.

- Internal: 30%
- External: 70%

- In person: 90%
- Email: 5%
- Phone: 5%

Youth Coordinator — Department: Community Services

FLSA Status: **Nonexempt**

Reports to:
Community Services Director

Review Date: August 2008

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary: Organizes, plans and implements use of recreation center; promotes a positive, safe environment where children develop socially, physically and intellectually.

Essential Functions/Major Responsibilities:

- Maintains daily records of facility use; compile facility use and activity reports on monthly basis
- Monitors/supervises youth activities, including daily attendance
- Organizes and leads 'drop-in activities'
- Maintains equipment check-out system
- Performs minor equipment repairs
- Orders replacement equipment and supplies
- Performs general cleaning, minor maintenance of facility
- Appropriately prepares rooms for scheduled use

- Coordinates facility/gymnasium use; Maintain community events schedule for gymnasium and activities
- Coordinates holiday bazaar (renting spaces, advertising, day of set-up and clean-up)
- Maintains facility rental records (agreements, deposits, rent)
- Makes recommendations for policy and procedure updates for youth program
- Promotes facility use; Answer questions regarding youth programs, facility use
- Facilitates summer lunch and snack program ensuring compliance with grant requirements
- Prepares and submits annual budget for youth program
- Promotes a safe environment for all program participants; reports health/safety concerns to Director

Secondary Functions:

- Promotes volunteerism, community involvement at the Center
- Promotes rental feature of facility to perspective renters (show facility, answer questions
- Assists with other programs within Community Services Department which serve all ages
- Other tasks as assigned

Job Scope: The Youth Coordinator job involves recurring work situations with occasional variations from the norm and a moderate degree of complexity. The Youth Coordinator works from established procedures with minimal direct supervision and some regular work verification. Errors in work could lead to gaps in program funding, property damage and/or personal injury.

Supervisory Responsibility: No formal supervisory responsibilities. The Youth Coordinator may supervise and offer guidance/training to program participants and volunteers.

Summer Youth Lunch Worker

DEPARTMENT: COMMUNITY SERVICES

REPORTS TO: Youth Coordinator

Job Summary:
Responsible for the general duties assigned to the lunch worker position.

Essential Duties and Responsibilities include the following. Other responsibilities and duties may be assigned.

Count meals upon delivery to the site
Serve meals each day to youth 1-18 years of age
Count meals at point of service
Complete paperwork at the end of lunch service
Ensure that all rules for the summer food program are followed per the USDA regulations
Follow health codes for food safety

Qualification Requirements:
To perform this job successfully, an individual must attend a training session on June 14th provided by the Auburn School District, have or obtain a Food Workers Permit for Washington State, attend class at the Pacific Algona Community Center on June 9th, be able to list 35lbs, and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience:
Minimum Requirements: High school graduate or equivalent, WA driver's license, 18 years of age.

Language Skills:
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to complete essential paperwork, ability to effectively communicate with staff, youth, and other employees of the organization.

Reasoning Ability:
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Other Skill and Abilities: Basic Math.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, and walk. Must occasionally lift, carry, or move 35 pounds.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee needs to follow health codes for food safety when serving meals.

Job Descriptions City of Pacific		
Index: **600-003**	**Title:** **Court Department**	**Effective Date:**

Court Administrator **Page 1**
Court Clerk **Page 2**

JOB TITLE: Court Administrator **DEPARTMENT:** Municipal Court

REPORTS TO: Municipal Court Judge/City Administrator **EFFECTIVE DATE:** September 1, 1998

This is a professional, administrative, non-union department head position, responsible for all non-judicial operations of the Court, under the supervision of Municipal Court Judge and City Administrator. The Court Administrator may be required to attend meetings during other than scheduled work hours.

MAJOR FUNCTIONS AND PURPOSE

The Court Administrator shall be responsible for the planning, organizing, staffing, directing, controlling, reporting, and budgeting functions for the daily operations of the court.

SUPERVISION RESPONSIBILITIES

The Court Administrator supervises one part-time Municipal Court Clerk

JOB DUTIES AND RESPONSIBILITIES

- Administers the overall workings of the judicial department in accordance with the policies established by the City Council, Mayor, and Municipal Court Judge.
- Maintains harmony among workers.
- Establish and ensure efficient, accurate implementation of policies and procedures as established by state law.
- Administering of case flow management, providing statistical and monthly caseload report functions. Overseeing the maintenance, retention, and disclosure of records and documents.
- Responsible for assigning tasks and duties for all the judicial departmental employees, organizing work schedules, supervising, evaluating, and training assigned personnel and review progress.

- Prepare judicial department budget.

- Implementing policies and procedures for formulating and submitting recommendations for mandate changes for improving the operations of the court.

- Managing the accounting of court funds received and disbursed as required by state statute.

- Serving as liaison to other city departments, government agencies, civic relations and the public on policy and procedural matters. Serve as liaison to outside agencies and the public on policy and procedural matters and court rules. Maintain harmonious working relationship between City, county, jail, law enforcement officers, probation officers, and related personnel in the City and other jurisdictions. Serve as a resource for difficult or unusual issues and situation.

- Works to establish community support for the activities of the department, maintaining involvement in professional organizations, the state legislative process and other areas beneficial to the City.

- Skill interacting with the public in a positive, tactful manner in stressful emotionally charged situations.

JOB TITLE: **COURT CLERK**

DUTIES SUMMARY

This position performs a wide variety of clerical tasks for the Municipal Court. The position works under statutory guidelines and the general guidance of the Court Administrator and Municipal Court Judge. Responsible for performing a variety of technical record keeping and clerical duties in support of the Municipal Court; and required to use the Judicial Information System (JIS) extensively while maintaining confidentiality.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties.

- Administer criminal proceedings and docketing
- Prepares correspondence and maintains records.
- Oversees deferrals, jail sentences, probations, and failures to comply.
- Coordinates court matters with defendant, defense counsel, City prosecutor, police department, jail, alcohol agencies, and other levels of the criminal justice administration system.
- Administers the receipting and accounting of monies for fines, forfeitures and other court receipts.
- Prepares court dockets and files, check with jails for special hearings.
- Responds to counter, telephones and written inquiries.
- Receipts bail, fines and penalties.
- Initiates related paperwork as needed by defendants to facilitate their responses to a citation or complaint.

- Performs primary filing of all papers, dockets, case files and case related correspondence.
- Processes failure to pay, failure to comply and failure to appear notices.
- Constructs new case files, filing and retrieving documents as necessary.
- Prepares and maintain appropriate calendars and sets up court hearings.
- Initiates requests for driving and criminal records.
- Responds to requests from the Judge, City Prosecutor, Police Department and others for assistance and information.
- Performs a variety of courtroom related tasks such as opening court sessions, marking exhibits in order of presentations in court cases and may serve as matron to female defendants.
- Maintain all court files.
- Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS AND ABILITIES

Be familiar with personal computer system, including word processing and specialized court software, ten key calculator, telephone, copy and fax machine.

MINIMUM QUALIFICATIONS

High school diploma or GED, and must be able to type 50 wpm. Court system experience desired. Knowledge of file maintenance procedures and filing system. Ability to read, comprehend and verbally communicate the rules of the court in a clear and concise manner.

WORK ENVIRONMENT

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

CITY OF PACIFIC

Job Descriptions City of Pacific		
Index: **600-004**	**Title:** **Community Development/ Public Works**	**Effective Date:**

Director of Public Works	**Page 1**
Permit Technician	**Page 4**
Public Works Crew Member	**Page 7**
Seasonal Park Maintenance Worker	**Page 11**
Storm Water Field Technician	**Page 13**
Associate Planner	**Page 15**
Building Inspector/Code Officer	**Page 18**
City Engineer	**Page 21**

Director of Public Works Department:Public Works

Reports to:Mayor Salary Range: 33

GENERAL PURPOSE

To plan, direct, manage and oversee the activities and operations of the Public Works Department which includes engineering, and Utility Maintenance Division. Director to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Mayor.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Mayor.

Exercises direct supervision over Utility Lead and contractors.

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

Assume full management responsibility for all Public Works Department services and activities, including engineering, maintenance services and utilities; recommend and administer policies and procedures.

Plan, direct and coordinate, through the Utility Lead, the Public Works Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.

Manage the development and implementation of Public Works Department goals, objectives, policies and priorities for each assigned service area.

Advise the Mayor on technical and procedural issues regarding service delivery budget, funding and policy alternatives; ensure that the policies are carried out in an efficient, cost-effective manner.

Coordinate the assignments of Planner, Building Official, Permit Technician, consultants and administrative services.

Oversee and participate in the development and administration of the Public Works Department budget; forecast funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of engineering, public works maintenance and utilities; provide interpretation of codes, ordinances, specifications and City policies to citizens.

As directed by the Mayor, represent the Public Works Department to other City departments, elected officials and outside agencies; coordinate Public Works Department activities with those of other departments and outside agencies and organizations.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of

Operations, services and activities of a comprehensive public works program.
Principles and practices of civil engineering.
Principles and practices of public administration and municipal public works.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Principles of business letter writing and basic report preparation.
Pertinent federal, state and local laws, codes and regulations.
Modern office procedures, methods and computer equipment.
Basic accounting and bookkeeping procedures.

Ability to

Plan, organize, direct and coordinate the work of lower level staff

Select, supervise, train and evaluate staff.

Delegate authority and responsibility.

Lead and direct the operations, services and activities of a public works maintenance and engineering program.

Interpret and apply civil engineering standards, requirements and specifications.

Identify and respond to community and City Council issues, concerns and needs.

Develop and administer departmental goals, objectives, and procedures.

Prepare clear and concise administrative and financial reports.

Prepare and submit grant applications for Public Works projects.

Prepare and administer large and complex budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; facilitate problem-solving in a group setting.

Interpret and apply federal, state and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

DESIRED MINIUMUM QUALIFICATIONS

Six years of increasingly responsible public engineering and maintenance experience plus two years of administrative and supervisory responsibility.

Equivalent to a Bachelors degree from an accredited college or university with major course works in engineering, public administration or a related field. A Masters of Public Administration degree is desirable.

Position Title:Permit Technician Department:Community Development

Reports to: Community Development Director Salary Range: 9

This is the full journey level and union position. Employees within this position are distinguished by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

GENERAL PURPOSE

Provide initial contact between the Departments of Public Works and Community Development and the public, developers, builders, contractors and engineers. Provide a technical review of plans and development applications for completeness; and to provide the public with technical information regarding the City's public works policies, zoning policies and building codes. Perform administrative duties for the Public Works Department and Community Development Department.

SUPERVISION RECEIVED AND EXERCISED *essential duties may include, but are not limited to the following:*

Receives immediate supervision from the Community Development Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepare daily schedule of commercial and residential building inspections; run daily report of requested inspections.

Respond to inquiries from developers, architects, engineers, contractors and the general public regarding City requirements for development; explain and provide information regarding codes, regulations and processes.

Receive and logs permit applications; ensure applications are complete and instruct applicant on further information required for submittal, review and permit issuance.

Maintain consultant and small work rosters, assist with bidding process, develop meeting minutes.

Evaluate accuracy of timesheets, billing documents and related accounting functions.

Reviews permit applications and plans for completeness; communicate deficiencies to permit applicants.

Evaluate requirements imposed by plan reviewers for completeness; ensure that all essential reviews have taken place and issues resolved prior to issuance of permits; communicate status of permit applications to interested parties and staff.

Input data into the City's computerized tracking and monitoring program; update information as changes occur.

