



# Employee Policy Manual

2017

**FIDALGO POOL & FITNESS CENTER PERSONNEL HANDBOOK  
TABLE OF CONTENTS**

**STATEMENT OF AT-WILL EMPLOYMENT AND ACKNOWLEDGEMENT OF RECEIPT OF PERSONNEL HANDBOOK..... 6**

**FIDALGO POOL & FITNESS CENTER ORGANIZATION CHART..... 7**

**CHAPTER 1 PURPOSE AND SCOPE ..... 8**

**1.1 INTRODUCTION..... 8**

**1.2 CHANGING THE POLICIES..... 8**

**1.3 DEFINITIONS ..... 8**

**CHAPTER 2 GENERAL POLICIES AND PRACTICES ..... 11**

**2.1 EQUAL EMPLOYMENT OPPORTUNITY ..... 11**

**2.2 DISABILITY DISCRIMINATION PROHIBITED..... 11**

**2.3 LIFE THREATENING/COMMUNICABLE DISEASES..... 11**

**2.4 HARASSMENT (INCLUDING SEXUAL HARASSMENT) ..... 11**

**2.5 HARASSMENT, INTIMIDATION OR BULLYING..... 12**

**2.6 WORKPLACE VIOLENCE..... 18**

**2.7 EMPLOYEE PERSONNEL FILES ..... 19**

**2.8 RELEASE OF EMPLOYEE INFORMATION ..... 19**

**2.9 EMPLOYMENT REFERENCES ..... 20**

**2.10 DESIGNATED EMPLOYEE AREAS ..... 20**

**CHAPTER 3 RECRUITING AND HIRING ..... 21**

**3.1 RECRUITING..... 21**

**3.2 HIRING ..... 21**

**3.3 VOLUNTEERS ..... 22**

**3.4 BACKGROUND CHECK..... 23**

**3.5 IMMIGRATION LAW COMPLIANCE..... 23**

**3.6 TEMPORARY EMPLOYEES ..... 23**

**3.7 CONFLICT OF INTEREST ..... 23**

**3.8 EMPLOYMENT OF RELATIVES (NEPOTISM)..... 24**

3.9	PROMOTIONS.....	25
3.10	DEMOTIONS.....	25
<b>CHAPTER 4 HOURS AND ATTENDANCE .....</b>		<b>26</b>
4.1	WORKING HOURS.....	26
4.2	HOURS OF WORK AND OVERTIME .....	26
4.3	ATTENDANCE AND PUNCTUALITY .....	26
4.4	HOURS OF OPERATION.....	27
4.5	UNUSUAL WEATHER CONDITIONS.....	27
4.6	REST BREAKS AND MEAL BREAKS.....	27
4.7	TIMEKEEPING.....	27
4.8	LOCKERS .....	28
4.9	COMMUNICATIONS.....	28
<b>CHAPTER 5 COMPENSATION.....</b>		<b>29</b>
5.1	SALARY CLASSIFICATION AND GRADES AND PAY .....	29
5.2	EMPLOYEE PAY RATES .....	29
5.3	PAY PERIOD .....	30
5.4	DIRECT DEPOSIT.....	30
5.5	PAY DEDUCTIONS.....	30
5.6	COMPENSATION UPON TERMINATION .....	30
5.7	TRAVEL EXPENSE REIMBURSEMENT.....	35
<b>CHAPTER 6 PERFORMANCE EVALUATIONS AND TRAINING .....</b>		<b>35</b>
6.1	PERFORMANCE EVALUATIONS.....	35
6.2	TRAINING POLICY.....	35
6.3	TUITION REIMBURSEMENT .....	36
<b>CHAPTER 7 BENEFITS .....</b>		<b>37</b>
7.1	RETIREMENT BENEFITS.....	37
7.2	EMPLOYEE FACILITY USE AND PROGRAM DISCOUNTS .....	37

7.3	EMPLOYEE AWARD PROGRAM .....	38
7.4	DISABILITY BENEFITS (WORKERS COMPENSATION) .....	38
7.5	HEALTH INSURANCE BENEFITS AND LIFE INSURANCE .....	38
7.6	UNEMPLOYMENT COMPENSATION.....	39
<b>CHAPTER 8 LEAVES.....</b>		<b>40</b>
8.1	VACATION LEAVE .....	40
8.2	SICK LEAVE .....	40
8.3	JURY DUTY.....	41
8.4	FUNERAL LEAVE.....	41
8.5	LEAVE WITHOUT PAY.....	42
8.6	TREATMENT FOR SUBSTANCE ABUSE .....	42
8.7	WITNESS DUTY .....	43
8.8	ADMINISTRATIVE LEAVE .....	43
8.9	MILITARY LEAVE .....	43
8.10	POOL SHUTDOWNS .....	43
8.11	LEAVES OF ABSENCE OR MEDICAL OR FAMILY REASONS .....	43
8.12	FAMILY MEDICAL LEAVE ACT .....	44
8.13	WASHINGTON FAMILY CARE ACT .....	45
8.14	WASHINGTON MATERNITY DISABILITY REGULATION .....	45
8.15	OTHER LEAVES OF ABSENCE.....	45
8.16	PROCEDURES FOR REQUESTING LEAVE OF ABSENCE .....	46
8.17	SHARED LEAVE PROGRAM .....	46
8.18	HOLIDAYS .....	47
8.19	RELIGIOUS HOLIDAYS.....	48
8.20	RETURN TO WORK.....	48
8.21	VOLUNTARY TIME OFF .....	48
<b>CHAPTER 9 EMPLOYEE RESPONSIBILITIES AND CONDUCT .....</b>		<b>50</b>
9.1	PERSONNEL DATA CHANGES .....	50

9.2	EMPLOYEE CONDUCT .....	50
9.3	OUTSIDE EMPLOYMENT .....	50
9.4	REPORTING IMPROPER GOVERNMENTAL ACTION .....	51
9.5	POLITICAL ACTIVITIES.....	52
9.6	NO SMOKING POLICY .....	53
9.7	PERSONAL PROPERTY .....	53
9.8	DISTRICT PROPERTY .....	53
9.9	PERSONAL PHONE CALLS .....	53
9.10	ELECTRONIC MAIL AND INTERNET USE.....	54
9.11	INTERNET POLICY .....	55
9.12	USE OF COMPUTER FLASH DRIVES, STORAGE, CDS OR DVDS.....	56
9.13	BULLETIN BOARDS .....	56
9.14	CONTACT WITH THE NEWS MEDIA.....	56
9.15	SOLICITATIONS.....	56
9.16	KEY CONTROL POLICY .....	56
9.17	DISTRICT SECURITY AND SAFE CODES .....	57
9.18	SAFETY.....	57
9.19	BLOODBORNE PATHOGENS.....	57
9.20	DRUG AND ALCOHOL FREE WORKPLACE POLICY .....	58
9.21	PERSONAL APPEARANCE .....	58
9.22	CELL PHONE PHOTOGRAPY, CAMERA USE & VIDEOTAPING.....	59
<b>CHAPTER 10 DISCIPLINE AND TERMINATIONS .....</b>		<b>60</b>
10.1	ACTIONS SUBJECT TO DISCIPLINARY ACTION.....	60
10.2	POSSIBLE DISCIPLINARY ACTIONS.....	61
10.3	DISCIPLINARY ACTION APPEAL PROCEDURE .....	61
10.4	RESIGNATION .....	61
10.5	SEPARATION EXIT INTERVIEW .....	61
10.6	LAYOFF .....	62

<b>CHAPTER 11 COMPLAINT PROCEDURES.....</b>	<b>63</b>
<b>APPENDIX A: SALARY PLAN .....</b>	<b>64</b>
<b>APPENDIX B: TRAVEL EXPENSE REPORT .....</b>	<b>65</b>
<b>APPENDIX C: INSTRUCTIONAL INCENTIVE PROGRAM .....</b>	<b>66</b>
<b>APPENDIX C2: LIFEQUARD CERTIFICATION POLICY.....</b>	<b>67</b>
<b>APPENDIX D: REQUEST FOR LEAVE FORM .....</b>	<b>68</b>
<b>APPENDIX E: APPLICATION FOR FAMILY OR MEDICAL LEAVE .....</b>	<b>69</b>
<b>APPENDIX F: CERTIFICATION OF HEALTH CARE PROVIDER .....</b>	<b>70</b>
<b>APPENDIX G: SERIOUS HEALTH CONDITION DEFINITION.....</b>	<b>72</b>
<b>APPENDIX H: NOTICE OF INTENTION TO RETURN FROM LEAVE .....</b>	<b>73</b>
<b>APPENDIX I: OUTSIDE KEY ISSUANCE.....</b>	<b>74</b>
<b>APPENDIX J: EMPLOYEE ACCIDENT REPORT .....</b>	<b>75</b>
<b>APPENDIX K: SUPERVISOR’S ACCIDENT REPORT.....</b>	<b>76</b>
<b>(FOLLOW-UP ON EMPLOYEE) .....</b>	<b>76</b>
<b>APPENDIX L: REQUEST FOR DIRECT DEPOSIT FORM .....</b>	<b>77</b>
<b>APPENDIX M: APPROVAL FOR DISTRICT PAID TRAINING .....</b>	<b>78</b>
<b>APPENDIX N: HARASSMENT, INTIMIDATION OR BULLYING FORM .....</b>	<b>79</b>
<b>APPENDIX O: DRUG AND ALCOHOL FREE WORKPLACE EMPLOYEE FORM.....</b>	<b>80</b>
<b>APPENDIX P: AUTHORIZATION FOR OVERTIME FORM .....</b>	<b>81</b>
<b>SCHEDULE A: REIMBURSEMENT RATES FOR LODGING, MEALS AND PRIVATE VEHICLE MILEAGE .....</b>	<b>82</b>
<b>SCHEDULE B: MILEAGE TABLE.....</b>	<b>83</b>

**STATEMENT OF AT-WILL EMPLOYMENT AND  
ACKNOWLEDGEMENT OF RECEIPT OF PERSONNEL HANDBOOK**

The contents of this Handbook are a summary of current employment conditions of Fidalgo Pool & Fitness Center (FPFC). FPFC reserves the right to amend or terminate any of the policies, plans, or benefits described in this Handbook at any time without notice. Any such changes made by FPFC will immediately supersede the current contents of this Handbook. Nothing contained in this Handbook is intended to create an employment contract between FPFC and any of its employees for any definite term of employment or for the provision of any benefits or procedures described herein.

Employees are hired for indefinite terms of employment. Employment at FPFC is at-will, which means that the District or any employee at the District may terminate the employment with or without notice and with or without cause. No agent or representative of the District, other than the FPFC Board of Commissioners, and then only in writing, have the authority to enter into any agreement for employment for any specified period of time, or to enter into an employment agreement that in any way modifies the at-will status of employment at FPFC.

I, the employee, specifically understand that my employment may be terminated at any time, with or without cause and with or without notice, at the sole option of either FPFC or me, unless the FPFC Board of Commissioners modify this at-will status in writing.

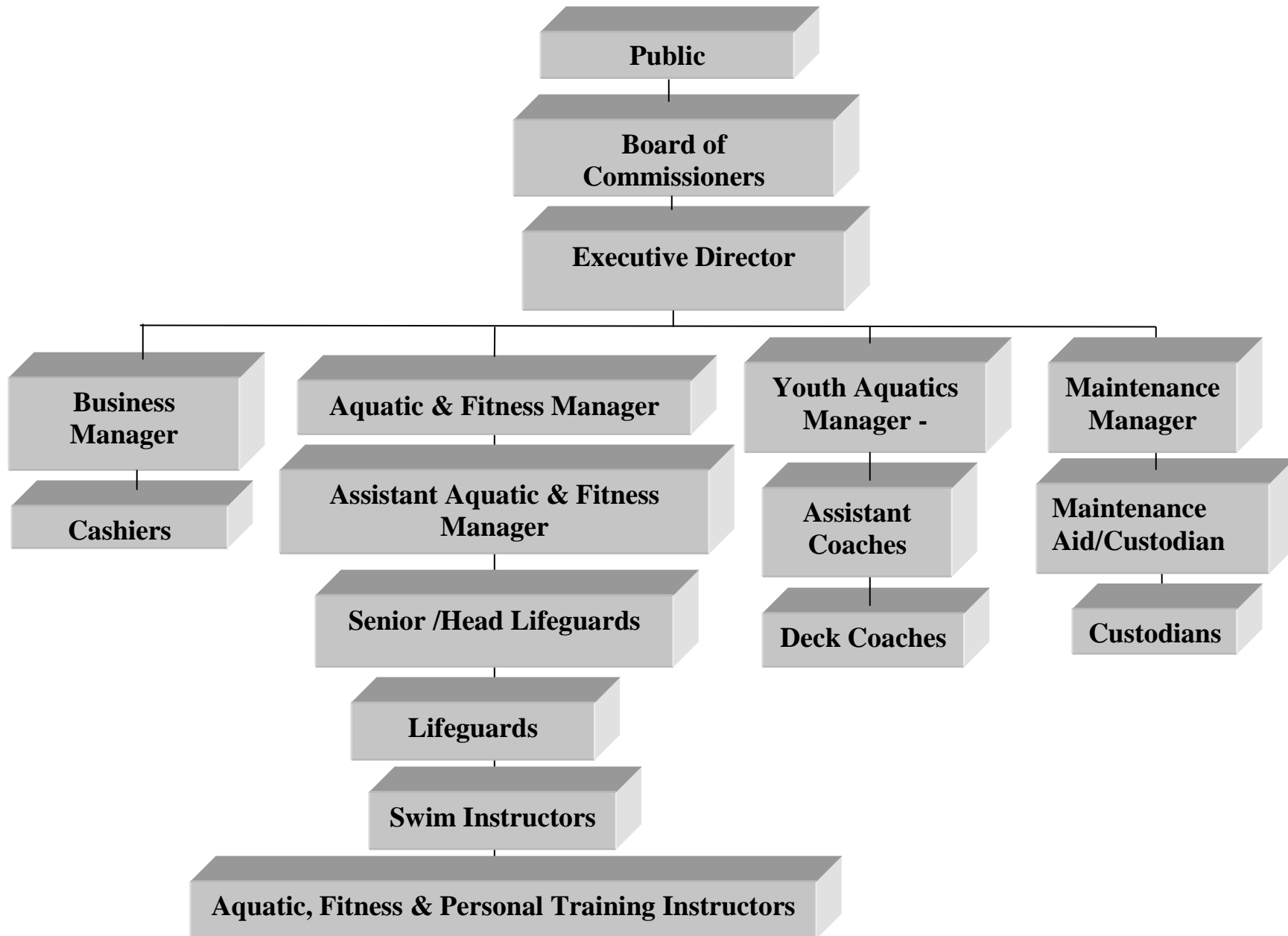
I understand that the contents of this Handbook do not constitute a contract of employment between FPFC and me for any of the policies, practices, or benefits described in the Handbook. I also understand that FPFC may unilaterally amend or revoke any of the policies, procedures, or benefits described in this Handbook without advance notice to me. I also understand that the provisions of this Handbook supersede any prior employee handbooks or other descriptions of the District's policies and benefits.

My signature below indicates that I have read and understood the foregoing, and that I have received a copy of the Fidalgo Pool & Fitness Center's Employee Handbook.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Name** (print clearly): \_\_\_\_\_

## FIDALGO POOL & FITNESS CENTER ORGANIZATION CHART





# CHAPTER 1 PURPOSE AND SCOPE

## 1.1 INTRODUCTION

This handbook is designed to acquaint you with the Fidalgo Pool & Fitness Center District (FPFC) and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes your responsibilities as an employee and outlines the programs developed by FPFC to benefit you.

No employee handbook can anticipate every circumstance or question about policy. As we continue to grow, the need to change policies described in the handbook may arise. Therefore, FPFC reserves the right to revise, supplement, or rescind any policies or portions thereof, from time to time, as it deems appropriate, at its sole and absolute discretion. The only recognized deviations from the stated policies are those authorized and signed by the Fidalgo Pool & Fitness Center District Board of Commissioners.

New policies or revisions may be distributed to all employees as a new or revised page of the Handbook. **It is your responsibility to read, understand, and place the new or revised policies in your own Handbook.**

## 1.2 CHANGING THE POLICIES

As the need arises, the Board of Commissioners may modify these policies. Policies will be reviewed as applicable to comply with changes in the law and/or as common practice changes. The Board of Commissioners may deviate from these policies in individual situations, particularly in an emergency, in order to achieve the primary mission of serving the District. Employees may request specific changes to these policies by submitting written suggestions to their department head.

## 1.3 DEFINITIONS

**Advantageous** - Direct, non-financial, work-related benefits accruing to the District.

**Applicant** - a person who has made formal application for a position by completion of a FPFC Job Application form and presenting that form to the appropriate department head.

**Commercial Lodging Facility** - A public establishment selling lodging accommodations to travelers. A motel, hotel, rented furnished house, “bed and breakfast” inn or house, or rented furnished apartment with rent paid on a daily basis, or prorated on a weekly or monthly basis.

**Department Head** - The appointed manager of a department.

**Disciplinary Action** - Imposition of certain personnel actions (e.g., reprimand, warning, suspension, dismissal, demotion).

**Dismissal or Discharge** - Involuntary separation or termination of employment.

**Economical** - Direct financial, work-related costs that occur at the least cost to the District and for which the District is responsible to pay.

**Elected Official** - an individual elected by the voters to discharge the duties of his/her elective office, or an individual duly appointed to fill a vacancy in an elective office.

## **Employee Classifications:**

**Exempt Employee** - An elected Official, non-covered staff member, executive, administrative, or professional employee exempt from the minimum wage and overtime requirements of the Fair Labor standards Act or Washington Minimum Wage Act.

**Hourly part-time** - Employees who are not in a temporary status and scheduled a variety of hours. They receive all legally mandated benefits (Unemployment Insurance, Workers' Compensation, and Social Security).

**Regular full-time Salary** - Employees who are not in a temporary status and who are regularly scheduled to work at least 40 hours per week. Generally, they are eligible for the full benefit package, subject to the terms, conditions, and limitations of each benefit program.

**Regular part-time** - Employees who are not in a temporary status and who are regularly scheduled to work a minimum of 25 but less than 39 hours per week. They are eligible for health benefit coverage. They also receive all legally mandated benefits (Unemployment Insurance, Workers' Compensation, and Social Security).

**Grievance** - An employee's written expression of dissatisfaction with some aspect of these rules and regulations.

**Immediate Family Members** – Persons related by blood, or marriage, or legal adoption in the degree of consanguinity of grandparent, parent, wife, husband, brother, sister, child or grandchild or relative living in the employee's household.

**In-State Travel** - Travel within the state of Washington.

**Layoff** - The involuntary termination of an employee due to lack of work, lack of funds, or reorganization.

**Lodging** - Sleeping accommodations; rented room(s) in a hotel, motel, or bed and breakfast. See "Commercial Lodging Facility."

**Municipal Officer** - "Municipal Officer" and "officer" shall each include all elected and appointed officers of Skagit County, together with all deputies and assistants of such an officer, and all persons exercising or undertaking to exercise any of the powers or functions of a municipal officer. (See RCW 42.23.020).

**Non-Exempt Employee** – A staff member who is covered by the minimum wage and overtime requirements of the Fair Labor standards Act or Washington Minimum Wage Act.

**Official Residence** - The city, town, or other location where an employee maintains a residence which is used as a primary domicile by the employee. Determinations by the agency head or authorized designee regarding an employee's official residence are to be based on items such as voter registration, ownership, or long-term rental of a personal residence, and the permanent address carried in the employee's personnel file.

**Official District Business** - Those activities performed by an employee of the District, or authorized volunteer in order to accomplish district function or as required by the duties of his or her position or office.

**Official Station** - The city, town, or other location where the traveler's office is located, or the city, town or location where the traveler's work is performed on a permanent basis.

**Original Receipt** - An itemized bill or invoice issued by a hotel, motel, or bed and breakfast establishment indicating amounts paid for lodging, telephone calls, food, other services, and taxes.

**Out-of-State Travel** - Travel anywhere outside the boundaries of the State of Washington.

**Overtime** - Time worked in excess of forty (40) hours in any one-work week.

**Overtime Pay** - Rate of pay for each hour a non-exempt employee works in excess of the regularly scheduled full-time workweek.

**Per Diem Expenses** - Those costs covering lodging expenses and subsistence expenses while in travel status.

**Regular Work Place** - A building where a district employee normally performs his/her state work.

**Regular Work Hours** - The time a district employee normally works at their designated workstation.

**Resignation** - The voluntary action by an employee to terminate his/her employment.

**Suspension** - A temporary removal from duty with or without pay of an employee for disciplinary purposes or for the purpose of investigation of accusations brought against an employee.

**Temporary Employee** - Employees who are hired to supplement the work force temporarily, or to assist in the completion of a specific project. Employment assignments in this category are of a limited and indefinite duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until notified of a change. Temporary employees receive all legally mandated benefits (such as Workers' Compensation and Social Security).

**Temporary Duty Work Site** - Each specific location where official business is performed by a traveler.

**Termination** - The voluntary or involuntary cessation of employment with FPPC.

**Transportation Expenses** - Those costs covering a) travel by commercial carriers such as bus, train, ship, and airplane; b) travel by privately owned motor vehicles, such as cars, motorcycles, vans, or trucks; c) travel by rental motor vehicle; d) or some combination of a), b), and/or c).

**Travel Status** - An employee is in travel status when performing official duties away from the location where the employee normally works excluding time spent commuting between the official station and official residence of the traveler.

**Volunteer Workers** - Persons performing services for the District, or attending seminars, swim meets or meetings at the invitation of the District, but who are not a district employees.

**Workweek** - An employee's workweek is a fixed number of hours per week. The workweek commences at 12:01 a.m. on Monday and concludes at 12:00 midnight Sunday.

## **CHAPTER 2 GENERAL POLICIES AND PRACTICES**

### **2.1 EQUAL EMPLOYMENT OPPORTUNITY**

FPFC is an equal opportunity employer. This means that FPFC does not discriminate in employment decisions or policies in violation of law on the basis of race, color, national origin, creed, religion, sex, age (40 or over), marital status, physical or mental disability, sexual orientation, or status as a Vietnam-era or special disabled veteran. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, reduction in force, recall, transfer, leaves of absence, compensation, and training. Employment opportunities are and shall be opened to all qualified applicants solely on the basis of their experience, education, aptitudes, and abilities. The full cooperation of each elected official/department head, supervisor, and employee is necessary to make certain that FPFC remains in fact, as well as policy, an equal opportunity employer.

### **2.2 DISABILITY DISCRIMINATION PROHIBITED**

FPFC will not discriminate against qualified applicants or employees with a sensory, physical or mental disability, unless the disability cannot be reasonably accommodated and prevents proper performance of an essential element of the job. FPFC will reasonably accommodate qualified individuals with disabilities.

### **2.3 LIFE THREATENING/COMMUNICABLE DISEASES**

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

### **2.4 HARASSMENT (INCLUDING SEXUAL HARASSMENT)**

It is FPFC intent to provide a work environment that is free from all forms of harassment, including sexual harassment. All employees are expected to be sensitive to and respectful of their coworkers and others with whom they come into contact with while representing FPFC. FPFC prohibits all employees from engaging in any form of harassment, whether due to sex, sexual orientation, race, religion, disability, or any other reason.

With respect to sexual harassment, examples of the conduct we prohibit our employees from engaging in include:

- Vulgar or sexual comments, jokes, stories, and innuendo.
- Graphic or suggestive comments about someone's body or manner of dress.
- Gossip or questions about someone's sexual conduct or orientation.
- Vulgarity, leering, inappropriate touching and obscene or suggestive gestures.
- Display in the work place of sexually suggestive photographs, cartoons, graffiti, and the like.
- Unwelcome and repeated flirtations, requests for dates, and the like.
- Unwelcome sexual advances by a supervisor or a coworker.

- Solicitation or coercion of sexual activity, dates, or the like by the promise (either express or implied) of rewards or preferential treatment.
- Solicitation or coercion of sexual activity, dates, or the like by the threat (either express or implied) of punishment.
- Intimidating, hostile, derogatory, contemptuous, or otherwise offensive remarks that are directed at a person because of that person's sex, where the remarks cause discomfort or humiliation and interfere with the performance of the employee's duties.
- Retaliation against an employee for refusing sexual overtures, for complaining about sexual harassment, or for cooperating with the investigation of a complaint.

If at any time you believe you are being subject to harassment or discrimination, or if you become aware of such conduct being directed at someone else, you should promptly notify your immediate supervisor and fill out a Harassment, Intimidating or Bullying Incident Report Form. If you believe that your immediate supervisor is involved in the conduct you are concerned about, you should promptly notify the Executive Director. All reported incidents will be investigated under the following guidelines:

- All complaints will be kept confidential, and will be disclosed only as necessary to allow the appropriate district personnel to investigate and respond to the complaint. No one will be involved in the investigation or response except those with a need to know. Any special concerns about confidentiality will be addressed at the time they are raised.
- Any employee who is found to have violated this policy is subject to corrective action up to and including discharge.

FPFC will not permit retaliation against anyone who makes a complaint or who cooperates in the investigation of a complaint.

## **2.5 PROHIBITION OF HARASSMENT, INTIMIDATION, BULLYING**

The Fidalgo Pool and Fitness Center District strives to provide employees, patrons, vendors, contractors and the public with a pleasant environment to work and visit where everyone is treated with respect and no one is physically or emotionally harmed.

In order to ensure respect and prevent harm, it is a violation of district policy for anyone at Fidalgo Pool and Fitness Center to be harassed, intimidated, or bullied by others on the grounds or during external sponsored events. This policy includes consideration of all employees, commissioners, volunteers, families, patrons, contractors, vendors and visitors. Individuals will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Any Fidalgo Pool and Fitness Center staff member who observes, overhears, or otherwise witnesses harassment, intimidation or bullying, or if such actions have been reported to him or her, must take prompt and appropriate action to stop the harassment and to prevent its recurrence.

### **Definitions**

Aggressor is person who engages in the harassment, intimidation or bullying of someone at the Fidalgo Pool and/or at District sponsored events.

Harassment, intimidation or bullying is an intentional electronic, written, verbal, or physical act that:

- Physically harms a person or damages the person's property.
- Has the effect of substantially interfering with workplace or facility use.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening environment.
- Has the effect of substantially disrupting the orderly operation of the facility.

Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted person actually possess the characteristic that is the basis for the harassment, intimidation or bullying.

Incident Reporting Forms may be used by anyone to report incidents of harassment, intimidation or bullying.

Retaliation is when an aggressor harasses, intimidates, or bullies a person who has reported incidents of bullying.

Targeted person is the individual whom harassment, intimidation or bullying has allegedly been perpetrated.

### **Relationship to Other Laws**

This procedure applies only to RCW 28A.300.285 – Harassment, Intimidation and Bullying prevention. There are other laws and procedures to address related issues such as sexual harassment or discrimination.

1. RCW 28A.300.285 – Harassment, Intimidation and Bullying
2. RCW 28A.640.020 – Sexual Harassment
3. RCW 49.60.010 – The Law Against Discrimination

The district will ensure its compliance with all state laws regarding harassment, intimidation or bullying. Nothing in this procedure prevents any person affected or the district from taking action to remediate harassment or discrimination based on a person's gender or membership in a legally protected class under local, state, or federal law.