Approve and issue routine permits; calculate and collect permit review fees; maintain Public Works and Community Development Departments files.

Coordinate requests for building permit issuance process internally and externally.

Attend and participate in pre-construction meetings and maintain the public record for Planning Commission meetings.

Respond to citizen complaints and concerns.

Perform administrative duties as directed.

Marginal Functions

Prepare reports as requested.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of

Business arithmetic including use and calculation of fractions, interest, percentages and decimals.
Commonly used construction terminology.
Basic computer functions.
Principles and procedures of records keeping and accounting.
Principles of business letter writing and basic report preparation.
Modern office methods, practices, procedures and computer equipment.
Development standards, relevant codes and ordinances.

State and local laws and procedures pertaining to land subdivision and construction projects.
Development review processes and procedures.

Ability to

Learn relevant codes and ordinances.

Learn to evaluate projects and proposals for completeness.

Learn state and local laws and procedures pertaining to land subdivision and construction projects.

Interpret, understand and carryout oral and written directions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative-working relationships with those contacted in the course of work.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Maintain mental capacity, which allows for effective interaction and communication with others.

Perform work under pressure of deadlines and constant interruptions.

Understand and explain codes and requirements.

Learn design and construction practices.

DESIRED MINIUMUM QUALIFICATIONS

Two years of general office experience. Three years of technical experience involving the processing of land use or building permits is highly desirable.

Equivalent to; the completion of High School Diploma requirements.

WORK ENVIRONMENT

Office environment; exposure to computer screens.

Essential functions require maintaining physical condition necessary for sitting or standing for prolonged periods.

JOB TITLE: Public Works Crew Member
REPORTS TO: Public Works Lead
PAY RANGE: U-11 - $3373-3910 per month, plus benefits

This is a full-time, FSLA non-exempt position. The Public Works Crew Member is not a Civil Service employee, and union membership (or lawful membership alternative) is required. The Public Works Crew Member is expected to be present between the hours of 7:30 a.m. and 4:00 p.m. Monday through Friday. The Public Works Crew Member may be required to work beyond these parameters and may be required to attend
meetings during other than normal work hours.

General Function
The Public Works Crew Member provides operation and maintenance to the sanitary sewer, water and storm drainage systems in compliance with applicable federal, state, and local standards. This includes but is not limited to operation and maintenance of the sewer collection system, sewer pump stations, special and regular catch basins, force mains, generators and telemetry equipment. This job may include the operation,
maintenance and installation of, water mains, water valves, water pumping systems, water reservoirs, water meters, telemetry, water quality, leak detection, meter reading, locating, security, and grounds maintenance. Also may include maintaining storm drainage, cleaning pipe, catch basins, ponds and ditches as well as installing/replacing storm pipe, and catch basins. Public Works Department employees operate in a team environment and must be able to work

and communicate effectively with fellow employees and perform in a professional and courteous manner with the public.

Essential and Current Job Duties and Responsibilities

• Check sewer pump station operation, telemetry, and generator stations to ensure proper operation and maintenance

• Inspect electrical functions, mechanical functions, lubricate and clean equipment, remove blockages, repair safety hazards and maintain generator fuel levels

• Maintain manholes to improve personal access and eliminate inflow and infiltration by plugging holes, laying new shelf, raising to street grade, and grouting and sealing seams

• Inspect reservoir, water booster stations and main pump grounds for security and proper operation of pumps and electrical apparatuses • Determine need to repair or replace water meters based on field-testing or salvage

• Maintain hydrants annually to ensure proper operation and adequate pressure

• Perform routine and/or necessary flushing of water mains to ensure water quality of the public water system

• Coordinate inventory of materials necessary for projects

• Assist the warehouse in ordering parts according to material standards and specifications for routine maintenance and projects

• Operate telemetering equipment for water and sewer to ensure proper operation of reservoir, pump stations and generator systems

• Install, replace, upsize and/or repair water services, mains, hydrants, pumps, motors, blow off valves and other water and sewer system apparatus to meet City specifications and standards

• Identify, prioritize, clean and maintain storm drainage system, clearing debris out of water ways, catch basins, retention systems, ponds and pipes

• Install or replace storm pipe and catch basins
• Perform asphalt patching

• Other work as required or assigned necessary to complete the duties of the job

Required Knowledge, Skills and Abilities

• Demonstrated knowledge of the methods, procedures and equipment used in the repair and maintenance of public works improvements

• Knowledge of occupational hazards and safety precautions applicable to public works projects

• Ability to:
- o Maintain records and prepare work reports
- o Operate all light and heavy equipment used by the City
- o Comprehend technical instructions and repair manuals
- o Deal courteously and tactfully with the public
- o Establish and maintain effective working relations with other departments and the public

• Deal with the general public for effective coordination of work and to resolve problems

• Skilled operation and normal maintenance of a variety of light and heavy equipment, including pick-up trucks, dump trucks, backhoes, graders, manual and power hand tools, welding equipment, and other tools and equipment appropriate to a given duty assignment

Minimum Requirements

• High school diploma or GED certificate

• Three (3) or more years of responsible work experience in the construction, mechanical, or electrical trades

• Record of good work attendance

• Good verbal communication skills in the English language (listening, providing feedback and speaking up) as well as effective interpersonal and customer relation skills are essential in a team environment

• Skill in written communications (work orders, directions and memos) is required, along with the ability to perform basic arithmetic calculations

• Valid Washington State driver's license, with ability to attain Class B commercial endorsement, with evidence of a good driving record is a condition of employment, which will be checked

• Have or obtain within six (6) months a valid CPR - First Aid card

• Certification in flagging, traffic control, and asbestos

• Knowledge of operation and service of complex equipment and vehicles used in construction, repair and the maintenance of these vehicles

• Ability to read blueprints, maps, codes, regulations, as-builts, etc.

• Ability to demonstrate skills in basic hydrology flows and grades

• Ability to practice safety by wearing appropriate protective clothing, using safety equipment, and follow good housekeeping and safety procedures

• Proof of eligibility to work in the United States

Working Conditions/Physical Demands
Crew Members risk physical hazards from working in and around traffic, heavy machinery, heights and confined spaces and other underground utilities. Exposure to noise, vibration, hazardous and toxic materials, fumes, gases and odors is routine.

Work requires physical strength and agility necessary to perform heavy manual labor under all kinds of weather conditions. Work activities include combinations of sitting, standing and walking and the ability to lift 50-100 pounds as required. Crew Members must be able to see, hear and smell in order to detect problems and be responsive to their own safety, as well as that of fellow team members.

Crew Members must follow appropriate safety procedures and use of protective clothing and equipment including, steel-toed shoes and boots, hard hats, eye/ear protection, rain gear, gloves, traffic control equipment, and confined spaces safety kit.

Crew Members operate in a smoke and drug free work environment for their health, safety and productivity, as well as that of their customers.

Drug and Alcohol Policy
The City of Pacific maintains a substance free work environment. This policy applies to all current and prospective employees. Drug and alcohol testing is required for employees and prospective candidates applying for safety sensitive positions or whose job requires a commercial drivers license (CDL). This testing may be waived for job candidates if records are made available from another employer who tested the
candidate in the last 6-months. Positive test results will be defined as an alcohol concentration over 0.02 or a positive test result for marijuana, opiates, cocaine, amphetamines or phencyclidines. All employment offers are contingent upon successfully passing a drug and alcohol test. Job candidates who test positive will be
terminated from consideration of employment. The City reserves the right to conduct random screenings as deemed necessary to ensure the safety of the Public Works crew.

Equal Opportunity Employer
The City of Pacific is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria. The City promotes affirmative action for minorities, women, disabled persons, and veterans.

The City of Pacific is a smoke-free environment and as such, prohibits smoking in all facilities. The City of Pacific is a drug-free workplace.

JOB TITLE: SEASONAL PARK MAINTENANCE WORKER

DEPARTMENT: PUBLIC WORKS **REPORTS TO: PUBLIC WORKS CREW LEAD**

Job Summary: Responsible for the general maintenance of the city parks and park buildings.

Essential Duties and Responsibilities include the following. Other responsibilities and duties may be assigned.

- Operate and maintain equipment for mowing and trimming of grass and shrubs.
- Clean up grounds, buildings, and equipment in parks.
- Assist in tree trimming and removal.
- Assist in the repair and maintenance of park buildings.
- Paint buildings and structures as needed.
- Perform other duties as assigned.

Qualification Requirements:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:
Minimum Requirements: High school graduate or equivalent, WA driver's license, two years experience in related activity, 18 years of age.
Language Skills:
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Reasoning Ability:
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Other Skill and Abilities:
Ability to operate tractors, chain saws, lawn mowers, weed eaters, and other equipment **Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is frequently required to stand, sit, and walk.
The employee is frequently required to bend, stop, squat, reach above shoulder level, crouch, push, or pull. Occasionally the employee must crawl, climb (up to 10'), kneel, and balance.

The job requires the employee to use both feet for repetitious movements as in operating foot controls. The job requires the employee to use both hands for repetitive action such as simple grasping, fine grasping, and fine manipulating. The employee must occasionally lift, carry or move 35-100 pounds.
The employee must frequently lift, carry, and/or move up to 25 pounds. Specific vision abilities required by this job include close visions, distance vision, and depth perception

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions. The employee is occasionally exposed to dust, fumes, gases, and toxic or caustic chemicals. The employee occasionally works on unprotected heights. The noise level in the environment is usually loud.

CITY OF PACIFIC

Job Description

JOB TITLE: Storm Water Field Technician **DEPARTMENT: Public Works**

REPORTS TO: Public Works Crew Lead **EFFECTIVE DATE:**

GENERAL PURPOSE:
Performs technical skills work in field inspection and enforcement of Pacific Municipal Code as it relates to Stormwater Management. Works under the supervision of the Public Works Crew Lead. May supervise volunteers and/or temporary staff.

DUTIES AND RESPONSIBILITIES
Under direction, implements the City's Illicit Discharge Detection and Elimination (IDDE) program including responding to complaints, conducting field inspections and water quality monitoring of watercourses and other stormwater facilities.

Documents stormwater code violations, issuing written correspondence and following up to ensure code compliance.

Assists in implementing the City's Construction Site Stormwater Runoff Control program including reviewing stormwater pollution prevention plans, conducting field inspections of construction sites, evaluating effectiveness of erosion control measures, documenting stormwater code violations, and following up to ensure code compliance.

Assists with implementation of City's Post-construction Stormwater Management program including scheduling, performing, and following up on inspections of private and public storm drainage systems.

Provides information to the public, other City departments, contractors and interested parties regarding Pacific Municipal Code and related stormwater regulations, stormwater best management practices (BMPs), water quality issues and city programs and policies.

Serves as a liaison between the Public Works Division and other City divisions and departments (i.e. Engineering, Planning, etc.).

Responds to complaints from the public in a variety of methods to include written replies and discussions. Works with citizens, contractors and property and business owners to correct stormwater violations.

Prepares reports, documents inspections, issues letters; photographs property conditions and maintains required records. Uses a computer database and/or spreadsheets, GPS and computer mapping for reporting and record keeping.

Perform other related duties and responsibilities as required.

Final Draft
Job Description

Associate Planner

Department:
Community Development

FLSA Status: **Nonexempt**

Reports to:
Community Development Director

Review Date: August 2008

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary: Under general direction, performs professional planning duties by researching and preparing planning documents which include recommendations regarding land use, zoning, community design, transportation, housing and environmental issues. Interprets planning ordinances and policies to the public. Participates in the review, development or revision of the various elements of the Comprehensive Plan, ordinances and other policies and procedures related to the Planning Department. Reviews development proposals for conformance with City zoning codes. Provides written and oral information to the public on a wide range of planning issues, including current, long-term and capitol improvement projects.