### **Prevention**

#### **1. Dissemination**

In the staff room and on the Fidalgo Pool and Fitness Center website, the district posts information on reporting harassment, intimidation and bullying; The Executive Director's name and contact information is provided to make a report.

#### **2. Education and Training**

During new hire orientation and annually, the employees will receive training on this policy as well as other policies that protect employees and other persons at the facility from harm. The information will include a copy of the Incident Reporting Form.

### 3. Prevention Strategies

The district will implement a range of prevention strategies including individual and district-level approaches.

The district will investigate other agencies' policies and procedures on halting these behaviors and implement appropriate action to improve the environment, and eliminate harassment, intimidation and bullying at Fidalgo Pool and Fitness Center.

### 4. Compliance

The Executive Director will:

- Serve as the district's primary contact for harassment, intimidation and bullying.
- Provide support and assistance to the Business Manager, Department Managers, employees and/or designees in resolving complaints.
- Receive copies of all Incident Reporting Forms, disciplinary reports, and letters to involved persons providing the outcomes of investigations.
- Gather information to identify patterns of behavior and areas of concern.
- Ensure implementation of the policy and procedure by overseeing the investigative processes, including ensuring that investigations are prompt, impartial, and thorough.
- Assess the training needs of staff to ensure successful implementation throughout the district, and ensure staff members receive annual training.
- Bring in parents of an aggressor under 18 years of age to develop a plan to halt the harassment, intimidation and/or bullying.
- Discontinue facility use by aggressor or terminate an aggressive employee's position at Fidalgo Pool and Fitness Center if a targeted person continues to experience harassment, intimidation or bullying that threatens the person's health and safety or if the first time behavior warrants severe disciplinary action.
- Notify the Commissioners of cases of harassment, intimidation or bullying.

### **Staff Intervention**

All staff members shall intervene when witnessing or receiving reports of harassment, intimidation or bullying. In the case of minor incidents where staff members are able to resolve issues immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, may require no further action under this procedure.

### Filing an Incident Reporting Form

Any person who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person at Fidalgo Pool and Fitness Center who observes or receives notice that a person has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member.

### Addressing Bullying – Reports

#### **Step 1: Filing an Incident Reporting Form – See Appendix N**

In order to protect a targeted person from retaliation, a person need not reveal his identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the person may choose to disclose his or her identity (non-confidential).

## Status of Reporter

### a. Anonymous

Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific patrons or staff. (Example: An unsigned anonymous report dropped in the Executive Director's office led to the increased monitoring of the morning swimmers by staff.)

### b. Confidential

Individuals may ask that their identities be kept secret from the accused and other staff members. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report. (Example: A staff member tells the Executive Director about head lifeguard's bullying of a junior lifeguard but asks that nobody know who reported the incident. The Executive Director will say, "I won't be able to punish the bullies unless you or someone else who saw it is willing to let me use their names, but the managers and I will observe the behavior of the person in question if that would help.")

### c. Non-confidential

Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all of the information that it has regarding the complaint to any individuals involved in the incident, but even then, information will still be restricted to those with a need to know basis, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

## Step 2: Receiving an Incident Reporting Form

All staff members are responsible for receiving oral and written reports. Whenever possible a staff member who initially receives an oral or written report of harassment, intimidation or bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation or bullying, no further action may be necessary under this procedure.

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be recorded on an Incident Reporting Form and submitted to the Executive Director, unless the Executive Director is the subject of the complaint. In this situation, the complaint will be given to the Commissioners of Fidalgo Pool and Fitness Center.

## Step 3: Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be investigated with reasonable promptness. Any patron under 18 years of age may have a trusted adult with them throughout the report and investigation process.

### a. Upon receipt of the Incident Reporting Form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the district designee will begin the



investigation. If there is potential for clear and immediate physical harm to the complainant, the district will immediately contact law enforcement and inform the parent/guardian of a targeted individual under 18 years old.

b. During the course of the investigation, the district will take reasonable measures to ensure that no further incidents of harassment, intimidation or bullying occur between the complainant and the alleged aggressor. Depending on the severity of the complaint, the district will implement a plan for the person(s) involved. The plan may include changing the time the non-employee aggressor come to the facility, suspension or no trespass order. Employees will be disciplined by way of the Disciplinary procedure that appears in the Employee Policy Manual.

c. Within two (2) business days after receiving the Incident Reporting Form, the District designee will notify the families of those patrons under 18 years old involved that a complaint was received and direct the families to the district's policy and procedure on harassment, intimidation and bullying.

d. In rare cases, where after consultation with a patron under 18 years old and the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation and bullying and notify Child Protective Services.

e. The investigation shall include, at a minimum:

- An interview with the complainant;
- An interview with the alleged aggressor;
- A review of any previous complaints involving either the complainant or the alleged aggressor; and
- Interviews with other patrons or staff members who may have knowledge of the alleged incident.

f. The Executive Director or designee may determine that other steps must be taken before the investigation is complete.

g. The investigation will be completed as soon as practicable but generally no later than five (5) business days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or targeted individual with weekly updates.

h. No later than two (2) business days after the investigation has been completed and documented, the Executive Director or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:

The results of the investigation;

- Whether the allegations were found to be factual;
- Whether there was a violation of policy; and
- The process for the complainant to file an appeal if the complainant disagrees with results.

Because of the legal requirement regarding the confidentiality of these

records, the Executive Director or designee may not be able to report specific information to the parent/guardian of a targeted youth under 18 years old or patron about any disciplinary action taken with an aggressor under 18 years old.

If a district chooses to contact the parent/guardian by letter, the letter will be mailed to the parent/guardian of the complainant and alleged aggressor by United States Postal Service with return receipt requested.

#### Step 4: Corrective Measures for the Aggressor

After completion of the investigation, the Executive Director or district designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) business days after contact has been made to the families or guardians regarding the outcome of the investigation. In the event that a non-employee aggressor appeals the imposition of discipline, the Executive Director may decide that there is a potential threat to others and prevent the individual on the premises until the appeal is resolved. If the accused is an employee, the Executive Director may decide that there is a potential threat to others and may place the staff member on administrative leave. If the aggressor is a patron, a pass holder and corrective measures were not necessary, the individual's pass will be reinstated. If the aggressor is an employee and corrective measures were not necessary, the individual will be reinstated with back pay.

An employee may be subject to disciplinary action and/or a non-employee may have facility privileges revoked if in an investigation the Executive Director or designee finds that he and/or she knowingly made a false allegation of harassment, intimidation or bullying.

#### Step 5: Targeted Person's Right to Appeal

1. If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the Commissioners of Fidalgo Pool and Fitness Center by filing a written notice of appeal within five (5) business days of receiving the written decision. The Commissioners will review the investigative report and issue a written decision on the merits of the appeal within five (5) business days of receiving the notice of appeal.

2. The board of Commissioners' decision will be the final district decision.

#### Step 6: Discipline/Corrective Action

The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation or bullying. Depending on the severity of the conduct, corrective measures may include education, discipline, privileges suspension, no trespass order or and/or referral to law enforcement.

Corrective measures for non-employee who commits an act of harassment, intimidation or bullying will be varied and graded according to the nature of the behavior, the developmental age of the person, or the person's history of problem behaviors and performance.

If staff members have been found to be in violation of this policy and procedure, the district may impose employment disciplinary action, up to and including termination.

#### Immunity/Retaliation

No aggressor may engage in reprisal or retaliation against a targeted person, witness, or other person who brings forward information about an alleged act of harassment, intimidation or bullying. Retaliation is prohibited and will result in appropriate discipline.

## **2.6 WORKPLACE VIOLENCE**

The Fidalgo Pool and Fitness Center District is committed to providing a safe workplace for its employees, patrons, contractors, vendors, and the public. Therefore, in an effort to help prevent or reduce the possibility of violence in our workplace, the District has implemented a workplace violence policy.

- The District strictly prohibits threatened or actual workplace violence. This includes, but is not limited to, any of the following conduct associated in or around the workplace, or otherwise related to employment:
  - (a) Threatening injury or damage against a person or property
  - (b) Fighting or threatening to fight with another person
  - (c) Threatening to use a weapon on Fidalgo Pool and Fitness Center premises
  - (d) Abusing or injuring another person
  - (e) Abusing or damaging property
  - (f) Using obscene or abusive language or gestures in a threatening manner
  - (g) Raising voices in a threatening manner
  - (h) Inappropriate suggestions or behaviors from a stranger toward a child on the premises.
  - (i) Because of the potential for misunderstanding, joking about any of the above misconducts is also prohibited.
  
- The term Fidalgo Pool and Fitness Center premises means all areas within the ownership and/or control of the Fidalgo Pool and Fitness Center District, including, but not limited to, buildings, offices, lobby, balcony, locker rooms, staff room, bathrooms, parking lots, desks, cabinets, lockers, storage areas, and any other Fidalgo Pool and Fitness Center owned property or area on which employees may work or patrons may be in attendance. The District reserves the right to search all facility premises when the facility's management determines that such a search is a reasonable and necessary precaution for work place safety. The police will be notified if weapons or other questionable materials are stored in lockers or brought into the facility by any person, excluded law enforcement officers.
  
- Any incidents indicating a potential for violence are to be reported by an employee or a patron to senior staff on duty, supervisors, Business Manager and/or Executive Director as soon as possible. The employee should complete an incident report, as appropriate. If an employee has violated this policy, the employee will be subject to immediate discipline up to and including discharge. The Executive Director and/or Business

manager shall handle concerns with members of the public or other parties as it determines under its policies and procedures. It is the responsibility of the Executive Director to notify the Commissioners of any potential violent incidents.

- Any employee who believes that a situation has placed him or anyone else in imminent danger should implement the violent incident procedure, which is to call 911 and request immediate police officer support. Example include, any person, whether it be another employee, guest, patron, contractor, vendor or other party who uses obscene or abusive language or gestures, or makes threats or acts in an aggressive or threatening manner may immediately become violent putting the employee or others in imminent danger, or inappropriate suggestions or behaviors from a stranger made to a child on the premises. If these situations happen, Staff should immediately call 911 to request police officer support. If possible, the employee and/or patron should leave the area. An incident report should be completed and senior management notified. It is the responsibility of the Executive Director to notify the Commissioners of any actual violent incidents.
- All District security policies and rules must be adhered to at all times. To prevent inappropriate outsider access, facility solicitation and access rules must be strictly followed. It is especially important that building security rules and procedures are specifically enforced at all times (e.g., doors locked after hours). Failure to comply with these requirements may lead to disciplinary action, up to and including discharge. Employees need to
  - (a) Be familiar with all safety and health procedures relevant to Fidalgo Pool and Fitness Center;
  - (b) Inspect their work areas periodically, at least once an hour
  - (c) Identify conditions that are recognized as being unsafe and report same to appropriate Manager; and
  - (d) Report accidents and injuries to the immediate staff person in charge. The manager of that department, Business Manager and Executive Director also must be notified.

## 2.7 EMPLOYEE PERSONNEL FILES

A personnel file for each employee is kept in the Business Manager's office. An employee's personnel file contains the employee's name, title and/or position held, job description, department to which the employee is assigned, salary, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information. Medical information about employees is contained in a separate confidential file.

**Personnel files are the property of FPFC, and access to the information they contain is kept confidential to the maximum extent permitted by law. Generally, only those who have a legitimate reason to review information in a file are allowed to do so as determined by the Executive Director. Employees have the right to review their files, but only with reasonable advance notice, and only in the presence of the Business Manager or the Executive Director.**

An employee may request removal of irrelevant or erroneous information in his/her personnel file. If the District denies an employee's request to remove the information, the employee may file a written rebuttal statement to be placed in his/her file.

## **2.8 RELEASE OF EMPLOYEE INFORMATION**

It is the District's policy to consider the employee's address, telephone number, and related information as personal and confidential. Consequently, such information shall not be released to any individual or organization other than the employee's immediate supervisor/department head unless authorized by the employee in writing or required by law.

Written requests for the release of information shall be used when information is requested about an employee or former employee. This includes requests by the employee for release of personal information to particular persons or agencies. Without a written waiver and release signed by the employee or former employee, no information will be released. **No** blanket waivers are allowed. **A Release of Information form** may be obtained from the Business Manager.

A copy of the request for confidential information verified as valid by the employee shall be filed in the employee's permanent personnel record.

## **2.9 EMPLOYMENT REFERENCES**

In an effort to maintain consistency in our responses and to maintain the level of confidentiality required by law, only the Business Manager or the Executive Director will provide employment references on current or former FPFC employees. Other employees shall refer requests for references to these individuals. References are limited to verification of employment, position held, and period of employment.

## **2.10 DESIGNATED EMPLOYEE AREAS**

Designated employee areas include mechanical, staff locker rooms, designated offices and behind the front counter. Non-employees, including employee family members are not allowed in these areas. Only authorized employees are allowed behind the front counter and the mechanical room. When arriving to work, employees must enter through the locker rooms. Employees may purchase retail, concession items or request change from the cashier only.

## CHAPTER 3 RECRUITING AND HIRING

### 3.1 RECRUITING

Recruiting practices are conducted solely on the basis of ability, merit, qualifications and competence, without regard to race, color, religion, national origin, sex, marital status, pregnancy, physical or mental disability, or age.

Applications will be accepted for existing openings only, and such applications shall expire within six months. Each applicant shall complete and sign an application form prior to being considered for any position. Resumes may supplement, but not replace, the District's official application.

FPFC relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process. Misrepresentations, falsifications, or omissions of materials in application data may result in the exclusion of the individual from further consideration for employment, or termination, if the person has been hired.

To ensure that individuals who join FPFC are well qualified and have a strong potential to be productive and successful, it is the policy of FPFC to verify information provided on each job application form.

### 3.2 HIRING

When a position becomes vacant, the department head shall review the position, its job description and the need for such a position. The position will be posted and advertised only after the Executive Director has approved the request.

All job notices and advertisements will be prepared and posted by the Department Head for any position vacancies. The following information shall be included in the job vacancy notice: Title of position, specific qualifications, where to apply, salary, closing date for application (7 days from the first day any advertisement is published), FPFC is an Equal Opportunity Employer (E.O.E.).

Position vacancies may be advertised on the employee information board, district homepage and at the following locations:

Anacortes American  
901 6<sup>th</sup> Street  
Anacortes, WA 98221  
(360) 293-3122  
FAX (360) 293-5000

Whidbey News  
Times/Crosswinds  
P.O. Box 10  
Oak Harbor, WA 98277  
(360) 675-6611  
FAX (360) 679-2695

Skagit Valley Herald  
P.O. Box 578  
Mount Vernon, WA 98255  
(360) 424-4567 Classifieds  
FAX (360) 424-5300

Circulation: Tuesday

Circulation: Wednesday and  
Saturday

Circulation: Daily

## Job Boards

Skagit Valley College, Oak Harbor (360) 679-5319/ FAX (360) 679-5375 Call or FAX

Skagit Valley College, Mount Vernon (360) 416-7743/ FAX (360) 416-7868 Call or FAX

Western Washington University (360) 650-3158/ FAX (360) 650-6549 Call or FAX

Whatcom County Community College Job Board

ATTN: Career Center (360) 676-2170/FAX (360) 676-2171

WA State Employment Security Dept. (360) 416-3500/ FAX (360) 416-3589 Call or FAX

When management positions become vacant, the position may also be advertised in the Seattle Times/PI, as well as other professional aquatic periodicals and web sites as deemed necessary.

All applicants selected for potential employment will be subject to an oral interview, a written exam (if required), and/or Lifeguard/CPR test. (All lifeguard and water safety instructors must have current American Red Cross certifications.) The format and content of these examinations shall be selected by the department head and shall reflect the skills and knowledge to perform the work of a given position of class of positions. Examinations shall be based on the actual requirements of the work to be performed.

Applicants will submit completed applications to the cashiers. The cashiers will place the applications, along with any resumes and required forms, into the in-box of the appropriate department head. Each department head is responsible for screening applicants for minimum qualifications.

After a hiring decision is made and approved by the Executive Director, all forms shall be submitted to the Business Manager for processing. Processing includes a background check, setting an appointment with appropriate staff members for new employee orientation. Unsuccessful applicants will be notified by the Executive Director or Manager responsible for filling the position.

The Business Manager, and appropriate staff members, will provide an orientation for all new employees. Orientation includes the completion of all paperwork, an explanation of employee benefits, explanation and presentation of the District handbook and Accident Prevention Program. The employee's supervisor will provide a tour of the facility, including introductions to fellow employees. Supervisors will also be responsible for the explanation of the employee's job responsibilities. A formal job description will be outlined for each position. Questions or comments should be addressed to the employee's supervisor.

New employees may not work until all paperwork is filled out and returned to administration, employees' files have been established and the Employee Policy Manual acknowledgements receipts and agreements with provisions are signed. Each employee will have a personnel file where employment information will be kept as well as reprimands, commendation and other notations about job related behaviors.

## **3.3 VOLUNTEERS**

Some certifications require volunteer hours to fulfill course qualifications. The district encourages volunteerism and insures their hours-worked under workers' compensation insurance. Prior to scheduling volunteers the following criteria must be completed: Executive

Director approval, completed volunteer application, background check, and orientation by the Administrative Assistant.

### **3.4 BACKGROUND CHECK**

Background checks will be performed on all selected employee candidates, volunteers, and contractors who will be paid to perform work with patrons. The candidate must sign a Washington State Patrol Identification and Criminal History Check form. The Business Manager will initiate the background check and any negative findings will be submitted to the Executive Director. The Executive Director and Personnel Committee shall review any negative findings and make a hiring decision.

In cases where an applicant has begun working, the Executive Director may terminate them from employment.

### **3.5 IMMIGRATION LAW COMPLIANCE**

In compliance with the United States Immigration and Reform Control Act of 1986, FPFC is committed to employing only citizens of the United States and permanent residents with authorization to work in the United States. As a condition of employment, each new employee must properly complete, sign, and date the first section of the Immigration and Naturalization Service Form I-9. Before beginning work, newly re-hired employees must also complete Form I-9 if they have not previously filed one with FPFC, if their previous I-9 is over three years old, or if their previous I-9 is no longer valid.

In accordance with the United States Immigration and Naturalization Service's requirements, FPFC will require verification of employment eligibility by requesting appropriate documents that verify identity and eligibility for employment in the United States. Appropriate documents may include a United States passport, driver's license and social security card, voter's registration and social security card, driver's license and alien card. All employees are required to submit this information within three days of their date of hire

### **3.6 TEMPORARY EMPLOYEES**

Department heads may use temporary employees to replace regular employees who are on vacation or other leave, to meet peak workload needs, or to fill a vacancy temporarily, until a regular employee is hired. Temporary employees may be hired without competitive recruitment or examination, although all hiring processes must comply with state and federal laws.

### **3.7 CONFLICT OF INTEREST**

Each employee of FPFC is a “municipal officer” as defined in state law and must meet the standards required of a “municipal officer” as stated in RCW Chapter 42.23, Code of Ethics for Municipal Officers. That chapter prohibits the following conduct:

1. No municipal officer may use his or her position to secure special privileges or exemptions for himself, herself, or others; and
2. No municipal officer may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the employing municipality, for a matter connected with or related to the officer’s services as such an officer unless otherwise provided for by law; and



3. No municipal officer may accept employment or engage in business or professional activity that the officer might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position; and
4. No municipal officer may disclose confidential information gained by reason of the officer's position, nor may the officer otherwise use such information for his or her personal gain or benefit; and
5. No municipal officer shall be beneficially interested directly or indirectly, in any contract which may be made by, through or under the supervision of such officer, in whole or in part, or which may be made for the benefit of his/her office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract from any other person beneficially interested therein except as allowed pursuant to RCW 42.23.030 and 42.23.040.

In addition to the above, the following policy and procedure will be followed:

6. In the event that an employee is employed by another employer or self-employed and the position is within the scope of duties of those performed by FPFC, the employee shall be required to submit a statement to FPFC employer containing the nature of such employment. In no event shall an employee engage in outside employment that could constitute a conflict of interest with FPFC.
7. His/her department head should interview any employee engaged in outside employment and a determination made as to whether such outside employment constitutes a conflict of interest. If no conflict is found, a memo to that effect signed by both the department head and the employee should be placed in the employee's personnel file. Should a conflict be found, the employee must be so advised in writing and be directed to either abide by the guidelines set forth by the District, give up such outside employment by a specified date, or be terminated from FPFC employment.

### **3.8 EMPLOYMENT OF RELATIVES (NEPOTISM)**

The immediate family of current FPFC employees and Board of Commissioners will not be employed by FPFC where:

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

Change in Circumstances: If two employees marry, become related or begin sharing living quarters with one another, and in the District's judgment, the potential noted above exist or reasonably could exist, only one of the employees will be permitted to stay with the District, unless reasonable accommodations, as determined by the Board of Commissioners can be made to eliminate the potential problem. The decision as to which employee will remain with the

District must be made by the two employees within thirty (30) calendar days of the date they marry, become related, or begin sharing living quarters with each other. If no decision is made during this time, the District reserves the right to terminate either employee.

### **3.9 PROMOTIONS**

FPFC will consider employee requests for in-house transfers. Job openings will be posted internally, and may be advertised in the local newspaper and through other recruitment sources. Employees interested in a posted position, for which they are qualified, must inform their supervisor of their interest. Transfers may also be initiated by FPFC if it is determined that the move will not only broaden the range of skills within the organization but also enhance individual versatility. Appointment of candidates may not bypass the intent of the Equal Opportunity Act.

### **3.10 DEMOTIONS**

No employee shall be demoted to a position for which he or she does not possess the minimum qualifications. An employee being demoted shall be notified two (2 weeks) prior to demotion. An employee may be demoted: (a) when the employee becomes physically or mentally incapable of performing the duties of the position (b) for disciplinary purpose (c) in lieu of layoff. A demotion may be authorized by the Executive Director for any employee who requests it to prevent a layoff. Any demotion to prevent layoffs may be reversed when the previous position is reopened.

## **CHAPTER 4 HOURS AND ATTENDANCE**

### **4.1 WORKING HOURS**

Working hours for all employees are variable to conform to the District's schedule. The standard workweek for administrative business purposes is from 9:00 a.m. to 5:00 p.m. Monday through Friday. Individual departments may establish working hours, that meet the needs of their particular customer base.

A standard working schedule for regular full-time salary employees consists of forty (40) hours each workweek.

Regular part-time and temporary employees will work hours as specified by their supervisor/department heads.

### **4.2 HOURS OF WORK AND OVERTIME**

Some management, professional, and administrative employees are considered exempt employees and are excluded from specific provisions of federal and state wage and hour laws. Employees who are not classified as *exempt* are classified as *non-exempt* and are subject to provisions of the Fair Labor Standards Act (FLSA). *Non-exempt* employees need to be aware of FPFC policies and procedures on overtime.

Non-exempt employees are entitled to additional compensation, when they work more than 40 hours in an established weekly work period. All overtime pay is calculated at one and one-half times the employee's regular rate of pay for all time worked beyond the established work week.

An Authorization of Overtime form is to be used to approve all overtime for managers and employees. The Executive Director must approve overtime prior to the beginning of overtime work. If an emergency occurs, the employee must notify the Executive Director immediately for authorization. The completed form will be kept in the employee's personnel file and will be include it in that pay period's regular time and attendance records sent to the Business Manager.

In some instances, situations may occur in which employees unknowingly fall into overtime. When this happens, the employee must reduce his/her hours the following workweek by the gross amount the employee earned in overtime pay. An example is: An employee earns \$5/hr and work one hour of overtime. The employee would earn \$7.50. The following week, the employee must reduce his/her work time by 1.5 hours (\$7.50). Continuous unauthorized overtime will result in discipline procedures, such as withholding overtime pay.

### **4.3 ATTENDANCE AND PUNCTUALITY**

FPFC requires that employees report to work on time. If an employee is delayed or unable to report for work because of illness or injury, they must notify his/her supervisor. If the supervisor is unavailable, the employee may leave a message with the department head or Executive Director stating the reason for being late or unable to report to work.

Any employee not able to work their scheduled shift must find a substitute. The employee must fill out the Sub Sheet prior to any changes. Employees are encouraged to make substitutions as soon as possible.

If an absence continues beyond one day, the employee is responsible for reporting in each day.

Employees who fail to report for work as scheduled or properly report their absence to their supervisor/department head will be subject to disciplinary action, including termination. Employees who are absent from work for *three* consecutive days, without providing proper notice will be considered to have *voluntarily terminated*.

In the event an employee suffers a serious illness or injury causing a lengthy absence from work, the employee is required to obtain a signed medical release from the employee's doctor or other qualified health provider will be required.

#### **4.4 HOURS OF OPERATION**

The facility will remain open during all times published in the current schedule of activities except for those closures approved by the Board of Commissioners or for safety reasons. Whenever the facility is open to the public, there shall be a minimum of two employees on duty.

The supervisor/department head will reduce the staff to the minimum required to assure the safety of the public whenever possible: When the last activity of the day or shift is too slow to warrant full staffing, staff will be reduced to the number deemed necessary by the supervisor/department head. The person(s) to leave will be decided by coin toss or rotation.

#### **4.5 UNUSUAL WEATHER CONDITIONS**

Conditions such as severe weather, fire, flood, earthquake, or other natural disasters can disrupt district operations as well as endanger the health and welfare of district employees. Extreme circumstances may also require that the facility will be closed. In the event the building is closed or an employee is unable to get to work or has to leave early due to unusual weather, the time away from work will not be paid leave. If they so desire, employees may elect to use available paid leave.

#### **4.6 REST BREAKS AND MEAL BREAKS**

Employees receive one 10-minute rest break for every four hours of employment as scheduled by the immediate supervisor or as the schedule permits. Employees are entitled to a 30-minute meal break when working five or more hours. The employee's supervisor/department head shall schedule meal periods.

Any employees, such as lifeguards, who are required to remain in the facility during meal breaks, will be paid for this time. If the employee leaves the facility for a meal break, they must punch out.

#### **4.7 TIMEKEEPING**

Non-salary FPFC employees will be issued a time badge to use when clocking in/out. Accurate recording of time worked is the responsibility of every employee. This includes clocking in for the appropriate department in which the employee works. The time card change sheet must be filled out for any time modifications. Failure to complete the time change sheet may result in inaccurate paycheck or loss of pay. Employees will be charged a \$25 replacement fee for a lost or stolen time badge.

Federal and state laws require an accurate record of time worked in order to calculate employee pay and benefits. All overtime work must always be assigned and approved by the Executive Director. Tampering, altering, or falsifying time records, or recording time on another employee's time record may result in disciplinary action, including termination. All non-exempt employees will be paid for actual time worked.

## **4.8 LOCKERS**

Lockers will be provided to employees required to wear uniforms. Employees must provide their own locks. Lockers are district property and may be searched at any time. Refusal to open lockers upon request may result in disciplinary action, including termination.

## **4.9 COMMUNICATIONS**

Announcements will appear on the bulletin board located in the employee/first aid room. Department manuals as well as notebooks containing daily information are provided. Employees are required to check departmental notebooks daily. In addition, employees are responsible for reading their department's manual periodically, and become familiar with policies, procedures and any revisions particular to their department.

## **CHAPTER 5 COMPENSATION**

### **5.1 SALARY CLASSIFICATION AND GRADES AND PAY**

The Board of Commissioners classifies each District job title into the District's Employee Classification and Salary Plan. The plan is designed to pay salaries that are equitable internally; that is, salaries that are in a proper relationship of worth to all other jobs within the District. It is also the policy of the District to pay salaries, which compare favorably with other similar districts and occupations in the regional area within budget limitations and with full consideration for the public it serves.