Essential Functions/Major Responsibilities:

- Reviews land use proposals for compliance with planning and zoning regulations
- Reviews and notes various building and land use permits
- Researches, interprets and applies laws, codes and legislation related to city planning/zoning; Communicates with and assists developers, property owners, the public and elected officials regarding laws, policies, regulations, standards and procedures with respect to the submission of plans, processing of applications and implementation requirements; Determines conformity with codes, policies, regulations and procedures; recommends approval or identifies problems and assesses alternatives for projects

- Prepares various project related notices, State Environmental Policy Act reviews, and Staff Reports related to planning and project development
- Organize and facilitate public hearings, Planning Commission meetings, Park Board meetings; interacts with other citizen and agency groups
- Produces public notices relating to planning and zoning issues
- Researches, analyzes and reports historical/statistical data
- Conducts SEPA environmental review as necessary
- Reviews/analyzes land use actions
- Analyzes/Recommends Comprehensive Plan updates and Code revisions
- Creates various reports for local, regional and state agencies dealing with land use and building activity
- Reviews for approval proposed land use and development plans in accordance with established ordinances and laws
- Reviews prior to approval decision on all zoning changes, complaints and violations

Secondary Functions:

- Reviews planning applications for completeness; routes to appropriate staff
- Provides assistance/back up to the Permit Technician and Building Official as needed
- Represents City at outside conferences and meetings
- Conducts research for other City departments and outside agencies in regards to historical data, municipal codes and public records relating to Community Development and Public Works functions
- Acts as staff liaison to other planning agencies
- Assists in grant writing and fulfillment
- Other tasks as assigned

Job Scope: The Associate Planner job involves recurring work situations with occasional variations from the norm and a moderate degree of complexity. The Associate Planner operates from established procedures, working with minimal direct supervision and some work verification. Errors in work could delay or misguide decisions leading to possible financial, legal or political challenges.

Supervisory Responsibility: The job has no formal supervisory responsibility. Incumbents may provide training and guidance to new or lesser-experienced employees.

Interpersonal Contacts: Are made both within the community development department and with individuals not employed by the City. Communication may contain confidential or sensitive material.

- Internal: 75%
- External: 25%

- In person: 50%
- Email: 20%
- Phone: 30%

Specific Job Skills:

- Extensive knowledge of zoning and planning codes, regulations
- Knowledge of public works functions
- Knowledge of local, State and Federal government structure and associated regulations
- Knowledge of funding and budgeting process
- Basic knowledge of word processing, spreadsheet and GIS software packages
- Ability to read, speak and write English
- Ability to perform basic math (add, subtract, multiple and divide)
- Ability to effectively communicate in writing, including good technical writing skills
- Ability to use independent judgment
- Ability to read and understand blueprints, plans, drawings, codes and regulations
- Ability to conduct research using statistical data, field studies, surveys and maps and prepare related reports
- Ability to collect, analyze, interpret and apply data to various planning projects
- Ability to organize and conduct research studies, prepare concise technical reports, prepare maps, charts and other graphic material for effective presentation
- Ability to apply applicable planning principals, laws and regulations to planning projects
- Ability to research and provide explanation of codes in technical reports and /or to project owners
- Ability to effectively make public presentations
- Ability to communicate with the general public in person, in writing and on the telephone in a professional manner
- Ability to coordinate and facilitate citizen group meetings
- Ability to establish and maintain effective work relationships with other employees, the public and other governmental officials
- Ability to use a key board
- Ability to lift 5 – 10 pounds

Education and/or Experience:

- Bachelor's degree in urban planning, architecture or related field
- Four years professional planning experience

Job Conditions: Work generally takes place during normal office hours in a climate controlled office setting involving computer use. Attendance at meetings and other after business hours events is occasionally required.

_____
First Level Supervisory Approval

_____
Second Level Approval

Final Draft
Job Description

Building Inspector/ CODE OFFICER

Department:
Community Development

FLSA Status: **Nonexempt**

Reports to:
Community Development Director

Review Date: August 2008

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary: Under general direction, the Building Inspector is responsible for plan checking, issuance of building permits, and building construction inspection services and activities; Coordinating assigned activities with other departments, and outside agencies. The Building Inspector assists property owners and contractors to comply with building and zoning requirements by answering questions; is the City Code Enforcement Officer as designated by the Community Development Director.

Essential Functions/Major Responsibilities:

- Reviews plans for residential and commercial development; issues or denies permits as appropriate; maintains files for permits and plans as determined by State and local law
- Determines and assesses appropriate permit fees for building, plumbing and mechanical systems
- Conducts field inspections of new and remodel, residential and commercial construction for approvals or to issue corrective notices; prepares appropriate correspondence
- Receives inspection requests and complaints concerning code violations; identifies and documents building violations; prepares and issues notices to

comply, follows up on all corrective action by reviewing and re-inspecting construction sites to assure corrections have been made.

- Enforces zoning ordinances, including nuisance complaints, Uniform Housing Codes and Uniform Code for Abatement of Dangerous Buildings
- Conducts Right-of-Way and Utility construction inspections
- Conducts inspections for City Business License applicants relative to life and safety issues
- Refers building, zoning, fire code, and other violations to appropriate City of regional offices and clears records or refers case legal action as appropriate
- Issues notice of corrections for non-compliance issues
- Issues citations for non-compliance issues
- Provides direct input on ordinances/resolutions adoption and provides direct input for ordinance updates
- Answers questions from public, contractors, property owners, etc. (in person and on telephone) regarding zoning/construction issues; interprets building codes

Secondary Functions:

- Conducts inspection of sewer and water installations
- Responds to citizen complaints (regarding noise, parking, animal issues, etc.)
- Assists safety officer in securing buildings
- Participates in the emergency management response team
- Other tasks as assigned

Job Scope: The Building Inspector job involves recurring work situations with occasional variations from the norm and a moderate degree of complexity. The Building Inspector works from established procedures with little to no direct supervision and some regular work verification. Errors in work could lead to a slow down in the inspection process, possible law suites and/or personal injury.

Supervisory Responsibility: The job has no formal supervisory responsibility. Incumbents may provide training and guidance to new or lesser-experienced employees.

Interpersonal Contacts: Are made both within the community development department and with individuals not employed by the City. Communication may contain confidential or sensitive material.

- Internal: 20%
- External: 80%

- In person: 60%
- Email: 20%
- Phone: 20%

Specific Job Skills:

- Extensive knowledge of local building codes and zoning ordinances
- Extensive knowledge of current building construction methods, materials, tools and equipment
- Knowledge of the corrective measures common to the field
- Knowledge of municipal government policies, regulations and practices

- Knowledge of residential/commercial construction standard practices, stages and procedures
- Basic knowledge of Microsoft Word Office Suite, including email
- Good technical writing skills
- Ability to read, speak and write English
- Ability to perform advanced math (analysis, statistics, data manipulation)
- Ability to use independent judgment, use discretion
- Ability to deal with the general public, elected officials and other agency personnel in person and on the phone in a professional, objective manner
- Ability to accurately apply building codes
- Ability to be a resource regarding building codes to the City Administration, City Council and Planning Commission
- Ability to read, understand and explain blueprints, engineering specifications, codes and regulations
- Ability to research and provide explanation of codes in technical reports and /or to project owners
- Ability to maintain detailed records
- Ability to use a key board
- Ability to conduct physical inspections of property including in tight spaces and heights
- Ability to lift 20 – 40 pounds

Education and/or Experience:

- High School diploma
- Eight years experience in the construction trades including a minimum of one year as a municipal building inspector
- Certification as an International Code Inspector
- Valid Washington State drivers license

Job Conditions: Work environment can vary from a normal office environment to field work where there is possible exposure to noise, dust, mold, heights, enclosed tight spaces and temperature changes. Work generally occurs during normal business hours. Job does require on-call status on a regular basis.

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First Level Supervisory Approval

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Second Level Approval

JOB TITLE: CITY ENGINEER
FLSA STATUS: EXEMPT
UNIT REPRESENTATION: NONE

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

The City Engineer plans and coordinates assigned activities with other City departments and outside agencies, and to provide highly responsible and complex civil engineering administrative support to the Community Development/Public Works Director and the Mayor.

SUPERVISION RECEIVED AND EXERCISED

The position receives policy and administrative direction from the Community Development/Public Works Director.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provides courteous and expeditious customer service to the general public and City department staffs;
- Routinely adhere to and maintain a positive attitude towards City and Department goals;
- Recommends and administers policies and procedures
- Review and evaluate work methods and procedures
- Recommends the development and implementation of Public Work Department goals, objectives, policies and priorities for each assigned service area
- Advise the Public Works Director on technical and procedural issues regarding service delivery budget, funding and policy alternatives
- Ensures that the policies are carried out in an efficient, cost-effective manner
- Confers with the Community Development Staff on activities that relate to Community Development, land use, zoning, critical areas, and shorelines

- Recommend expenditures
- Attend and participate in professional group meetings
- Stay abreast of new trends and innovations in the field of engineering, public works maintenance and utilities
- Provide interpretation of codes, ordinances, specifications, and City policies to staff, management, consultants, and citizens
- As directed by the Mayor and in the absence of the Public Works Director, represent the Public Works Department to other departments, elected officials, and outside agencies
- Coordinate engineering activities with those of other departments and outside agencies and organizations
- Performs related duties and responsibilities as required

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

- Knowledge of Public Works operations, services and activities
- Knowledge of principles and practices of civil engineering
- Knowledge of principles and practices of program development and administration
- Ability to delegate authority and responsibility
- Lead and direct the activities of Public Works engineering programs
- Ability to interpret and apply civil engineering standards, requirements and specifications
- Understanding of principles and practices of municipal Public Works and Engineering budgets
- Ability to identify and respond to community and City Council issues, concerns and needs
- Assist in the development and administration of departmental goals, objectives, and procedures
- Prepare clear and concise project outcome and financial reports
- Prepare and submit grant applications for Public Works projects
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Facilitate problem-solving in a group setting
- Interpret and apply federal, state and local policies, laws and regulations
- Communicate clearly and concisely, both orally and in writing
- Knowledge of principles of supervision, training and performance evaluations
- Knowledge of business letter writing and basic report preparation
- Establish and maintain effective working relationships with those contacted in the course of work

- Knowledge of pertinent federal, state and local laws, codes and regulations
- Must understand all aspects of modern office procedures, methods, and computer equipment and software

MINIMUM QUALIFICATIONS

Six years of increasingly responsible public engineering experience plus a valid Washington PE License. Knowledge of operation of a Geographic Information System (GIS) is a plus.

Must possess and maintain a valid Washington State driver's license.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work is primarily performed in an office environment with a portion of the duties performed outdoors conducting site investigations, etc. The working environment requires walking on various types of surfaces, including rough terrain, sitting, standing, ability to maintain balance, climb inclines, ability to kneel, bend, stoop, crouch, reach, push, pull, twist, requires a sense of touch, gripping with fingers and hands, lifting and carrying up to 20 pounds, the ability to operate a passenger vehicle, and to work alone and cooperatively with associates as a team member. Travel to meetings and conferences are required. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Job Descriptions City of Pacific		
Index: **600-005**	**Title:** **Finance Department**	**Effective Date:**

Finance Director	**Page 1**
Utility Billing Clerk	**Page 5**
Assistant Utility Billing Clerk	**Page 8**
Accounts Payable Payroll Technician	**Page 10**
Finance Assistant	**Page 13**

Job Title: Finance Director

Reports To: Mayor

MISSION:
To supervise, monitor and perform the financial activities and systems of the City.