Each classification is designated a particular salary range shown on the District's Salary Plan. This plan is reviewed and approved as needed and upon every position opening by the Board of Commissioners. The necessity of changing an employee's assigned job classification, modifying the content of a job description, updating salary ranges or other elements of the plan will arise due to the assumption of new district services, programs, the expansion or contraction of existing services and changes in the salary levels for comparable positions in other similar districts and occupations in the regional area.

The application of the plan will be reviewed as necessary to reflect the needs of the District, to verify the adequacy of job descriptions, the proper allocation of the jobs to the appropriate salary ranges, and to assure that employees are properly classified and compensated.

It is the Executive Director's responsibility to assure that each employee is properly classified and receiving the proper salary. This responsibility includes evaluating the particular position duties, ranking the position against the established benchmark positions, and assignment of the position to a salary range in the appropriate salary structure.

### **5.2 EMPLOYEE PAY RATES**

Employees shall be paid within the limits of the wage range to which their positions are assigned. Usually, new employees will start their employment at the minimum wage rate for their classification. However, a new employee may be employed at a higher rate than the minimum when the employee's experience, training or proven capability warrant.

Pay increase levels are determined by the Board of Commissioners annually, are based on the financial health of the facility, and are adjusted to market levels.

Pay increases are also contingent upon satisfactory performance and will occur on the employee's hire, rehire or promotion date. (Refer to part-time employees for variation). Performance evaluations will be performed to determine the movement to the next higher rate. (See section 6.1, Performance Evaluations). If an employee's performance is consistently unsatisfactory, the department head may defer a scheduled pay increase for a stipulated period of time or until the employee's job performance is satisfactory.

Regular part-time employees will receive a 25 cents increase upon the completion of first two hundred and fifty (250) hours. Employees who work as swim instructors only, will receive a 25 cents increase upon the completion of one hundred and fifty (150) hours. The increase will begin on the first day of the month following the month the hours were achieved. Returning employees, who have not achieved two hundred and fifty (250) hours, will resume hours-worked

calculation if re-hire occurs within three (3) years. After completion of the first step, annual pay increases will occur as previously discussed on page 22.

Employees, who earn certifications, will receive a 25 cents merit increase within the position for which the certification was received. New employees who earned WSIA/WSI certifications prior to hire, must complete 16 hours of swim lessons instruction prior to the merit increase. The merit increase will take effect on the first day of the month, following the month the certificate was received. The Executive Director must receive a copy of the certification before merit increases may be implemented.

Current salary ranges will be reviewed annually by the Personnel Committee and brought to the Board of Commissioners for approval if adjustments to current market ranges are recommended.

The Board of Commissioners reserves the right to institute a freeze or to otherwise take such actions as necessary to modify this policy and procedure due to business necessity.

### **5.3 PAY PERIOD**

The pay period begins six (6) working days prior to the pay date and ends seven (7) working days prior to the pay date the following month. Paychecks are issued the last working day of each month or on Friday, if the last day of the month falls on a weekend. The pay cycle begins on the 25<sup>th</sup> day of the month and ends the 24<sup>th</sup> of the following month. Paychecks are issued and electronic deposits made into the employee's bank account on the last working day of each month.

### **5.4 DIRECT DEPOSIT**

Employees may elect to have their paychecks deposited directly into their bank account(s) by providing written authorization. A statement of wages and deductions will be provided each payday. Employees wishing to sign up for direct deposit must contact the Business Manager for a sign-up form.

### **5.5 PAY DEDUCTIONS**

The law requires that FPFC make certain deductions from every employee's compensation. The deductions made from each employee's paycheck include federal income taxes, Social Security taxes (FICA), Medicare and State of Washington Industrial Insurance. Social Security taxes are deducted on each employee's earnings up to a specified limit. This limit is called the Social Security wage base. FPFC matches the amount of Social Security and Medicare taxes paid by each employee. A statement shall be mailed or given to each employee in January, showing his or her total earnings and tax for use in income tax filing (W-2).

### **5.6 COMPENSATION UPON TERMINATION**

When an employee's employment with FPFC is involuntarily terminated, the employee will receive the following compensation on the next regularly scheduled payday:

1. Regular wages for all hours worked up to the time of termination that have not already been paid.

2. Any overtime, holidays or compensation time pay due.
3. A lump sum payment of any accrued unused vacation.

## **5.7 TRAVEL EXPENSE REIMBURSEMENT**

The Director must approve all business travel away from the District in advance.

1. All employees shall exercise prudent judgment in planning trips and incurring expenses. Unnecessary or excessive expenses will not be reimbursed.
2. When feasible, two or more employees should travel on official business in one vehicle.
3. Employees will be reimbursed at the mileage rate established annually by the IRS.
4. Travel time, as a passenger on an airplane, train, bus, boat, or automobile outside of regular working hours is not considered work time.
5. The starting and ending locations of official travel are the official work place or the residence, depending on the work schedule at that point in time.
6. Authorization of travel is to be exercised through the use of a travel mileage expense report. Accompanying receipts must be attached for each reimbursement request.
7. If an indirect route is taken for personal reasons, all extra costs of such travel are not reimbursable. The travel mileage table (Schedule B) or actual odometer reading (which ever is lowest) will be used in determining mileage.
8. Out-of-state travel involving overnight stays requires the prior approval of the Executive Director or designee. Per Diem method is used to determine reimbursement. Refer to Schedule A for web site location.

### Compliance with the Americans with Disabilities Act

Compliance with the Americans with Disabilities Act is considered to be advantageous. All district personnel are to be afforded equal opportunity to perform travel for official business even if the travel costs for disabled travelers will exceed what would normally be most economical to the District. For example:

1. When a traveler uses a wheelchair and it is necessary to pay more for an airline ticket so the traveler can fly on a larger airplane that can accommodate the wheelchair.
2. When a traveler has hearing or vision impairments and there is a cost of providing auxiliary aids and services to enable the traveler to successfully accomplish the purpose of the travel.

Documentation Requirements - Travel claims should be annotated that the extra costs were required to comply with the Americans with Disabilities Act.

### Lodging

1. The per diem method is the basis for reimbursement at FPFC. It consists of payment for lodging on an actual expense basis, as evidenced by an original receipt, up to a specified maximum rate set forth in Schedule A. Refer to Schedule A for the per diem rates of high cost areas in Washington.
2. Reimbursement of lodging expenses incurred at a lodging facility located at either the employee's official station or official residence is prohibited.



3. Allowable lodging expenses include, within the applicable maximum lodging rate, the basic commercial lodging cost and any applicable sales taxes and/or hotel/motel taxes.
4. Reimbursement for lodging expenses is not to be authorized when an employee does not incur lodging expenses at a commercial lodging facility.

#### Purchase of Lodging Accommodations

Employees must provide their own means of paying for lodging.

#### 50-Mile Rule

Reimbursement for lodging expenses incurred at a lodging facility or temporary duty work site located within fifty (50) miles (most direct road miles measured either from the lodging facility or the temporary duty work site, whichever is closer) of the closer of either the employee's official residence or official station is not allowed except under one of the following three conditions:

1. An overnight stay in commercial lodging to avoid having an employee drive back and forth for back-to-back late night/early morning official District business;
2. When the health and safety of travelers is of concern as provided in Compliance with ADA II;
3. When an employee can demonstrate that staying overnight is more economical to the District (direct financial, work related costs).

#### Meals

1. Reimbursement for subsistence expenses incurred at an employee's official station or official residence is prohibited.
2. An employee is eligible for meal and lodging reimbursement for overnight travel status only. The per diem method is used for meal reimbursement.
3. Reimbursement for alcoholic beverage expense is prohibited.
4. Reimbursement for meals where a meal is included in a registration fee is prohibited.

#### Communications

Personal telephone calls of an employee are not reimbursable. However, reasonable charges for brief personal telephone calls home to relay changes in travel plans are allowable.

#### Use of Privately-Owned Vehicles

1. Rules determining personal vehicle use requirements are stated in "Use of Private Vehicles."
2. If two or more employees from the same office travel in the same vehicle, FPFC pays only one employee.
3. Transporting family members or others not involved in official district business, while on official district business, is a personal decision. FPFC will not provide excess liability protection to the non-business passengers in the event of an accident.

### Personal Auto Coverage

Because the District reimburses employees a mileage rate, the responsibility follows the owner of that vehicle. Therefore, the employee's personal insurance is primary for liability and/or physical damage.

In addition, the District's Worker's Compensation program and/or employee's applicable medical benefits will cover them using their own cars for accepted business purposes.

### Prospective Employee Interview Expenses

FPFC may reimburse prospective employees incurring travel expenses in connection with interviews away from their residences. Reimbursement is limited to positions designated by the Board of Commissioners.

1. Expenses may be reimbursed according to the same policy and schedules applying to District employees.
2. Transportation expenses allowed may not exceed the equivalent of round trip economy airfare and are limited to the time required to travel by the most expeditious means.
3. The above expenses will be paid on the basis of a voucher.
4. FPFC reimburses expenses for traveling by taxi, bus, or rental car between the common carrier terminal (usually airport) and lodging as required for the interview or examination.

### Use of Private Vehicles

Employees required to perform district travel in conjunction with work performance must provide and meet the following standards:

1. Must be 18 years of age or older.
2. A copy of paperwork must be on file in the District office, providing proof that the driver and vehicle are insured by not less than the minimum amount of liability insurance required by the laws of the State of Washington.
3. The driver has a valid Washington State driver's license.
4. The private vehicle is being used to go directly to and from the assigned job site and is used for official district business.

### Driver Qualifications

FPFC has determined that it is necessary to establish driver qualifications that go beyond the minimum driver qualifications that have been established by State and D.O.T. regulations. Driving a District vehicle is a privilege and can be revoked, suspended or denied for cause.

### Qualifications of Drivers

The Business Manager shall be responsible for conducting an annual review of the driving records of all authorized drivers for the purpose of determining if the driver has an acceptable driving record.

Drivers of FPFC must meet all provisions of this section. In addition, each driver must have his/her driving record reviewed each year to determine if he/she is to retain qualification. A driver may be disqualified for having an unfavorable driving record.

### Standards for Acceptable Drivers

1. The question of what constitutes an acceptable driving record involves a consideration of numerous points. For the purpose of this program, a driving record should be considered acceptable only if the operator is insurable, has not had his/her driving privileges revoked or suspended, and has a “good” past driving record. The Business Manager and the department head will have final responsibility for defining a “good” driving record.
  - a) Physical Evaluation of Drivers - It is the responsibility of the department head to advise the Business Manager whenever an employee experiences serious physical impairment (i.e., stroke, heart attack, cataracts, etc.) An employee should be re-evaluated before returning to driving duties.
  - b) Driving Ability Evaluation - All drivers should be re-evaluated (should their driving experience or health warrant it), and/or affected department head.
  - c) Alcohol and Drug Use - No one shall be permitted to drive on district business or operate district equipment/machinery who is under the influence of alcohol or drugs. The use of alcohol or prohibited drugs (prescription or illegal) is defined as any drug that will significantly, adversely, affect driver judgment or physical ability (i.e., drugs which distort vision, ability to accurately judge distance or speed, cause hallucinations or other thought disorder, etc.).
2. The Executive Director will conduct reviews.

The Business Manager and the affected department head will review those employees with questionable driving records.

#### Responsibility of Employees

It is the responsibility of the employee to notify their supervisor/department head of any condition that would jeopardize their ability to drive. The employee shall also, immediately inform their supervisor/department head of any loss of driving privilege.

## **CHAPTER 6 PERFORMANCE EVALUATIONS AND TRAINING**

### **6.1 PERFORMANCE EVALUATIONS**

Performance Evaluations are used, among other factors, to determine promotions, transfers, demotions, termination, and annual salary or wage adjustments and to determine whether work performance requirements have been met. The supervisor and the employee review the employee's work performance over the past six (6) to twelve (12) months, develop or revise goals and objectives, and formulate a developmental plan.

New Employees receive a performance evaluation one-hundred and twenty (120) days from hire date and then annually on their hire/re-hire anniversary date. Additional performance appraisals may be conducted as determined by a supervisor (i.e. in determining any pay increases).

### **6.2 TRAINING POLICY**

FPFC seeks, within the limits of available financial resources and staff work coverage, to offer training to increase an employee's skill, knowledge and abilities directly related to FPFC employment. This includes assisting an employee to obtain or maintain required licenses and certifications, and to develop staff resources. Opportunities may include but are not limited to: on-the-job training, in-house workshops and seminars sponsored by other agencies or organizations.

#### Wages - Paid and Un-Paid Training

Regular in-service training is the District's assurance that employees have the knowledge and ability to perform their work completely and safely. Attendance is mandatory and employees will be paid their hourly wage during these training sessions.

Training sessions such as American Red Cross CPR and Lifeguard re-certification are offered to employees required to maintain these certifications as a condition of their employment.

Employees are not paid for their time or for materials and certifications not included in the course fee or certification.

Employees are required to maintain certifications for their positions (LG, WSI, CPR, etc.)

Employees are not allowed to work if their certifications are not current. Employees who earn or renew a certification, must make two copies of it; turn one in to their supervisor/department head and the other is to be submitted to the Business Manager for their employee personnel file.

Training outside of the District must be pre-approved by the Department Head and/or Executive Director. Hourly employees are not reimbursed for wages, but will be reimbursed for automobile travel.

#### District Paid Training Courses or Classes

Periodically, the District may pay to send an employee to training. The District views this as a benefit to the employee and patrons. Employees are expected to integrate their new knowledge into their programs.

All employees approved for District paid training must sign a statement acknowledging this policy. See Appendix M. If the employee requests reimbursement for training, he or she must follow the Tuition Reimbursement Policy.

## **6.3 TUITION REIMBURSEMENT**

All employees who pass training courses and meet the applicable criteria will receive one hundred percent (100%) reimbursement of training fees in two (2) payments (additional books and pocket masks, re-certification fees - except for lifeguarding- or other items are not included). The first fifty percent (50%) will be reimbursed after proof of training or a copy of certification is submitted for the employee's personnel file. The second fifty percent (50%) will be reimbursed after three months active, continuous employment.

This tuition reimbursement is awarded to new employees who have achieved one hundred (100) hours and current employees who are actively working at least ten (10) hours or teaching at least three (3) classes, per week in the position for which the certification was earned. Reimbursement is contingent upon the Department Manager's and/or Executive Director's prior approval. The following courses are included:

1. Aqua/Land Group Fitness Classes Instructor
2. American Swimming Coaches' Association (ASCA.) Levels 1-4.
3. Lifeguarding (ARC)
4. Lifeguard Management (ARC)
5. Lifeguard Instructor (ARC)
6. Safety Training for Coaches (ARC)
7. Certified Pool Operator (CPO)
8. Aquatic Facility Operator (AFO)
9. Water Safety Instructor (WSI) or Basic Swim Instructor (BSI)

Procedure:

1. Complete "Instructional Incentive Program" form – Appendix C and/or complete "Lifeguard Certification Policy" form – Appendix C2
2. Complete Appendix M.
3. Submit to department head for approval.

## CHAPTER 7 BENEFITS

### 7.1 RETIREMENT BENEFITS

Regular full-time salary employees are required to join the Washington State Retirement System (PERS), unless they are hired on a temporary basis not to exceed 4 months.

In addition, regular part-time employees who work seventy (70) or more hours, four (4) consecutive months during a calendar year are also required to join.

FPFC will contribute a percentage of the employee's gross salary towards the PERS program.

#### Deferred Compensation

All employees may participate in an optional retirement program called Deferred Compensation. The Washington State Retirement System also runs this program. This optional program allows employees to make additional retirement contributions and does not have an employer match.

All retirement contributions will be deducted from the employee's pay.

#### Vesting

At the time of separation, an employee who has participated in the Washington State Retirement System (PERS) is eligible for their contribution to be refunded. All contributions made by the FPFC are available only upon actual retirement. Employees are encouraged to become familiar with all policies and procedures for the Washington State Retirement System, which is available through the Business Manager.

### 7.2 EMPLOYEE FACILITY USE AND PROGRAM DISCOUNTS

In an effort to encourage employees to maintain work related skills and physical requirements, employees working a minimum of ten (10) hours per week or teaching three (3) classes\* per week are allowed use of the facility at no cost (family members not included). In addition, the following benefits apply to program use:

<i>No. Hours Worked or Classes Taught</i>	<i>Percent Off</i>	<i>Benefit</i>
Ten (10) hours or three (3) classes	10%	All programs for themselves and immediate family members (when accompanied by the employee or while the employee is working). Enrolling family members in lesson programs is also included.
Twenty (20) hours or four (4) classes	20%	
Thirty (30) hours or five (5) classes	30%	
Forty (40) hours or six (6) classes	40%	

1. Aerobic instructors, who teach at least three (3) classes per week or actively substituting, may attend other aerobic classes free of charge. This is considered cross training and allows instructors to diversify their programs and routines.
2. Volunteers have the opportunity to accrue hours towards facility or program use. For every hour worked, volunteers will be credited for two hours of drop-in programs or two admissions.

#### Determining Benefits

1. Hours for benefit programs will be calculated from the employees pay statement.

2. Volunteers will be awarded chits for each hour worked. Chits can be redeemed for the appropriate program or admission desired.
3. If the District employs more than two family members, the employee with the highest percent shall be applied.
4. Only one discount per employee. The highest discount the employee is eligible for will be used.

*Patrons receive priority sign-up over employees for all programs.*

*\*"Classes" are defined as a water/land aerobic class. For swim instructors, a "class" is defined as a session i.e. October 15th-November 15th. Classes apply to employees whose sole position at the District is to teach.*

### **7.3 EMPLOYEE AWARD PROGRAM**

The FPFC Board of Commissioners has established an Employee Award Program.

This program rewards employees who show effort above and beyond expectations of their job description, increase program revenues, and implement new programs. The award includes a certificate of appreciation for the honor, employee of the month parking, and a gift certificate from a local vendor redeemable for not more than twenty dollars (\$20.00) per employee.

Another employee shall make nominations or if nominations are not submitted, then the supervisor/department heads shall reserve the right to choose the staff member.

### **7.4 DISABILITY BENEFITS (WORKERS COMPENSATION)**

FPFC provides comprehensive Workers' Compensation insurance as mandated by state law. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

Employees and volunteers who sustain a work-related injury or illness should inform their supervisor immediately. No matter how minor an on-the-job injury may appear it is important that it be reported immediately. This will enable an eligible employee/volunteer to qualify for coverage as quickly as possible. Volunteers are covered for medical but not time-loss.

#### Additional Benefits

State or federal law mandates that eligible employees are paid specific benefits. These benefits have been paid for by FPFC and are available should the need arise.

### **7.5 HEALTH INSURANCE BENEFITS AND LIFE INSURANCE**

1. Regular full-time salary employees are eligible for medical, dental and life Insurance coverage for themselves and dependent coverage. Coverage will be as follows:
  - a. *Medical/Dental.* Employee is covered up to \$446 per month and dependents (either children or spouse but not both) are covered up to \$286. Any increases in benefit costs will be paid for by the employee and will be deducted from their paycheck.
2. Regular Part-time employees are eligible for medical, dental and life insurance coverage for themselves up to \$446 per month. Any increases in benefit costs will be paid for by the employee and will be deducted from their paycheck.

3. Employee vacation time may be used to pay for the employee's portion of the medical deductible stated above. Vacation may not be depleted below 40 hours per calendar year.
4. Eligible employees must sign-up or waive health coverage within the first 30 days of employment and during open enrollment (January).
5. Upon enrollment, medical, dental and life insurance benefits will begin 30 days after the first day of employment.
6. Employees who waive coverage may enroll during the following open enrollment period (except for reasons stated by the medical insurance provider). Contact the Business Manager for further information.
7. *Life Insurance* - Regular full-time salary and Regular part-time employees are eligible for life insurance coverage up to \$15 per month. Any increase must be paid for by the employee and will be deducted from their paycheck.

The District does offer pay in lieu of health, dental and/or life insurances for full-time employees. Employees are responsible for all employer taxes and PERS for pay in lieu of health, dental and/or life insurances.

## **7.6 UNEMPLOYMENT COMPENSATION**

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



## CHAPTER 8 LEAVES

### 8.1 VACATION LEAVE

Regular full-time salary employees will accrue vacation hours based on the schedule below:

<i>Years of Service</i>	<i>Vacation Days</i>	<i>Monthly Accrual (hours)</i>
1	10	6.66
2	11	7.33
3	12	8.00
4	13	8.66
5	14	9.33
6-14	15	10.00
15	20	13.33

Two weeks of an employee's vacation may be deferred to a successive year. Additional time for use may be approved by the Executive Director. There is no pay in lieu for vacation hours but accrued vacation time will be paid upon termination.

Employees must be granted actual time off for all entitled vacation. The only exception to this policy may be at the time of retirement or upon following accepted resignation procedures. In these cases, pay will be pro-rated based on the date of separation and vacation due the employee.

All vacations must be scheduled with the Executive Director a minimum of two weeks in advance. In the event of a scheduling conflict arises when more than one employee wishes to take the same time period of time off, the employee with the longest history of service will have priority. With the consent of the Executive Director, two employees may take the same vacation period off.

If a paid holiday falls during the employee's vacation period, the employee may list the day as holiday pay and save the vacation for later.

### 8.2 SICK LEAVE

Regular full-time salary employees will accrue sick leave at the rate of 8 hours per month of work. Sick leave can be accrued up to thirty (30) days (240 hours). Sick leave may not be taken within thirty (30) days of employment. There is no pay in lieu for sick leave or payment for accrued sick leave upon termination.

Allowable uses of sick leave: Sick leave covers those situations in which an employee is absent from work due to:

1. Employee's own health condition (illness, injury, physical or mental disability, including disability due to pregnancy or childbirth);
2. The need to care for the employee's dependent children under the age of 18 who are ill.
4. Medical or dental appointments for the employee or dependent child, provided that the employee must make a reasonable effort to schedule such appointments at times which have the least interference with the work day.
5. Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others.

6. Use of a prescription drug that impairs job performance or safety.

A doctor's certificate may be required when an employee is absent for a period in excess of three (3) days. The District may also request the opinion of a second doctor at the District's expense to determine whether the employee suffers from a chronic physical or mental condition that impairs his/her ability to perform their job. Employees who are habitually absent due to illness or disability may be terminated if their disability cannot be reasonably accommodated and/or when the employee's absenteeism prevents the orderly and efficient provision of services to the patrons of the District.

Employees who use all their accumulated sick leave and require more time off work due to illness or injury may, with their department head's prior approval, request a leave without pay.

### **8.3 JURY DUTY**

FPFC encourages employees to fulfill their civic responsibilities by serving on jury duty when required to do so. Regular full-time salary employees will be excused for jury duty for a maximum of four (4) weeks per year. In the event that jury duty lasts only a portion of the workday, the employee is expected to return to work.

FPFC will pay its regular full-time salary employees the difference between the compensation provided by the court and the employee's regular wages. To receive reimbursement, employees must provide a copy of their jury duty pay detail to the Business Manager.

Employees must show their jury duty summons to their supervisor/department head as soon as possible so that arrangements can be made to accommodate the employee's absence. Employees are expected to report for work whenever the court schedule permits. Either FPFC or the employee may request an excuse from jury duty if, in the judgment of FPFC, the employee's absence from work would create serious operational difficulties.

In the event that jury duty exceeds four weeks, FPFC will continue to provide insurance benefits until the end of the month in which the unpaid jury duty leave begins. At that time, employees must assume the full costs of their insurance benefits. FPFC will resume payment of the costs of insurance benefits when the employee returns to active employment. Accrual for benefits calculations, such as vacation or holiday benefits, will be suspended during the unpaid leave of absence for jury duty and will resume upon return to active employment. Time spent on jury duty will not be considered time worked for overtime.

### **8.4 FUNERAL LEAVE**

FPFC provides regular full-time salary employees with three (3) days of paid funeral leave in the event of the death of an immediate family member. Immediate family includes the employee's spouse, children, grandchildren, siblings, parents and grandparents; the employee's spouse's children, grandchildren, siblings, parents, and grandparents. Leave will typically be given upon the death of any other person whose relationship with the employee is similar to any of the foregoing associations. Funeral leave extending beyond three days may be taken as unpaid leave, available vacation or holiday leave.

### **8.5 LEAVE WITHOUT PAY**

Unpaid leaves of absence may be granted to an employee holding a regular full-time salary position for a variety of reasons. Unpaid leaves of absence may be granted for the following:

*Drug or Alcohol Treatment*  
*Witness Duty*  
*Administrative*

*Military Leave*  
*Voting*  
*Sick or Injured Family Member*

FPFC understands that some situations do not allow for timely requests for leaves of absence, or the extension of a leave of absence. However, when possible FPFC does request a thirty (30-day) notice for leaves of absence, or the extension of a leave of absence. When possible, requests must be submitted to the employee's supervisor/department head, in writing. Employees must estimate the time required for the leave when preparing the request. If the employee cancels the leave, the employee's supervisor must be notified immediately. If an employee fails to report to work at the expiration of an approved leave, FPFC will assume that the employee has resigned.

FPFC reserves the right to initiate a leave of absence if, at its discretion, it concludes that an employee's attendance, ability to perform, working practices, or quality and quantity of work have been adversely affected by a condition, medical or other, that will require time off for treatment or care. Leaves of absence are subject to the following conditions:

1. The employee must have a minimum of 12 months of continuous full-time service, and satisfactory work record.
2. The maximum period of time for a leave of absence is six (6) months.
3. Any employee who applies for or engages in work for compensation while on a leave of absence (excluding military leave) from FPFC is subject to immediate termination, unless the employee's supervisor has given prior written consent to the arrangement.
4. Any employee who applies for unemployment benefits while on a leave of absence will be subject to immediate termination.
5. Any employee on leave for personal illness or injury who is found to engage in activities that violate restrictions imposed by a physician or other recognized medical provider, and which might delay return to regular employment, will be subject to disciplinary action, including termination.
6. Eligible employees will be provided insurance benefits until the end of the month in which the leave begins. At that time, employees must pay the full cost of their insurance benefits. FPFC will resume payment of the costs of these benefits when the employee returns to active employment. The employee on leave is responsible for prompt payment of insurance or benefits will be terminated.
7. Accruals of benefit calculations such as paid leave or holiday benefits will be suspended during the leave and will resume upon return to active employment.

## **8.6 TREATMENT FOR SUBSTANCE ABUSE**

An employee may be granted an unpaid leave of absence to undergo a district approved program for the treatment of drug and alcohol abuse, providing that documentation of enrollment is provided and that the employee is following a specified rehabilitation program. Medical certification must also be provided to FPFC stating that the employee can safely return to work.

## **8.7 WITNESS DUTY**

FPFC encourages employees to appear in court for witness duty whenever summoned to do so. Employees will be granted unpaid leave for absences due to witness duty. Employees are free to use any available vacation leave to be compensated for this absence. Employees must show the witness summons to their supervisor/department head immediately after it is received so that staffing requirements can be adjusted, where necessary, to accommodate the employee's absence. If any employee is summoned, as a witness for FPFC as a result of a job-related event, the employee will receive paid time off for the entire period of witness duty.

## **8.8 ADMINISTRATIVE LEAVE**

On a case-by-case basis, FPFC may place an employee on administrative leave with or without pay for an indefinite period of time. Administrative leave may be used in the best interests of FPFC (as determined by the Executive Director) during the course of an investigation or other administrative proceeding.