SUMMARY:
Supervise the activities of the Finance Department to meet stated goals within budgeted resources. Oversee annual budget preparation, payroll, vendor payments, cash collections, utility billing, meter reading, and financial monitoring and reporting for all departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
All of the following are to be performed while adhering to City of Pacific operational policies, safety rules, and procedures.

Policy Analysis/Council Manager Support:
- Collect and analyze department data and information
- Identify and quantify problems /Formulate potential solutions
- Develop and deliver presentations
- Take appropriate action to implement policy

Manage Financial Resources:
- Develop, review and appropriately defend long-range and annual department budget ,preparation, review and financial reporting and forecasting
- Responsible for cash management and investments
- Responsible for the supervision of all utility billing, receipting, and meter reading activities

- Ensure timeliness and accuracy of all Finance Dept. activities to include payroll
- Ensure accuracy of cash management, investments, and payments of the City's obligations
- Conduct financial studies as requested by the Mayor, Council, or other Dept. Heads
- Prepare clear, concise reports as requested
- Monitoring of all cash handling procedures, including the purchase order system
- Supervision of disbursement of expenditures
- Supervision of all city receipting
- Prepayment and bond payment notices and collections
- Bond calls and redemption when monies are available maintaining complete records of transactions

Manage Staff Resources:

- Supervise the Finance Department staff
- Provide performance evaluations
- Administer discipline as necessary
- Develop work schedules as appropriate; supervise performance
- Assure appropriate training, competent and integrated into work performance

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Manage City Assets:

- Review and monitor long range capital plans, 6 year and annual capital budgets relative to plans
- Ensure appropriate maintenance and legal use of city property and equipment; maintain property inventory
- Manage daily operations of computer assets, solving operation problems as needed
- Review procedures for compliance with internal control standards
- Write procedures to improve and correct deficiencies
- When needed meet with peers in business, community and other government entities to encourage cooperative problem solving and joint approaches to problems
- Deliver speeches or presentations representing the City as assigned

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Staff City Commissions and Committees:

- Prepare materials, research options needed for commission/committee recommendations as needed
- Assist in framing issues, providing optional solutions, and strengths/weaknesses of potential solutions

Duties Specific to this Job:

- Oversee city-wide budget preparation
- Prepare and review detailed budget instructions
- Review departmental draft budgets for compliance with budget directions and suggest changes as necessary
- Assemble departmental budgets into preliminary budget for review and publication
- Change preliminary budget per Council direction
- Publish adopted annual budget
- Prepare annual financial report
- Supervise maintenance of financial records
- Direct investment of city funds
- Monitor revenues and expenditures; certify expenditures, prepare reports, and prepare budget amendments
- Prepare special studies/reports
- Completes Annual AWC Salary Survey coordinating with the City Clerk.

Miscellaneous:

- When needed assist with grant applications and administration of successful grants
- Evaluate impact of regulations
- Track and analyze state and federal legislation, regulations

Directly responsible for the supervision and performance of:

- Utility Billing Clerk
- Accounts Payable Clerk/Payroll Technician, Finance Assistant.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree (B. A. in Accounting or Finance), or equal work experience commensurate with the job responsibilities.

LANGUAGE SKILLS:

- Ability to read, analyzes, and interprets common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/or boards and commissions.

MATHEMATICAL SKILLS:

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of:
  - Modern governmental accounting theory principles, and practices, internal control procedures and management information systems, office automation and computerized financial applications, public finance and fiscal planning, payroll and accounts payable functions

- Working knowledge of web-based financial software
  - Springbrook Software a plus

- Skill in:

- Operating the listed tools and equipment
- Routinely dealing with confidential matters of high sensitivity.
- Dissemination of confidential information requires judgment and extensive knowledge of city policies and procedures and state/federal laws.

- Ability to:
  - Prepare and analyze complex financial report
  - Ability to maintain efficient and effective financial systems and procedures
  - Ability to effectively supervise staff
  - Ability to establish and maintain effective working relationships with employees, city officials
  - Ability to communicate effective orally and in writing

SPECIAL REQUIREMENTS:
Must be bondable.

TOOLS AND EQUIPMENT USED:
- Personal computer
  - Including word processing and spreadsheet software
  - 10-key calculator proficiency

CERTIFICATIONS, LICENSES, AND REGISTRATIONS:
First aid and CPR certification

KEY RELATIONSHIPS:
The key relationships described here are representative of those an employee encounters while performing the essential functions of this job.
While performing the duties of this job, the employee will provide information to and collect information from the Mayor, the City Council, other departments, AWC RMSA, AWC, the public, King & Pierce County, and the State. Contact will be made in writing, by telephone, and/or in person. The employee will coordinate projects and activities with other departments in writing, by telephone, and/or in person.

NOTE: This job profile does not intend, nor should it be construed to be, an exhaustive list of all responsibilities, tasks, skills & efforts, working conditions or similar behaviors, attributes or requirements associated with a job. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope. This position profile is confidential, is intended for internal use only and may not be copied or reproduced by anyone for any purpose without written permission from the City Mayor or Council.

Final Draft
Job Description

Utility Billing Clerk | Department: Finance

FLSA Status: **Nonexempt** | Reports to: Finance Director

Review Date: August 2008

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary: Processes monthly utility bills, annual business licenses and quarterly Business and Occupation tax returns. Maintains records and administers utility and business license software modals; receipts revenues as required.

Essential Functions/Major Responsibilities:

- Generates monthly bills for utilities (water, sewer and garbage)
- Reviews delinquent accounts; prepare past due notices
- Explains billing process/resolve customer issues regarding utility service/billing
- Answers customer questions (in person and on the phone)
- Maintains water turn-off report
- Records revenue (including utility payments, business and occupation taxes) receipts; manages cash drawer
- Maintains utility accounts (hard copy and electronic); process service changes; recommend write-offs and collection actions
- Prepares data for water meter reading devices
- Reviews and monitors water consumption and meter reads
- Processes/issues business licenses; maintains records of taxes collected, licenses issued/renewed
- Maintains business and occupancy tax returns

Secondary Functions:

- Issues pet licenses and alarm permits

- Processes passport applications
- Processes department mail; maintains postage meter
- Takes minutes at City Council Meetings when City Clerk is not available
- Completes King County Sewer and Garbage reports every quarter
- Other tasks as assigned

Job Scope: The Utility Billing Clerk job involves routine, recurring work situations with some variation from the norm and a moderate degree of complexity. The Utility Billing Clerk works from specific and definite directions, receiving moderate supervision with regular work verification. Errors in work could affect the accuracy of individual utility bills and reputation of the City.

Supervisory Responsibility: The job has no formal supervisory responsibility. Incumbents may provide training and guidance to new or lesser-experienced employees.

Interpersonal Contacts: Are generally made both within the finance department and with other individuals employed by the City. Incumbent has access to confidential information; communication only occasionally contains confidential or sensitive material.

- Internal: 80%
- External: 20%

- In person: 40%
- Email: 20%
- Phone: 40%

Specific Job Skills:

- Knowledge of municipal accounting/utility billing
- Basic knowledge of Microsoft Word Office Suite
- Good excel skills
- Ability to read, speak and write English
- Ability to follow written and verbal instructions
- Ability to occasionally perform advanced math (analysis, data/number manipulation)
- Ability to occasionally use independent judgment, use discretion
- Ability to communicate effectively with the general public, including those who may be angry, in person and on the phone in a professional manner
- Ability to work with interruptions in a fast paced environment
- Ability to maintain detailed records
- Ability to learn/use utility software system
- Ability to key board/use ten key, computer with accuracy
- Ability to move/lift files, papers, etc weighing up to five pounds

Education and/or Experience:

- High school diploma or equivalent
- Passport certification within six months of obtaining position
- Two to four years municipal utility/business licensing experience
- Bondable

Job Conditions: Work generally takes place during normal office hours in a climate controlled office setting involving extensive computer use and occasional evening meetings.

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First Level Supervisory Approval

_____
Second Level Approval

Draft Job Description

Assistant Utility Clerk | Department: Finance

FLSA Status: **Nonexempt** | Reports to: Finance Director

Review Date: August 2008

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary: Under general direction provides support to finance department by receipting utility and other payments. Performs basic clerical duties; distributes mail.

Essential Functions/Major Responsibilities:

- Assists in recording revenue (including utility payments, business and occupation taxes) receipts
- Assists in issuing and maintaining business licenses and records
- Assists in billing for late penalties in relation to business and occupation taxes
- Greets general public; answers customer questions (in person and on the phone)
- Provides general public with routine information regarding utility accounts, records and or files
- Assists in maintenance of records, databases and files
- Processes incoming and out going mail on a daily basis

Secondary Functions:

- May manage cash drawer
- May assist with passport processing
- Other tasks as assigned

Job Scope: The Assistant Utility Clerk job involves recurring work situations with occasional variations from the norm and a low degree of complexity. The Assistant Utility Clerk works from specific and definite directions, receiving moderate supervision

with regular work verification. Errors in work could affect the accuracy of individual utility bills and reputation of the City.

Supervisory Responsibility: The job has no formal supervisory responsibility. Incumbents may provide training and guidance to new or lesser-experienced employees.

Interpersonal Contacts: Are generally made both within the finance department and with other individuals employed by the City. Incumbent has access to confidential information; communication occasionally contains confidential or sensitive material.

- Internal: 80%
- External: 20%

- In person: 40%
- Email: 20%
- Phone: 40%

Specific Job Skills:

- Knowledge of municipal accounting software
- Basic knowledge of Microsoft Word Office Suite
- Ability to learn and use software for municipal accounting, utility billing, business licenses and/or permits
- Ability to read, speak and write English
- Ability to follow written and verbal instructions
- Ability to perform basic math (add, subtract, multiply and divide)
- Ability to communicate effectively with the general public, including those who may be angry, in person and on the phone in a professional manner
- Ability to work with interruptions in a fast paced environment
- Ability to key board/use ten key, computer with accuracy
- Ability to move/lift files, papers, etc weighing up to five pounds

Education and/or Experience:

- High School diploma or equivalent
- One year related office experience or equivalent education

Job Conditions: Work generally takes place during normal office hours in a climate controlled office setting involving computer use.

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First Level Supervisory Approval

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Second Level Approval

Final Draft
Job Description

Accounts Payable Technician Department: Finance

FLSA Status: **Nonexempt** Reports to: Finance Director

Review Date: August 2008

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary: Processes accounts payable twice a month, including payroll benefits. Prepares bank deposits, manages petty cash and provides support to payroll.

Essential Functions/Major Responsibilities:

- Processes accounts payable
  - Reviews invoices for accuracy and proper authorization
  - Verifies appropriate BARS coding
  - Enters payable data using accounting software
  - Resolves discrepancies with appropriate personnel when purchases diverge from budgeted amount
- Maintains current vendor files (physical and electronic)
- Prepares daily bank deposits; ensures timely deposit
- Removes/replaces server tapes daily
- Prepares monthly benefit checks for employee insurance, retirement, etc.
- Prepares monthly remittance of utility taxes to the State
- Monitors use and maintains records of City credit card use; notify Finance Director of possible discrepancies
- Posts court receipts to GL once a month
- Prepares payables and expenditure reports as needed
- Reconciles payroll payables quarterly
- Processes 1099's
- Reconciles petty cash

- Maintains/orders department office supplies

Secondary Functions:

- Assists in payroll processing when necessary
- Assists with accounts receivable by setting up accounts and tracking receivables
- Assists with utility customer service, including cashiering
- Prepares/proofs journal entries
- Prepares reports regarding seizures and forfeitures quarterly
- Answers phone, directs calls
- Assists with year end reconciliation
- Other duties as assigned

Job Scope: The accounts payable technician job involves recurring work situations and variations from the norm and a moderate degree of complexity. The accounts payable technician works from established procedures under minimal direct supervision with regular work verification. Errors in work could affect the financial stability and reputation of the City.