## **8.9 MILITARY LEAVE**

Any employee will be provided leave while performing military service in accordance with federal and state law. FPFC pays its employees military leave of up to fifteen (15) working days per year for military service. In general, if military service extends beyond ten working days, the additional leave will be unpaid. Benefit programs will be unaffected and the employee may elect to use any paid leave entitlements they have accrued. Training leaves will not normally exceed two weeks annually, plus reasonable travel time.

Military leave will be granted to any employee who is called to active duty in any branch of the United States armed services. FPFC will continue medical insurance for until the first of the month following thirty (30) days. After that, employees may continue medical insurance programs at their own expense. To the extent possible, employees will be reinstated to their former position or to a comparable position if application for re-employment is made within ninety (90) calendar days of the date of an honorable discharge or the date of release from hospitalization following discharge.

## **8.10 POOL SHUTDOWNS**

Fidalgo Pool and Fitness Center has annual shutdowns for maintenance and repairs that normally last for approximately 2 weeks. Exempt employees will be paid during shutdown. Non-exempt hourly employees do not get paid unless they specifically work during the shutdown.

## **8.11 LEAVES OF ABSENCE OR MEDICAL OR FAMILY REASONS**

There are a number of federal and state statutes and regulations that govern leaves of absence for medical or family reasons. The FPFC also has its own policy that governs leaves of absence in the event that no federal or state law applies to your situation. The District has set forth below a summary of the various laws that might apply to you. Because these laws are complex, the District has not set forth the provisions, restrictions, or qualifications in detail. Please contact the Executive Director if you have any questions about whether a particular law covers you, and the benefits to which you may be entitled under that law.

## **8.12 FAMILY MEDICAL LEAVE ACT**

- A. Under the Family Medical Leave Act (“FMLA”), you are entitled to 12 weeks of unpaid leave if:
1. You have been employed by the District for at least 12 months (these 12 months need not be consecutive) prior to the beginning of the requested leave;
  2. You have worked 1250 hours during the 12 months prior to the beginning of the leave (this period of 12 months is consecutive).
- B. Leave under the FMLA is appropriate for the following circumstances:
1. Birth of a child.
  2. To care for a newborn child or a newly placed adoptive or foster child (with foster children, the placement must be made by the state).
  3. You have a serious health condition that causes you to be unable to perform the functions of your job
  4. You have a spouse, son, daughter, or parent with a serious health condition, and you seek leave to care for that person.
- C. If you are entitled to leave under the FMLA, you may take it under the following conditions:
1. The maximum length of leave is 12 weeks. You need not use all 12 weeks in one consecutive period.
  2. Leave under the FMLA is unpaid except to the extent that you use accrued vacation time or sick leave.
  3. The District requires that you use any accrued vacation time or sick leave as part of your FMLA leave.
  4. If you receive health care coverage as a benefit of employment, the District will maintain your coverage under its existing group health plan during the time that you are on FMLA leave.
- D. Prior Notice:
- When possible, you are required to give the District thirty (30) days written notice of your intent to use FMLA leave. The District recognizes that such notice may be impossible in circumstances such as medical emergencies. In those cases, you must give the District notice “as soon as practicable.” The District may deny your request for FMLA leave, or defer the start of your leave, if proper notice is not given.
- E. Medical Certification:
1. The District may request medical certification concerning a request for medical leave to verify:
  2. The needs for leave.
  3. The existence of a serious medical condition; or
  4. The need for the employee to assist family members. In certain circumstances, the District may request a second opinion at its own expense.
- F. Other Limitation on Use of Leave:

You are entitled to 12 weeks of FMLA leave for every 12 months of employment with the District. Once you use 12 weeks of FMLA leave, you do not accrue another 12 weeks until 12 months after date you first took the leave. For example, if you depart on March 1, 1999, for 12 weeks of FMLA leave, you are not entitled to take another 12 weeks until March 1, 2000, if you meet the other requirements of the statute.

### **8.13 WASHINGTON FAMILY CARE ACT**

Under the WFCA, employees may use their accrued sick leave to care for a minor child who is ill. The term “minor child” means a child under 18 who is either the natural or adopted child of the employee or the employee’s spouse, or is under the employee’s legal guardianship, legal custody, or foster care.

### **8.14 WASHINGTON MATERNITY DISABILITY REGULATION**

- A. Under the Washington Maternity Disability Regulation, all pregnant employees are entitled to a leave of absence for the period of disability, regardless of their seniority with the District.
- B. If you are entitled to leave under the WMDR, you may take it under the following conditions:
  - 1. The standard period of disability related to childbirth is 6 weeks. If you intend to be on leave for a period in excess of 6 weeks, the District requires that you provide a statement from your physician supporting your request for a longer disability leave.
  - 2. Leave under the WMDR is unpaid except to the extent that you use accrued vacation time or sick leave.
  - 3. The District requires that you use any accrued vacation time or sick leave as part of your WMDR leave.
  - 4. If you receive health care coverage as a benefit of employment, the District will maintain your coverage under any existing group health plan during the first six (6) weeks of your WMDR leave. If your period of disability lasts longer than (6) six weeks, you may continue your health care coverage through the District by paying the premiums.
- C. Prior Notice:

You are required to give the District thirty (30) days written notice of your intent to use WMDR leave. The District recognizes that such notice may be impossible in circumstances such as medical emergencies. In those cases, you must give the District notice “as soon as practicable.” The District may deny your request for WMDR leave, or defer the start of your leave, if proper notice is not given.

### **8.15 OTHER LEAVES OF ABSENCE**

- A. If your request is not governed by one of the above-described statutes or regulations, you may make a request for such a leave to the District for approval by the Executive Director and your supervisor. In general, a leave of absence is considered a privilege. Before granting such a leave, the District will consider:
  - 1. The duration of the leave request.
  - 2. The availability of a qualified replacement.
  - 3. Your overall work record prior to the leave request.

B. If your request for a leave of absence is approved, you may take it under the following conditions:

1. The maximum length of leave is 12 weeks. With special circumstances, you may request an additional 12 weeks of leave.
2. Leave is unpaid except to the extent that you use accrued vacation time or sick leave.
3. The District requires that you use any accrued vacation time or sick leave as part of your leave.
4. If you receive health care coverage as a benefit of employment, the District may or may not maintain your coverage under any existing group health plan during the time that you are on leave. If the District does not maintain your coverage, you may maintain the coverage by paying the premiums.

C. Prior Notice:

You are required to give the District thirty (30) days written notice of your intent to take a leave of absence. The District recognizes that such notice may be impossible in circumstances such as medical emergencies. In those cases, you must give the District notice “as soon as practicable.”

## **8.16 PROCEDURES FOR REQUESTING LEAVE OF ABSENCE**

A. Contact your immediate supervisor.

B. Fill out the appropriate forms:

1. Application for Family or Medical Leave.
2. Certification of Health Care Provider.
3. Notice of Intention to Return from Leave.

C. A written response will be given to the employee within five (5) working days after receipt of forms 1 and 2 of paragraph B.

## **8.17 SHARED LEAVE PROGRAM**

The Board of Commissioners and/or Executive Director may authorize employees to donate their accrued vacation leave and/or sick leave to another district employee who is suffering from or who has an immediate family member suffering from an extraordinary or severe illness, injury, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate his/her employment. The following conditions apply:

1. To be eligible to donate vacation leave, the employee who donates leave must have at least ten (10) days of accrued vacation leave.
2. To be eligible to donate sick leave, the employee who donates leave must have at least ten days ten (10) of accrued sick leave.
3. In no event shall a leave transfer result in the donor employee reducing his/her vacation leave to less than for five (5) days.
4. Transfer of leave (vacation and/or sick) will be in increments of one day of leave.
5. All donations of leave are strictly voluntary.
6. The employee receiving donated leave shall have exhausted all his/her accumulated vacation and sick leave.

7. While an employee is using shared leave, he or she will continue to receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive if using vacation or sick leave.

## 8.18 HOLIDAYS

The following days will be recognized as holidays with pay for all designated regular full-time salary employees:

<i>Holiday</i>	<i>Pool Status</i>
New Year's Day	Closed
Memorial Day	Closed
Independence Day	Closed
Labor Day	Closed
Thanksgiving Day	Closed
Christmas Eve ½ day	Closed
Christmas Day	Closed
New Year's Eve ½ day	Closed

1. Regular part-time employees will be paid at time and one half for working on a designated holiday.
2. Regular full-time salary employees will be given the day off for all designated district holidays. In addition, these employees will receive three (3) floating holidays during each calendar year. New employees will be awarded floating holidays in the following manner:

Hire Date	No. of Floating Holidays
First Quarter	3
Second Quarter	2
Third Quarter	1
Fourth Quarter	0

All holidays must be used during each calendar year or they will be lost. There is no pay in lieu for holidays or payment for holidays (not worked) upon termination.

3. If a regular full-time salary employee works on a holiday, an alternate day off, approved by the department head, must be taken within thirty (30) days.
4. Holidays observed during an employee's annual vacation or other paid leave period shall not be counted as vacation or leave time.

### Holidays falling on scheduled day off:

1. When a holiday falls on a Saturday, employees not scheduled to work Saturday shall observe the preceding Friday as the holiday.
2. When a holiday falls on Sunday, employees not scheduled to work Sunday shall observe the following Monday as the holiday.
3. When a holiday falls on an employee's normal day off, the employee's supervisor/department head will determine when the holiday day off will be taken, unless the Board of Commissioners had determined otherwise.



## **8.19 RELIGIOUS HOLIDAYS**

Employees may, with prior approval of the supervisor/department head, observe religious holidays as time charged to vacation leave, or an approved day of leave without pay.

## **8.20 RETURN TO WORK**

FPFC values the safety, health and well being of all employees. Our district policy is to provide safe and healthful working conditions in all operations and to follow the laws and regulations regarding the safety and health of our employees.

Should you become injured or ill, it is important that you resume working as early as is medically safe for you to do. We will stay in contact with you and your medical provider to keep up to date on your recovery progress.

We have developed transitional (light) duty assignments for employees who are unable to return to their normal duties while recovering from their injuries. Medical studies show that transitional work speeds the healing process. We will contact your medical provider to furnish information on the nature of the work that you perform. We will ask if you can perform your duties with or without reasonable accommodation.

Should you be assigned to transitional duty, you will be expected to follow the advice of your medical provider. If you have trouble performing these duties, let your supervisor know immediately. You then need to follow up with your medical provider. The medical provider should provide a written report giving medical reasons why you are unable to continue working.

No one knows your job better than you do. Please help us by making suggestions about what duties you feel you can safely perform. Also, please let us know how your job might be changed so you, or an injured co-worker, can more easily and safely do it. Please report all injuries or hazardous situations to your supervisors as soon as possible.

## **8.21 VOLUNTARY TIME OFF (VTO)**

The Voluntary Time Off (VTO) Policy is designed to provide flexible working hours for District employees. This policy allows employees to reduce their time at work up to 15% without losing many of the benefits available to them.

Approval of a VTO request will not be considered by the Executive Director as an indication of insufficient workload within the department. The policy is intended to reduce District costs and help employees balance their work and family needs.

This program is available to full-time permanent employees who request to participate and are approved by the Executive Director.

The amount of time selected and the schedule of time taken (i.e., reduced work day, work week or scheduled block time off) will be mutually determined by the employee and the Executive Director and will remain in effect unless District need demonstrates elimination of VTO.

An employee, who has been approved, cannot withdraw from the program except:

- if an employee transfers to a different position;

- promotes to a higher classification; or
- terminates employment.

Employees shall be considered to be in a full-time pay status and the voluntary reduction in work hours will have no effect on the following benefits:

- Health Insurance coverage
- Dental Insurance coverage
- Life Insurance, including accidental death and dismemberment insurance
- Raises
- Probationary Period
- Seniority

There will be no effect on accrual of the following benefits:

- Vacation
- Sick Leave
- Holiday
- Management Administrative Leave

However, all regular or normal time taken off during the program for vacation, sick leave, holiday, compensatory, or management overtime will be affected, in that these hours will be compensated at the reduced hourly rate.

The reduction in work hours will also have an effect on overtime and will be reflective of actual hours worked.

## **CHAPTER 9 EMPLOYEE RESPONSIBILITIES AND CONDUCT**

### **9.1 PERSONNEL DATA CHANGES**

It is the responsibility of each employee to promptly notify the Business Manager of any changes in personnel data. Changes include working additional departments for a different pay rate. Personal mailing addresses, telephone numbers, and number and names of dependents, individuals to be contacted in an emergency, educational accomplishments, and other such status reports must be kept current at all times. FPFC will not release employment information unless authorized by the employee in writing.

### **9.2 EMPLOYEE CONDUCT**

All district employees are expected to represent the District to the public in a professional manner that is courteous, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and department head.

Since the proper working relationship between employees and the District depends on each employee's on-going job performance, professional conduct and behavior, the District has established certain minimum standards of personal conduct. Among the District's expectations are; basic tact and courtesy towards the public and fellow employees; adherence to district policies, safety rules and safe work practices; compliance with directions from supervisors; preserving and protecting the District's equipment, grounds, facilities and resources; and providing orderly and cost efficient services to its patrons.

### **9.3 OUTSIDE EMPLOYMENT**

The use of one's time outside of FPFC is a personal matter; however, if other work is undertaken, it must neither interfere with employment at FPFC nor create a conflict of interest. Examples include, but are not limited to:

1. Prevents the employee from being available for work beyond standard working hours, such as emergencies or peak periods, when such availability is a regular part of the employee's job.
2. Outside employment is conducted during the employee's work hours.
3. It utilizes FPFC telephones, computers, supplies, or any other resources, facilities or equipment.
4. It is employment with a non-governmental firm that has contracts with or does business with FPFC.
5. It may be reasonably perceived by members of the public as a conflict of interest or otherwise discredit public service.