Supervisory Responsibility: The job has no formal supervisory responsibility. Incumbents may provide training and guidance to new or lesser-experienced employees.

Interpersonal Contacts: Are generally made both within the finance department and with other individuals employed by the City. Communication may contain confidential or sensitive material.

- Internal: 90%
- External: 10%
- In person: 0%
- Email: 2%
- Phone: 98%

Specific Job Skills:

- Knowledge of municipal accounting, including GL, AR and AP and payroll practices and procedures
- Knowledge of BARS line set-up
- Basic knowledge of Microsoft Word Office Suite; good excel skills
- Ability to read, speak and write English
- Ability to perform advanced math (analysis, data/number manipulation, cash counting/deposit balancing)
- Ability to use independent judgment and discretion in decision making
- Ability to deal with the general public and vendors in person and on the phone in a professional manner
- Ability to work with unscheduled interruptions
- Ability to maintain detailed records
- Ability to learn and use accounting software system
- Ability to key board/use ten key with accuracy
- Ability to move/lift files, papers, etc weighing up to five pounds

Education and/or Experience:

- High school diploma or equivalent
- One to two years course work in bookkeeping/accounting
- One to two years municipal accounts payable/payroll experience

- Bondable

Job Conditions: Work generally takes place during normal office hours in a climate controlled office setting involving extensive computer use and potential interruptions.

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First Level Supervisory Approval

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Second Level Approval

Job Description

Finance Assistant
FLSA Status: Nonexempt

Department: Finance
Reports to Finance Director

Date: March 2010

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary: Supports the finance department by using proficient accounting/financial skills in maintaining and reconciling accounts, reports, and records, including payroll, utility billing and tax filings. Provides customer service in utility functions on a regular basis.

Essential Functions/Major Responsibilities:

General Accounting

- Reconciles City bank accounts to General Ledger monthly
- Reviews Court bank account reconciliation monthly
- Completes monthly cash activity reports
- Prepares annual financial statements, including State and Federal reports
- Identifies, prepares correcting journal entries
- Prepares grant reimbursement requests; Maintains status of grant expenses and reimbursements
- Processes month end journal entries, posting allocated charges and interest earned
- Reconciles utility billings and receipts to general ledger
- Organizes and analyzes salary and benefit data for budget and contract preparations and other departments as needed

Payroll Backup: Performs major payroll tasks when assigned

- Reviews timecards for coding/contract accuracy; enters data into payroll system
- Prepares payroll checks and direct deposit transmittal
- Prepares and files required payroll tax and benefit reports
- Researches tax, retirement and other payroll related issues/questions

Utility Billing: Provides daily support to Utility Billing Clerk and performs major tasks when assigned

- Daily processes utility service change requests
- Daily provides customer cash receipts
- Assists in compiling weekly refuse service changes and extra refuse charges
- Assists with monthly billing and reconciliations
- Processes Past Due Reports and Billing as assigned
- Processes Monthly Billing as assigned

Secondary Functions:

- Provides department backup and support
- Records receipt of taxes, grants and other revenue received whether electronically, by cash or check
- Answers customer questions regarding payroll, employee benefits and utility bills(in person and on the phone)
- Assists with tax levy preparations, fee schedule updates and the annual budget process
- Other tasks as assigned

Job Scope: The Finance Assistant job involves recurring work situations and variations from the norm and a moderate degree of complexity. The Finance Assistant works from specific and definite directions, receiving moderate supervision with regular work verification. Errors in work could affect the accuracy of utility accounts, cash receipts, employee pay and /or financial status/reputation of the City.

Supervisory Responsibility: The job has no formal supervisory responsibility. Incumbents may provide training and guidance to new or lesser-experienced employees.

Interpersonal Contacts: Are generally made with the general public, within the finance department and with other individuals employed by the City. Communication frequently contains confidential or sensitive material.

- Internal: 80%
- External: 20%

- In person: 40%
- Email: 20%
- Phone: 40%

Specific Job Skills:

- Knowledge of governmental accounting and generally accepted accounting principals
- Knowledge of payroll/personnel concepts and practices
- Basic knowledge of Microsoft Word Office Suite; good excel skills
- Ability to read, speak and write English
- Ability to follow written and verbal instructions

- Ability to accurately perform advanced math (analysis, statistics, data manipulation)
- Ability to use independent judgment, use discretion
- Ability to deal with the general public in person and on the phone in a professional manner
- Ability to maintain detailed records
- Ability to conduct research, use critical thinking
- Ability to learn/use municipal software system
- Ability to key board/use ten key with accuracy
- Ability to move/lift files, papers, etc weighing up to five pounds

Education and/or Experience:

- Bachelor's degree in Finance, Accounting or related subject
- Two years experience in municipal accounting
- Two to four years payroll or utility experience, preferably with a municipality
- Bondable

Job Conditions: Work generally takes place during normal office hours in a climate controlled office setting involving extensive computer.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Job Descriptions City of Pacific		
Index: **600-006**	**Title:** **Police Department**	**Effective Date:**

POLICE DEPARTMENT JOB DESCRIPTIONS

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Evidence Custodian	**Page 15**
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CITY OF PACIFIC

JOB DESCRIPTION

JOB TITLE: Public Safety Director **DEPARTMENT:** POLICE

REPORTS TO: Mayor **EFFECTIVE DATE:** January 1, 2007

GENERAL PURPOSE

Responsible for planning, organizing, directing and evaluating the public safety functions of the City including police patrol, investigations, community relations, record keeping, and performing related work as required under the direction of the Mayor. The Public Safety Director is also the Emergency Management Director for the City and he is responsible for coordinating the EOC during an emergency. The Public Safety Director shall attend FEMA and NIMS classes, schedule and maintain training records for City employees that have attended NIMS and FEMA related classes. Typically, the Public Safety Director will spend 40% of his time on Emergency Management duties and 60% on Police related duties. These percentages will change according to events and work load.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, organizes and implements programs and policies to prevent criminal activities, and to reduce loss of life and property due to crime within the City limits.

Provides for investigation of criminal activities and traffic regulations within the City limits and enforcement of applicable laws.

Provides for maintenance of records as required by law, and coordinates the City's law enforcement and emergency management with those of other jurisdictions, including exploration of cooperative efforts with other governmental jurisdictions.

Assists in preparing the annual Police Department operating and capital budget, and maintains control of authorized expenditures.

Attends City Council meetings and represents the City at various other meetings as required.

Provides information regularly to the Mayor and City Council regarding departmental matters and possible or potential litigation.

Provides for appropriate personnel training as required, conducts annual employee

performance evaluations and effectively recommends formal personnel actions for selection, firing, disciplinary measures and promotions.

selection, firing, disciplinary measures and promotions.

Establishes and implements all departmental administrative and operating procedures.

Develops and implements a comprehensive public relations program, and maintains effective public relations throughout the community with involvement in civil groups.

Maintains the Emergency Operations Center,

Reviews FEMA and NIMS related training for all employees in the City of Pacific.

Schedules and tracks all such FEMA related training.

Works closely with neighboring cities and counties to coordinate efforts regarding disaster preparedness.

Manages all events related to disasters and emergency situations.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to advise and direct subordinates in the successful performance of their work.

Ability to communicate effectively both orally and in writing.

Ability to work with minimum supervision and display maximum initiative and sound judgment in accomplishing job tasks.

Computer literacy and ability to operate equipment commonly associated with police work and emergency management.

Ability to prepare or direct the preparation of comprehensive reports, budgets, materials, and correspondence and to manage departmental financial, personnel and other resources.

MINIMUM QUALIFICATIONS:

A 4 year college degree in Police Science or related fields. In lieu of a 4 year college degree, other police related academic credentials or certificates may be substituted. Not less than 10 years' experience in police work with not less than 5 years in an administrative and supervisory capacity.

CERTIFICATES, LICENSES OR OTHER SPECIAL REQUIREMENTS:

1. Washington State Driver's License.

CITY OF PACIFIC

JOB DESCRIPTION

JOB TITLE: POLICE LIEUTENANT **DEPARTMENT: POLICE DEPARTMENT**

REPORTS TO: PUBLIC SAFETY DIRECTOR

EFFECTIVE DATE: JUNE 20, 2001

This is a full-time, Fair Labor Standards Act overtime non-exempt position. A Police Lieutenant will be required to work Saturdays, Sundays, holidays, and will be subject to shift assignment and/ or rotation. Membership in the recognized collective bargaining unit (or lawful alternative) is required within 31 days of hire.

****

MINIMUM REQUIREMENTS (For Admission to the Examination)
All applicants for examination for this class must be citizens of the United States and be able to read and write the English language. Applicants must have graduated from a standard high school, vocational school or equivalent. Possession of a two-year degree, or equivalent, with several college level courses in management, or business administration is desirable.

Applicants for examination for this class shall have completed at least one and one half years in service as Sergeant in the Pacific Police Department, including probationary time. Provided, if there are no applicants available from within the Department, the examination shall be open to any officer who shall have served at least five years as a member of a qualified Federal, State, or Municipal law enforcement agency, having served one and one half years in the grade of Sergeant or its equivalent, and possess a valid motor vehicle operator's license. The applicant shall have no break in service as a member of a Federal, State, or Municipal Law Enforcement Agency in excess of twenty-three months.

NATURE OF WORK

This is a highly responsible position involving the supervision of a major phase of police operations. The position requires a substantial application of communication, managerial, judgmental and police oriented experience and technical skills.

EXAMPLES OF WORK- GENERAL

Oversees the day to day operations of a major division of the department.

Supervises the training, assignment and discipline of subordinates; investigates and resolves complaints and disagreements; responds to citizen complaints.

Coordinates and assigns personnel under command and delegates work for appropriate and efficient use of resources.

Prepares, presents and administers division annual budget; assists in preparation of bureau and department budget.

Interviews and selects applicants for designated special duties within the department.

Evaluates employee performance, both orally and in writing, at specific designated intervals and as necessary; provides career and personal counseling to subordinates when necessary or as requested.

Evaluates methods, policies and procedures and personnel training needs; recommends changes for department or procedural improvement and efficient operation.

Participates in long and short range planning, identifying goals and objectives.

Establishes and maintains effective working relationships with staff, other agencies, elected officials, administrators and the general public.

Sets policies and procedures that are consistent with department rules and regulations for area of assigned responsibility.

Conducts internal or criminal investigations as assigned.

Reviews reports completed by subordinate personnel for accuracy and content.

Evaluates all division equipment, old, new and anticipated, to better the overall performance of the department. Make recommendations for replacement of inefficient or worn out equipment.

Informs Chief of all activities within the division by means of discussion, conferences or written reports.

Researches information, data and statistics on various projects; compiles and writes reports and makes recommendation for action, or for use by sergeants.

CITY OF PACIFIC

JOB DESCRIPTION

JOB TITLE: **Police Sergeant** **DEPARTMENT:** **Police Department**

REPORTS TO: **Lieutenant or his designee** **EFFECTIVE DATE:** **June 10, 2002**

This is a full-time, Fair Labor Standards Act overtime non-exempt position. A Police Sergeant will be required to work Saturdays, Sundays, holidays, and will be subject to shift assignment and/or rotation. Membership in the recognized collective bargaining unit (or lawful alternative) is required within 31 days of hire.

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NATURE OF WORK

This is first line supervisory police work in directing a section of police personnel in the performance of their duties or specialized non-supervisory police work of comparable responsibility.

GENERAL FUNCTION

Employee works under general supervision of the Lieutenant. Employee supervises work assigned to a section of police personnel which may entail supervision of civilian personnel and special assignments or functions. Work is performed in accordance with departmental rules and regulations as well as city ordinances and state and federal laws. Situations or questions of an unusual or policy nature are referred to the Lieutenant for resolution. Work is reviewed by inspection and through oral and written reports to the Lieutenant.

JOB DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a Supervisor.

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

* Supervises and has responsibility for the work assigned to a section of commissioned police personnel.

* Directly supervises patrol. Traffic, investigations, Crime prevention, training, records and jail contacts.

* Conducts and participates in training activities; studies and instructs personnel in modern police science methods and techniques.

* Writes case reports, maintains logs, court dockets and other related reports, develops and coordinates work schedules.

*Evaluates employee performance, both orally and in writing at specific designated intervals; provides career and personnel counseling to subordinates when necessary or requested.

* Maintains equitable discipline among personnel under command; administers or initiates necessary disciplinary action, and when conditions warrant, orders the temporary suspension of an employee pending further disciplinary action.

*Identifies and assists in providing training programs for department personnel, assists in development of department regulations, policies and procedures.

* Participates in department supervisor meetings.

*Assumes command at any incident requiring the presence of subordinate police personnel.

* Inspects and evaluates traffic problem areas for correction or improvement: coordinates traffic situations or incidents with traffic engineering personnel, recommends changes in traffic patterns to improve traffic safety and flow.

* Attends meetings and conferences pertaining to department operations, the criminal justice system and the general public.

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CITY OF PACIFIC

JOB DESCRIPTION

JOB TITLE: Detective

DEPARTMENT: Police Department

REPORTS TO: Police Sergeant

EFFECTIVE DATE: 07-20-2007

Conduct police investigations of crimes or suspected criminal activities; enforce State, County and City Laws and ordinances; detect, apprehend and arrest criminal suspects; finalize investigations and prepare cases for criminal prosecution or perform specialized duties in the area of training, public information or internal affairs investigations as directed.

ESSENTIAL FUNCTIONS

- Conduct uniformed or plainclothes investigations of alleged crimes or suspected criminal activities; review investigations completed or in progress and assist with or prepare cases for criminal prosecution.
- Cases to be investigated will include, but not limited to the following: Cases of homicide, robbery, burglary, narcotics, child abuse, sex crimes, and other cases where a felony investigation is involved.
- Organize and analyze case facts and evidence to determine the course of the investigation using appropriate investigative methods and procedures; advise supervisors of the status of ongoing investigations.
- Interview and interrogate victims, witnesses and suspects to elicit pertinent information in criminal investigations.
- Identify, collect and preserve physical evidence at crime scenes; arrange for laboratory analysis of blood, poison, ballistics, fibers, fingerprints and other evidence.
- Develop and utilize specialized skills and knowledge in the investigation of a specific criminal activity as assigned; analyze methods of operation, develop informants and gather intelligence regarding known offenders.
- Detect, apprehend and arrest suspects involved in criminal activities; prepare and execute search warrants as appropriate.
- Prepare a variety of clear, concise and comprehensive investigative reports; maintain current records related to criminal activities and offenders.

- Communicate with other City personnel and a variety of law enforcement agencies to obtain and provide information and coordinate investigative methods and procedures.

- Utilize a variety of specialized equipment including police vehicles, firearms, photographic and surveillance equipment, tape recorder, computer and standard office machines, records management system for in car video (ICOP).

- Maintain current knowledge of recent legislation, court decisions and investigative techniques; maintain proficiency in driving and the use of firearms.

- Utilize a variety of computer-based reporting systems, databases and case management functions.

- Monitor and track the registered sex/kidnapping offenders in the City of Pacific.

- Review and follow-up on all seizure/forfeiture cases.

- Perform specialized duties in the area of training, public information or internal affairs investigation as assigned; participate in or provide training and instruction in specialized police duties as directed.

- Perform background investigations on new employees.

- Perform the duties of Police Officer as directed; safeguard the property, lives and constitutional rights of the citizen of Pacific.

- Work safely and cooperatively with co-workers and the public.

KNOWLEDGE AND SKILLS

- Principles, practices and procedures used in police investigations.
- Interrogation and interviewing techniques.
- Operation of specialized surveillance and investigative equipment.
- Crime scene preservation and processing.
- Rules of search and seizure and laws of arrest.
- Basic case requirements for effective criminal prosecution.
- Police Department organization, policies and directives.
- State, County, and City laws and ordinances.
- Recent legislation and court decisions affecting criminal investigations.
- Laboratory techniques and capabilities in analyzing and identifying physical evidence.
- Legal definitions and terminology of major crimes.
- Technical aspects of field of specialty.
- Conduct uniformed and plainclothes investigations of suspected or reported criminal activities.
- Develop expertise in the investigation of assigned criminal activities such as narcotics, vice, crimes against property, crimes against persons and others.
- Prepare clear and concise investigative reports.

CITY OF PACIFIC

JOB DESCRIPTION

JOB TITLE:	**Police Officer**	**DEPARTMENT: Police Department**
REPORTS TO:	**Police Sergeant**	**EFFECTIVE DATE: October 28, 2002**

GENERAL PURPOSE

Positions in this class are responsible for general duty police work involving the protection of life and property, the enforcement of laws and ordinances, prevention and investigation of crimes, and maintenance of order within a designated area on an assigned shift, in patrol car, motorcycle, bicycle other conveyance for which training has been received, or on foot. Work is performed according to departmental regulations and procedures, duty assignments, general and special instructions are received from supervisors who review work by personal inspection, checking of reports, and general appraisal of the effectiveness of the employee and adherence to established polices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responds to emergency and routine calls for service.

Performs computer inquires from the patrol vehicle and stationary terminals.

Documents, thoroughly and clearly, incidents and actions by writing case reports, field interview cards, maintaining daily logs and preparing other related reports.

Patrols designated area of city in police vehicle, on foot patrol, bicycle patrol and/or other conveyances on an assigned shift, patrols business and residential districts to provide an element of safety by obvious visibility; looking for crimes or potential crimes in progress.

Acts as primary investigator of all crimes occurring within assigned areas during duty hours. Makes on scene arrests when warranted Uses varying degrees of physical force to overcome resisting suspects and to protect themselves and others from injury.

Pursues fleeing suspects on foot and in vehicles. Performs rescue and pursuit operations which may involve quickly entering and exiting patrol vehicles; climbing over and pulling oneself up over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; and using physical force to gain entry through barriers.

Takes immediate action to remedy hazards and protect life and property . Must be physically able to hear conversations, instructions and common warnings. Must have adequate vision to effectively perform these functions in hours of darkness or low light.

Investigates and/or handles complaints involving family disputes, juvenile disputes, mentally disabled persons; provides first aid and cardiopulmonary resuscitation to injured persons. Must be prepared and capable of physical exertion to protect them and provide immediate life saving measures to others.

Stops violators and takes appropriate remedial action; identifies suspicious individuals and questions their activities. Apprehends violators or offenders of the law, sometimes involving a substantial element of personal danger. In instances where lawful arrests are resisted the officer must be prepared and able at times through high levels of physical exertion to protect citizens, themselves, fellow officers and overcome the resistance.

Attempts to tactfully diffuse any verbal or physical abuse, which may occur in the course of performing work assignments. Endures verbal and mental abuse when confronted with the hostile views and opinions of suspects and others encountered in an antagonistic environment..

Communicates effectively in court and other formal settings.

Searches for lost or wanted persons over varying terrain and conditions for extended periods of time.

Performs searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.

Determines when a lawful search or arrest can or should be attempted; determines when and to what extent physical force should be used, as governed by law and department regulations. Must be able to recognize when the application of deadly force is appropriate under state law and department policy. Must have the mental and physical capabilities to employ deadly force in order to protect human life.

Physically directs traffic when required Investigates traffic collisions in various weather and traffic conditions. Places temporary traffic control devices such as portable stop signs, barricades and other forms of directional signing as needed.

Reads, reviews, interpret, serves and enforces various court orders.

CITY OF PACIFIC

JOB DESCRIPTION

JOB TITLE: Police Clerk **DEPARTMENT: Police Department**

REPORTS TO: Lieutenant or designee **EFFECTIVE DATE: July 9, 2008**

This is a full-time, office/clerical position. The regular work schedule is four ten-hour days, or five eight-hour days, to be determined and coordinated within the department. The position may occasionally require overtime at the direction of the Detective or designee. Placement in this position is subject to a thorough police background investigation. This is a Fair Labor Standards Act non-exempt position. Civil Service Rules of the City apply and membership in the union (or its legal alternative) is required.

MAJOR FUNCTION AND PURPOSE

Provide general assistance to the Public Safety Director and perform clerical functions in support of the operation of the Police Department.

GENERAL FUNCTION

Under the supervision of the Detective or designee, the Police Clerk is responsible for handling sensitive and confidential information on behalf of the Chief of Police. Duties will include maintaining official and confidential Police Department records, and administration of the standard operating polices and procedures for the Police Department. This is a highly confidential position, which may from time to time isolate the employee from other City employees. This position works closely with other police and fire personnel, community volunteers and student volunteers. Must have a good understanding of the legal process and be able to interact effectively with attorneys, courts and correctional staff in a professional and competent manner.

SUPERVISION RESPONSIBILITIES

This is a non-supervisory position.

JOB DUTIES AND RESPONSIBILITIES

- Perform general office/clerical work in a public safety environment.
- Answer phones, screen calls to determine caller needs, receive the public and provide customer assistance.
- Operate a police radio as needed and assist in radio communications.
- Serve as cashier, including receipt of various payment and monies to appropriate accounts.
- Maintain filing system.
- Process invoices and maintain purchase order log.
- Operate computer hardware and software.
- Assist the Public Safety Director with budget preparation.
- Assist in planning conferences and training sessions.
- Coordinate travel plans for the Public Safety Director and Police staff.
- Prepare record such as notices, minutes and resolutions.
- Act as Public Disclosure Officer for the Police Department.
- Act as Backup Public Information Officer for the Police Department.
- Act as Marijuana Technician.
- Schedules appointments.
- Operate a city vehicle periodically.
- Coordinate transport of prisoners from jail facilities to court.
- Run record checks, enter/modify/remove warrants from Washington State Crime Information Center, file warrants, confirm warrants, enter warrants and other documents in access as required.

SECONDARY DUTIES

- Issue pistol or other permits.
- Receive, stamp and distribute all incoming mail for the Public Safety Director and Police Department.
- Order supplies.

WORKING CONDITIONS

Work is performed in an office setting. Close and constant work with computers exposes the individual to normal emissions from the computer monitor and repetitive tasks, The work area can be noisy at times.

CONTACT AND RELATIONSHIPS

The Police Clerk has extensive contact with the various City departments and personnel, with court personnel, other law enforcement agencies, jail staff, fire department staff and with the citizens of the City.

CITY OF PACIFIC

JOB DESCRIPTION

JOB TITLE: Evidence Custodian **Department:** Police

Reports To: Lieutenant or Designee **Effective Date:** 10-20-2010

This is a full-time, Fair Labor Standards Act non-exempt position. The Evidence Custodian typically works four ten hour days or five eight-hour days, Monday through Friday, to be determined and coordinated within the department. This position may occasionally require overtime at the direction of the Lieutenant or designee. Placement in this position is subject to a thorough police background investigation. Civil Service Rules of the City apply and membership in the union (or its legal alternative) is required.

MAJOR FUNCTION AND PURPOSE

The work involves performing varied specialized office support work for the Pacific Police Department. Maintaining accuracy and confidentiality of sensitive information are critical performance factors. Duties may include providing information to the public; processing various reports, logs and documents; researching crime and suspect data via automated systems; processing requests for officers. Work is subject to deadlines and conformance with numerous procedures, rules, regulation and laws. This position requires independent decision making and working with little direct supervision.

GENERAL FUNCTION

Under the direction of the Lieutenant or designee, receive, preserve, catalog store and dispose of materials and property seized as evidence for criminal prosecution and maintain related records and files. Interacts with a variety of people, including the general public, other law enforcement agencies, prosecutors, and courts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare and maintain comprehensive records and reports related to the collection, preservation, location and disposition of evidence.
- Transport evidence for laboratory examination as required, documenting location and chain of custody as required by law.
- Maintain current knowledge of department policies and legal requirements governing the collection, preservation, and disposition of evidence.
- Auction, release, return to owner or otherwise dispose of evidence and found property in accordance with established policies and legal requirements.
- Conduct training for department personnel in areas of evidence processing requirements.

- Provide evidence for court proceedings, maintaining appropriate records and testifying in a court of law certifying the chain of custody.
- Conduct periodic inventories and audits of evidence inventory.
- Enter all citations, infractions and the case file information into the in house computer database.
- Order CCDR for all suspended/revoked/DUI driving citations.
- Maintain files for citations/infractions/warnings.
- Perform periodic audit of citation/infraction logs and report any discrepancies to the patrol Sergeant.
- Prepare monthly Uniform Crime Reports and submit in a timely manner to the Washington Association of Sheriffs and Police Chiefs.
- Prepare felony/juvenile filings for submission to the appropriate court.
- Review closed cases prior to filling and take appropriate action as needed.
- Serve as Terminal Agency Coordinator for the ACCESS system including monthly validations, maintaining training records, administering recertification test, working with ACCESS auditor during biennial audit, and ensuring all personnel maintain current certification.
- Prepare monthly report for distribution to Mayor, City Council, and Public Safety Director.
- Compose, type and edit a variety of correspondence, reports, memoranda procedures, and other material requiring judgment as to content, accuracy and completeness.
- Maintain department records and dispose of same in accordance with Office of the Secretary of State, Division of Archives and Records Management Guidelines and General Records Retention Schedules.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of general office procedures; working knowledge of police terminology, procedure, and rules of evidence and applicable laws, some knowledge of legal proceedings.
- Skilled in the operation of various office equipment; oral and written communication; record keeping; processing and disposing of evidence in accordance with legal requirements and department policies; maintaining records and preparing reports.
- Ability to establish and maintain cooperative and effective working relationships with employees, other departments, officials and the public; effectively communicate on a one-to-one basis; maintain accurate records; type and enter data accurately; understand and follow oral and written directions; work independently with little direction.

WORKING CONDITIONS

Work is normally performed in an office setting. The employee may be required to work out doors and/or at a crime scene away from the office setting. Employee will be required to work with computers, perform repetitive motion tasks, and to lift and carry up to 20 pounds. The employee must be able to hear audible alarms and to verbally communicate by two-way radio and telephone.

DESIRED MINIMUM QUALIFICATIONS

- Two years of college and/or business school with specialized course work in general office practices such as typing, filing, accounting and bookkeeping.
- At least 21 years of age.
- Two years of increasingly responsible related experience, or any equivalent combinatior of related education and experience, preferably in a public safety environment.
- Valid Washington State driver's license.
- Current Level II ACCESS certification.
- Current CPR and First Aid certification.
- Experience in Microsoft Word, Windows, Spillman, CAD, Internet, and Microsoft Outlook

OTHER

This job description is intended to provide an overview of the requirements of the position. It i not necessarily all inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed. The City reserves the sole right to add, modify, or exclude any essential or non-essential requirements at any time with or without notice. Nothing in this job description is intended to create a contract of employment of any type.

CITY OF PACIFIC

JOB DESCRIPTION

JOB TITLE: Chief of Police

DEPARTMENT: POLICE

REPORTS TO: Mayor

EFFECTIVE DATE: October 1, 2009

GENERAL PURPOSE

Responsible for planning, organizing, directing and evaluating the public safety functions of the City including police patrol, investigations, community relations, record keeping, and performing related work as required under the direction of the Mayor. The Police Chief is also the Emergency Management Director for the City and he is responsible for coordinating the EOC during an emergency. The Police Chief shall attend FEMA and NIMS classes, schedule and maintain training records for City employees that have attended NIMS and FEMA related classes. Typically, the Police Chief will spend 40% of his time on Emergency Management duties and 60% on Police related duties. These percentages will change according to events and work load.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, organizes and implements programs and policies to prevent criminal activities, and to reduce loss of life and property due to crime within the City limits.

Provides for investigation of criminal activities and traffic regulations within the City limits and enforcement of applicable laws.

Provides for maintenance of records as required by law, and coordinates the City's law enforcement and emergency management with those of other jurisdictions, including exploration of cooperative efforts with other governmental jurisdictions.

Assists in preparing the annual Police Department operating and capital budget, and maintains control of authorized expenditures.

Attends City Council meetings and represents the City at various other meetings as required.

Provides information regularly to the Mayor and City Council regarding departmental matters and possible or potential litigation.

Provides for appropriate personnel training as required, conducts annual employee performance evaluations and effectively recommends formal personnel actions for

selection, firing, disciplinary measures and promotions.

Establishes and implements all departmental administrative and operating procedures.

Develops and implements a comprehensive public relations program, and maintains effective public relations throughout the community with involvement in civil groups.

Maintains the Emergency Operations Center,

Reviews FEMA and NIMS related training for all employees in the City of Pacific.

Schedules and tracks all such FEMA related training.

Works closely with neighboring cities and counties to coordinate efforts regarding disaster preparedness.

Manages all events related to disasters and emergency situations.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to advise and direct subordinates in the successful performance of their work.

Ability to communicate effectively both orally and in writing.

Ability to work with minimum supervision and display maximum initiative and sound judgment in accomplishing job tasks.

Computer literacy and ability to operate equipment commonly associated with police work and emergency management.

Ability to prepare or direct the preparation of comprehensive reports, budgets, materials, and correspondence and to manage departmental financial, personnel and other resources.

MINIMUM QUALIFICATIONS:

A 4 year college degree in Police Science or related fields. In lieu of a 4 year college degree, other police related academic credentials or certificates may be substituted. Not less than 10 years' experience in police work with not less than 5 years in an administrative and supervisory capacity.

CERTIFICATES, LICENSES OR OTHER SPECIAL REQUIREMENTS:

1. Washington State Driver's License.

2. This position is a Civil Service position.

3. This position is on call twenty-four (24) hours per day and is equipped with a cellular phone.

4. This position is subject to a complete background and credit check.

5. This position requires a one (1) year probationary period.

6. The applicant must be a certified Peace Officer in the State of Washington and must hold a General Commission, certified by the Washington State Criminal Justice Training Commission, pursuant to RCW 43.101.095, **OR** the applicant must meet the Washington State Criminal Justice Training Commission requirements to attend and pass the Basic Law Enforcement Equivalency Certification, known as the Equivalency Course, to become commissioned in the State of Washington, **OR** the applicant must hold an Administrative Exemption Commission, pursuant to WAC 139-05-205(3), which is granted by the Washington State Criminal Justice Training Commission.

OTHER:

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. The City reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Conduct Policy and Procedure		
Index: **500-006**	**Title:** **Drug and Alcohol Testing**	**Effective Date:**

DRUG AND ALCOHOL TESTING

The use of drugs and alcohol can have serious adverse effects on job performance, co-workers and City property, as well as adverse consequences to the employee's own health and safety, whether such use is on or off the job. Therefore, the prohibitions set forth in this policy against the presence of drugs or alcohol in each employee's system while on duty are irrespective of whether the substance was taken while on or off the job. This condition is also imposed irrespective of whether such usage or possession is permitted by state or federal law.

Any employee who becomes aware or suspects that another employee is on duty under the influence of alcohol or drugs is obligated to report this information on a confidential basis, to a supervisor, the Mayor, or the Personnel Director. Conditions involving an employee that may give rise to a reasonable suspicion include but are not limited to:

- **And employee's abnormal appearance, conduct, body condition, or speech irregularities**
- **Discernable alcohol odors on or about the employee**
- **Irregular, abnormal or otherwise unexplained work or attendance patterns**
- **Apparent causing of , or active participation in , insufficiently explained accidents, near misses or negligent conduct**
- **Possession by the employee of alcohol or illegal substances on the City's premises.**

The City may require an employee to submit to appropriate tests, including urinalysis, to confirm the existence of alcohol or prohibited drug substance in his or her system under the following circumstances:

- **The City has a reasonable suspicion that an employee may be under the influence of drugs or alcohol while on duty.**
- **The employee, while driving a City vehicle or while driving on City business, is involved in an accident which results in a fatality, or in which the employee is cited under state or local low for a moving traffic violation.**

Post-accident testing following an accident involving a City vehicle should occur as soon as possible, but may not exceed eight hours after the accident for alcohol testing and 32 hours after the accident for drug testing.

A driver who is subject to post-accident testing must remain readily available for such testing and may not take any action to interfere with testing or the results of testing. Drivers who do not comply with post-accident testing requirements will be considered to have refused to submit to testing and will be subject to sanctions for refusal to test as provided in this policy. This may include loss of City of Pacific vehicle use, suspension, and possible termination.

Reasonable suspicion will be based on contemporaneous, articulable observations by a supervisor or personnel who has received training concerning the signs and symptoms of drug and alcohol use and abuse.

Failure to promptly permit such teats upon management's request is cause for disciplinary action, up to and including termination.

Conduct Policy and Procedure		
Index: **500-007**	**Title:** **Lost and Found items**	**Effective Date:**

LOST AND FOUND ITEMS

A City employee who finds any lost item(s) on City property and/or in the performance of th/her job duties is required to turn in the found items to his/her supervisor. All found items will be tagged with information regarding the location and date found and will be held at City Hall for sixty (60) days. After sixty (60) days, any unclaimed items will be donated to a charitable organization.

Conduct Policy and Procedure		
Index: **500-008**	**Title:** **Workplace Privacy**	**Effective Date:**

WORKPLACE PRIVACY

The City regards desks, computers, file cabinets and files, furniture, lockers, work spaces and other personal property, as well as data, programs and other property acquired by, developed for or located in any City facility, either in printed or digital format, as City property. The City reserves the right to inspect the same if, in its sole discretion it determines that there is a security, health, or other appropriate reason to do so. Such reasons may include, without limitation, the following:

- **The need to locate City property**
- **Health or safety concerns**
- **Reasonable suspicion of work-related purposes**

Conduct Policy and Procedure		
Index: **500-009**	**Title:** **Equipment Use Guidelines and Procedures**	**Effective Date:**

EQUIPMENT USE GUIDELINES AND PROCEDURES

City equipment is provided for the purposes of conducting City business. Any personal use of the equipment is a use of public assets and is a diversion of productive public service time and resource from the performance of City of Pacific business. On the other hand, the City recognizes it is the reality of today's workplace that employees have legitimate needs at times to contact family friends, and to take care of certain personal business during the workday.

These guidelines establish general parameters for use of City equipment, including limited personal usage. Employees are expected to exercise judgment and to use common sense when using City equipment. *Any personal use must be incidental and minimal , occur during breaks or nonworking hours, and in no way interfere with one's duties or responsibilities as a city employee, nor should it in any way interfere with or impede the access of others in conducting City business.* Failure to observe this or other guidelines/procedures in using City equipment will be considered inappropriate conduct and may establish cause for disciplinary action up to and including termination.

Personal use of City equipment is a privilege. It shall not be considered a benefit, a right, or a working condition.

This guideline is intended to address all office equipment including but not limited to copiers, printers, faxes, desktop or laptop computers, and other wireless devices, desktop and cellular (cell) phones.

Unless otherwise exempted by the Mayor, this policy applies to all employees, volunteers and/or others who use City equipment in the performance of their assigned roles and responsibilities.

Care of and Personal Responsibility for assigned equipment

For practical reasons and convenience, certain equipment will be assigned to individuals who will maintain custody and have use of the equipment such as pager, cell phone, laptop and other portable equipment. The individuals assigned the equipment shall be primarily responsible for the reasonable care of the equipment including access, use and storage.

If the equipment is lost or stolen, the supervisor should be notified promptly. Depending on the circumstance and the value of equipment missing, the City may require employee and/or their home owner insurance to replace the missing equipment.

In case of misuse or abuse, a Supervisor will report any recurring abnormal repair or replacement of equipment of a person, an operation, or departments to the Mayor for follow up as appropriate.

Designation of Usage

Department directors shall determine the type of equipment and usage plan that is appropriation specific positions. Department is also responsible to review the appropriateness of the usage plan periodically and request changes as needed.

Departments are responsible for providing inventory and usage of office electronic equipment on an annual basis. This report shall, at minimum, include:

- **Cell phone cost by user for the department**
- **Long distance cost, if identifiable, by employee for the department**
- **Extended internet connection/usage time by employee for the department**

Much of the equipment is connected to or through central systems that retain detailed usage logs and allow the City to access various reports for monitoring purposes. Such special reports will also be provided upon the request of a director and or the Mayor.

Conduct Policy and Procedure		
Index: **500-010**	**Title:** **Unauthorized Use of City Equipment and Internet**	**Effective Date:**

UNAUTHORIZED USE OF CITY EQUIPMENT AND INTERNET

City equipment including computers and the internet, are not to be used for the following purposes:

- **Commercial purposes or personal profit**
- **Installing any personal software on City computer network. Employees are prohibited from copying City owned software for whether business or personal use onto their personal computer equipment or equipment used by others.**
    - **Screen savers may be installed if each person installing the software has a legal right to the product and it is not prohibited by the provisions of this policy**

- **Gaining access to websites or computer system of other individuals or agencies, commonly known as hacking.**
- **Displaying on a screen, transmitting by email, voice mail or accessing internet information that promotes or transacts the following**
    - **Discrimination on the basis of race, creed, color, national origin, sex, age, religion, disability, marital or veteran status or any other basis that is protected under local, state, or federal law.**
    - **Any form of harassment**
    - **Contents which are known or would be reasonably expected to be offensive to another individual**
    - **Accessing any website displaying pornographic content of information at any time, even one time, is grounds for immediate termination**
    - **Copyright infringement**
    - **Solicitation of any kind unless it is for City sponsored activites/events or for activites/events otherwise approved by the Mayor**
    - **Promotion on behalf of any and all persons or for any and all commercial purpose, or promotion of any and all political candidates or causes**
    - **To post or transmit information that is untrue or intended to mislead or distract from the truth**
    - **To post or transmit confidential information related to City business to parties unauthorized to receive it**
    - **Any unlawful activity**
    - **No employee may use the City's internet facilities to deliberately propagate any virus, worm, Trojan horse, trap-door program code, or other code or file designed**

to disrupt, disable, impair, or otherwise harm either the City's networks or systems or those of any other individual or entity.

The City's internet facilities and computing resources must not be used to violate the laws and regulations of the United States or any other nation or any state, city province, or other local jurisdiction in any way. Use of City resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution.

Conduct Policy and Procedure		
Index: **500-011**	**Title:** **Use of Computers** **Internet Access** **Internet Browsing**	**Effective Date:**

USE OF COMPUTERS, INTERNET ACCESS AND BROWSING

The use of City computers and the Internet access provided by the City is to be used to further the City's mission to provide effective service of the highest quality to the City's customers and staff, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet access are City resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications.

The use of the City automation systems, including computers, fax machines and all forms of Internet access is for City business and is to be used for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks) and does not result in expense to the City,.

Use is defined as excessive if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. City automation systems are City resources and are provided as business communications tools, Electronic communication should not be used to solicit or sell predicts, distract coworkers, or disrupt the workplace.

Use of City computers, networks, and Internet access is a privilege granted by managem4ent and may be revoked at any time for inappropriate conduct including, but not limited to:

- **Sending chain letters**
- **Engaging in private or personal business activities**
- **Misrepresenting oneself of the City of Pacific Engaging in unlawful or malicious activates**
- **Using abusive, profane, threatening, racist, sexism, or otherwise objectionable language in either public or private messages**
- **Sending , receiving , or accessing pornographic materials**
- **Becoming involved in partisan politics**
- **Causing congestion, disruption, disablement, alteration or impairment of City networks or systems**
- **Infringing in any way on the copyrights or trademark rights of others**
- **Using recreational games**
- **Defeating or attempting to defeat security restrictions on City systems and applications**

Unless specifically granted in this policy, any non-business use of the City's automation systems is expressly forbidden.

All City policies and procedures apply to employees conduct on the Internet, especially but not exclusively, relating to:

- **Intellectual property**
- **Confidentiality**
- **City information dissemination**
- **Standards of conduct**
- **Misuse of City resources**
- **Anti-harassment**
- **Information and data security**

Violation of these policies and/or state and federal laws could result in disciplinary action up to and including dismissal and/or possible criminal prosecution.

Conduct Policy and Procedure		
Index: **500-012**	**Title:** **Electronic Mail, Documents, and Computer Files**	**Effective Date:**

ELECTRONIC MAIL, DOCUMENTS AND COMPUTER FILES

The City owns the rights to all data and files in any computer, network, or other information system used in the City. The City reserves the right to monitor computer and email usage, both as it occurs and I the form of account histories and their content. The City has the right to inspect any and all files stored in any areas of the network or on any types of computer storage media in order to assure compliance with this policy and state and federal laws. The City will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual computer and email activities.

The City also reserves the right to monitor electronic mail messages and their content. Employees must be aware that the electronic mail messages sent and received using City equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by City officials at all times. No employee may access another employee's computer, computer files or electronic mail messages without prior authorization from either the employee or an appropriate City official.

The City has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including dismissal.

Confidentiality of Electronic Mail

Electronic mail is subject at all times to monitoring and the release of specific information is subject to applicable state and federal laws and City rules, policies, and procedures on confidentiality. Existing rules, policies and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Sine there is the possibility that any message could be shared with or without a user's permission or knowledge, the best rule to follow in the the use of electronic mail for non-work –related information is to decide of the same information, signed and posted on the office bulletin board, would be appropriate.

It is a violation of City policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others. Employees found to have engaged in such activities will be subject to disciplinary action.

Message Tone for Electronic Mail

Users are expected to communicate with courtesy and restraint with both internal and external recipients. Electronic mail should reflect the professionalism of the City and should not include language that could be construed as profane, discriminatory, obscene, sexually harassing, threatening, or retaliatory. It is recommended that using all capital letters, shorthand, idioms, unfamiliar acronyms, and slang be avoided when using electronic mail. These types of messages are difficult to read.

Electronic Mail Tampering

Electronic mail messages received should not be altered without the sender's permission, nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

Ownership of Electronically Produced Document

All documents, databases, software, codes, data and/or any other work product created in the course of an employee's job is the sole property of the City of Pacific with any and all rights and compensations retained by the City. This applies regardless of the time period during which the product was developed, unless an agreement is entered into and approved by the City prior to the commencement of the creation of such documents.

Privacy vs. Public Disclosure Issues

The City owns its electronic computing systems and all records transmitted and maintained on these systems. All records, files, communications, or data are City property. Employees shall not expect or assume any privacy of the records, communication, files or data. Email and voice messages that are not otherwise exempt from public disclosure may be examined by the public if requested. The City has the right to and may access or monitor email messages, internet access information, and telephone logs for work-related purposes, health or security reasons, or to respond to public record requests.

Cell phone transmissions are not secure. Employees should use discretion in relaying confidential information over cell phones.

Existing rules, policies, and procedures governing the sharing of work-related or other confidential information also apply to the sharing of information via the Internet. The City has taken the necessary actions to assure the safety and security of its network. Any employee who attempts to disable, defeat, or circumvent City security measures will be subject to disciplinary action, up to and including dismissal.

Conduct Policy and Procedure		
Index: **500-013**	**Title:** **Reimburse City for Cost of Personal Use Procedure.**	**Effective Date:**

REIMBURSE CITY FOR COST OF PERSONAL USE-PROCEDURE

The following uses require that special conditions or procedures be observed:

- **Personal long distance calls made from City facilities shall be charged to either personal credit card or personal calling card/account.**
- **A charge shall be paid to the City based on the current published fee schedule for personal copies and/or faxes.**
- **Employees shall reimburse the City for the cost of postage on those occasions when personal outgoing mail is metered by the City's postage meter. This practice is not generally encouraged.**

When personal usage is identifiable and could cause increased costs for a type of equipment (such as airtime for cell phone or other wireless devices), Directors shall distribute such monthly billing statements on a quarterly basis to departments to identify any personal usage and reimburse the City for any incremental costs the City might have incurred.

The statement distribution, review, and reimbursement will generally follow this procedure:

- **A/P shall provide copies of billing statements with the personal cost reimbursement form for such equipment at least on a monthly basis to the department directors or designees.**
- **Department directors or designee shall review the statements, the amount claimed as personal use, and the appropriateness of the designated plan levels for positions in the department. Director shall distribute statements to individual employees.**
- **Employees assigned the equipment shall review the billing statements and identify any personal use.**
- **If such personal use did not cause the billing amount to exceed the minimum charge or the City to incur incremental costs, no reimbursement is required.**
- **If the billing exceeds the monthly minimum, all personal uses are payable to the City up to the difference between the actual bill and the minimum amount allowed by the plan, including all associated taxes and governmental charges.**
- **The employee shall promptly return the reimbursement form with signature certifying accuracy of the claimed personal uses, accompanied by reimbursement payment, to the director for the transmission to A/P.**
- **Director will collect from employees properly completed reimbursement forms and payments and submit forms and payments to A/P within four (4) weeks of receiving the statement packets from A/P.**

Conduct Policy and Procedure		
Index: **500-014**	**Title:** **Gifts and Gratuities**	**Effective Date:**

GIFTS AND GRATUITIES

The City has a moral, ethical and legal obligation to direct its employees in matters concerning the public trust. High moral and ethical standards among public servants are essential to the conduct of free government. Therefore, a code of ethics for the guidance of public officers and employees is necessary in order to eliminate conflicts of interest in public office, improve standards of public service, and promote and strengthen the faith and confidence of the citizens of the City of Pacific in their government.

No employee of the City of Pacific shall, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from any source except the State of Washington or the City of Pacific for any matter connected with or related to his/her services as an employee unless otherwise provided for by law.