Employees should also consider the impact that outside employment may have on their health and physical endurance. All employees will be judged by the same performance standards and will be subject to FPFC's scheduling demands, regardless of any existing outside work requirements. There is to be no conflict with the employment requirements of FPFC. If it is determined that outside work interferes with the work performance of employees, they may be asked to terminate the outside employment if they wish to remain with FPFC.

## 9.4 REPORTING IMPROPER GOVERNMENTAL ACTION

In compliance with the Local Government Employee Whistleblower Protection Act, RCW 42.41.050, this policy is created to encourage FPFC employees to disclose any improper district action taken by district officials or employees without fear of retaliation. This policy also safeguards legitimate employer interests by encouraging complaints to be made first to the Executive Director, with a process provided for speedy dispute resolution.

Key Definitions:

Improper Governmental Action - any action by a district officer or employee that is:

1. Undertaken in the performance of the official's or employee's official duties, whether or not the action is within the scope of the employee's employment; and
2. In violation of any federal, state or local law or rule, is an abuse of authority, is of substantial and specific danger to the public or health or safety, or is a gross waste of public funds.
3. "Improper governmental action" does not include personnel actions (hiring, firing, complaints, promotions, and reassignment, for example). In addition, employees are not free to disclose matters that would affect a person's right to legally protected confidential communications.

Retaliatory Action - Any material adverse change in the terms and conditions of an employee's employment.

Emergency - A circumstance that if not immediately changed may cause damage to persons or property.

Procedure for Reporting Improper government Action - District employees who become aware of improper governmental action should follow this procedure:

1. Bring the matter to the attention of his/her supervisor, if non-involved, in writing, stating in detail the basis for the employee's belief that an improper action has occurred. This should be done as soon as the employee becomes aware of the improper action.
2. Where the employee believes the improper action involves the supervisor, the employee may raise the issue directly with the FPFC Board of Commissioners.
3. The FPFC Board of Commissioners or their designee, as the case may be, shall promptly investigate the report of improper government action. After the investigation is completed (within thirty (30) days of the employee's report), the employee shall be advised of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.

An employee who fails to make a good faith effort to follow this policy shall not be entitled to the protection of this policy against retaliation, pursuant to RCW 42.41.030.

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 bypass the above procedure and report the improper action directly to the appropriate government agency responsible for investigating the improper action.

Employees may report information about improper governmental action directly to an outside agency if the employee reasonably believes that an adequate investigation was not undertaken by the District to determine whether an improper government action occurred, or that insufficient action was taken by the District to address the improper action or that for other reasons the improper action is likely to recur.

#### Procedure for Seeking Relief Against Retaliation:

1. Employees must provide a written complaint to their supervisor within thirty (30) days of the occurrence of the alleged retaliatory action. If the supervisor is involved, the notice should go to the FPFC Board of Commissioners. The written charge shall specify the alleged retaliatory action and the relief requested.
2. The Board of Commissioners or their designee, as the case may be, shall investigate the complaint and respond in writing within thirty (30) days of receipt of the written charge.
3. After receiving the District's response, the employee may request a hearing before state administrative laws judge (ALJ) to establish that a retaliatory action occurred and to obtain appropriate relief under the law. The request for hearing must be delivered within the earlier of either fifteen (15) days of receipt of the District's response to the charge of retaliatory action or forty-five (45) days of receipt of the charge of retaliation to the (Board of Commissioners) for response.

#### Policy Implementation:

The Business Manager for implementing these policies and procedures. This includes posting the policy on the employee bulletin board, making the policy available to any employee upon request, and providing the policy to all newly hired employees. Supervisors and department heads are responsible for ensuring the procedures are fully implemented within their areas of responsibility.

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

#### List of Agencies:

Employees having questions about these agencies or the procedures for reporting improper governmental action are encouraged to contact FPFC's Business Manager or Executive Director.

## **9.5 POLITICAL ACTIVITIES**

Employees shall have the right to vote and to express their opinions on all political subjects and candidates and to hold any political party office or participate in the management of a partisan or non-partisan, political campaign. Nothing in this section shall prohibit an employee, outside of working hours, from participating fully in campaigns relating to constitutional amendments, referendums, initiatives and issues of a similar character and for partisan and non-partisan offices.

Employees may not campaign in a district uniform or while representing the District in any way.

Employees may not allow others to use district facilities or funds for political activities.

Any district employee who meets with or may be observed by the public or otherwise represents the District to the public, while performing his/her regular duties, may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours.

No district official or employee may use any district facility, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or the promotion of or opposition to any ballot proposition. District facilities include, but are not limited to, the use of vehicles, office space, district publications and lists of persons served by the District.

The foregoing provisions of this section shall not apply to the following activities:

Action taken by members of the District's Board of Commissioners at an open public meeting to express a collective decision or vote upon a motion, proposal, resolution, order, ordinance, or to support or oppose a ballot proposition.

1. Any required notice of the meeting includes the title and number of the ballot proposition, and members of the public and members of the District's Board of Commissioners in opposition are afforded an approximately equal opportunity for expression of that opposing view;
2. A statement by an elected official in support of or in opposition to a ballot proposition at an open press conference or in response to a specific inquiry; and
3. Activities that are part of the normal and regular conduct of a District office.

## **9.6 NO SMOKING POLICY**

In keeping with the District's commitment to provide a safe and healthy work environment, smoking or use of tobacco in any form is prohibited throughout the workplace.

## **9.7 PERSONAL PROPERTY**

FPFC furnishes desks, closets, and/or lockers for security of employee coats, purses, uniforms, and other personal possessions. In some instances employees may provide their own tools and equipment, and when not in use this equipment should be locked in a secure place. FPFC does not assume responsibility for any loss, theft or damage to the personal property, including vehicles, on district property. As per state and federal law, FPFC reserves the right to search employee desks, lockers, and personal belongings brought to or taken away from the premises by any employee.

## **9.8 DISTRICT PROPERTY**

Desks, chairs, computers, workstations, tools, lockers or office equipment are the property of FPFC and as such, the District reserves the right to inspect all such property with or without notice. Except for employee lockers, employees are prohibited from furnishing district property with their own locks. Employees are prohibited from setting their own passwords or codes to district computer systems and programs. Employees are also responsible for property, materials, and equipment issued to them and in their possession and control. When an employee terminates, all district property must be accounted for and returned to their supervisor/department head prior to or on the employee's last day of work. Those employees not returning district property will be charged accordingly.

## **9.9 PERSONAL PHONE CALLS**

Employees are to limit personal phone calls and inform friends and family of FPFC's telephone procedure and call only if necessary, such as verifying a ride from work, dealing with personal emergency immediately or contacting another employee about job-related situations. Lifeguards should not use cell phones on the pool deck unless to dial 911 in case of an emergency. If an employee receives an emergency call on a business line for another employee, the call will be transferred to the appropriate person immediately or every effort will be made to locate the employee.

## **9.10 ELECTRONIC MAIL AND INTERNET USE**

All district computer workstation/ network users of the Internet must be familiar with current policy regarding the acceptable use of these resources.

### Introduction

The primary purpose of FPFC's electronic communications is to facilitate timely and efficient conduct of district business. The communications are also provided to encourage and facilitate the free exchange of business related communication and ideas between employees. This includes, but is not limited to, electronic mail systems (e-mail), voice mail systems, faxes, Internet and other electronic media that generate, store, transmit and display correspondence for internal and external business communication purposes. All electronic data are the property of the District and may be public records under the Public Disclosure Act (RCW 42.17).

This policy applies to all employees; contractors, extra help employees, volunteers and other individuals who are provided access to the District's electronic communications.

Employees are representing the District, and thus all communications shall be professional and appropriate. Employees are prohibited from using electronic communications for solicitation of funds, political messages, harassing messages, and other such messages as specifically prohibited. Employees who have resigned, are terminated or laid off have no right to the contents of the District electronic communications and will not be allowed access. The misuses of electronic communications may subject the employee to disciplinary actions, including but not limited to termination of employment.

E-Mail is for Business Use. The District's electronic mail system is only for official business. The system is not to be used for employee personal gain or to support or advocate non-district related business. The District reserves the right to monitor the use and content of e-mail.

E-Mail Is Not Private. E-mail is not private or confidential and should not be used for any information you consider personal or private. Any e-mail message is annotated with your e-mail address and can therefore be traced to you. Any message sent can be forwarded to anyone else on the network or to the Internet. It is also possible to retrieve deleted e-mail messages. All messages are district records and are the property of the District. FPFC reserves the right to read, use and disclose e-mail messages.

E-Mail Decorum and Content. When using the e-mail system, keep in mind that you are using district property. Therefore, your comments must be appropriate to our business setting. All outgoing messages, which do not reflect the official position of the District, must include the following disclaimer; "The opinions expressed here are my own and do not necessarily represent those of FPFC."

1. Discretion when using "ALL". Users should avoid sending or replying to distribution lists "ALL" when communication to a few individuals will suffice.
2. Virus Warning E-Mail. In the event that user receives e-mail-containing warnings of viruses or other "scare tactic" e-mail, the user must immediately contact network administrator for a determination of authenticity. At no time should user forward these e-mails onto other users within district network. Violation of this clause will be determined as abuse and user will be terminated from the network for undetermined amount of time.

The District, in general, cannot and does not wish to be the arbiter of the contents of electronic mail. Neither can the District, in general, protect users from receiving electronic mail, they may find offensive. Employees of the District, however, are strongly encouraged to use the same

personal and professional courtesy and consideration in electronic mail that they would in other professional forms of communication.

Unless an “authenticated” mail system is in use, there is no guarantee the purported sender in fact sent that electronic mail. It is relatively easy, although a violation of this policy, for senders to disguise their identity. Furthermore, electronic mail that is forwarded may be modified as well. Because of the ease with which e-mail addresses can be “spoofed” or forged, e-mail should not be used for official documentation or official notification, unless authenticity is verified by an independent method.

This policy applies only to electronic mail in its electronic form. The policy does not apply to printed copies of electronic mail. This policy applies equally to transactional information (such as e-mail headers, summaries, addresses, and addressees) associated with e-mail records as it does to the contents of those records.

## **9.11 INTERNET POLICY**

1. Internet is for Business Use. Access to the Internet should be strictly for district related business. Internet resources for which there are fees must not be accessed without prior approval of a supervisor; any costs incurred while accessing the Internet without approval are the responsibility of the employee (see3b)
2. Internet Use is not Private. When sites are accessed on the Internet, IP addresses are recorded. Comments are not anonymous, and any electronically stored communication sent or received may be retrieved. FPFC reserves the right to review user accounts, workstations and file server space in order to determine whether specific uses of Internet information systems are appropriate.
3. Unacceptable Internet Site. Management reserves the right to make final determinations in all cases of appropriate use of the Internet. There is a wide variety of information on the Internet. Some individuals may find some information on the Internet offensive or otherwise objectionable. Individual users should be aware that the District has no control over and can therefore not be responsible for the content of information available on the Internet. The following are examples of unacceptable sites and are not intended as an inclusive list:
  - a. Pornographic, religious, or partisan political sites.
  - b. Any site that charges a fee. Visiting such a site must be pre-authorized in writing. If you do visit such a site by mistake, do not give out any billing information such as a credit card number or business phone number. If you are asked for billing information, cancel out of the screen immediately. Resource for which there are fees must not be accessed without prior written approval of a supervisor. Any costs incurred while accessing the Internet are the responsibility of the employee unless approved in advance by the supervisor or department head.
  - c. Vendor sites to purchase personal items. Business purchasing must exclusively go through the contract review process of the District.
  - d. Downloading of any software from the Internet into a server or workstation without prior approval. Most software on the Internet is not free. Software companies will offer free demos to download, users are still obligated to purchase the software after free trial or remove it from their systems. This is hard to track and would be a potential copyright infraction.
4. Harassment through the Internet. If you believe that you are the victim of harassment, please follow these procedures:



- a. Don't delete the message
- b. Don't respond.
- c. Do notify your supervisor, elected officials/department head, or appropriate designate.

## **9.12 USE OF COMPUTER FLASH DRIVES, STORAGE, CDS or DVDs**

Staff may use computer flash drives, storage, CDs or DVDs brought from sources outside the District for job use. Any Fidalgo Pool & Fitness Center information downloaded to one of these devices is property of the District and is subject to public disclosure. Check with the Executive Director for approval before downloading FPFC files.

## **9.13 BULLETIN BOARDS**

Information of special interest to all employees is posted regularly on district bulletin boards. Employees may not post any information on these bulletin boards without the authorization of the supervisor/department head.

## **9.14 CONTACT WITH THE NEWS MEDIA**

The Board of Commissioners' President, or such Commissioner as selected by the Board, and the Executive Director shall be responsible for all official contacts with the news media, including answering of questions from the media. The Board of Commissioners' President or the Executive Director may designate specific employees to give out procedural, factual or historical information on particular subjects.

## **9.15 SOLICITATIONS**

Most forms of selling and solicitations are inappropriate in the workplace. They can be an intrusion on employees and citizens and may present a risk to employee safety or to the security of district or employee property. The following limitations apply:

1. Persons not employed by the District may not solicit, survey, petition, or distribute literature on our premises at any time. This includes persons soliciting for charities, salespersons, questionnaire surveyors, labor union organizers, or any other solicitor or distributor. Exceptions to this rule may be made in special circumstances where the District determines that an exception would serve the best interests of the organization and out employees. An example of an exception might be the United Way campaign or a similar, community-based fund raising effort.
2. Employees may not solicit for any purpose during work time. Reasonable forms of solicitation are permitted during non-work time, such as before or after work or during meal or break periods. Soliciting employees who are on non-work time may not solicit other employees who are on work time. Employees may not distribute literature for any purpose area under this policy.

## **9.16 KEY CONTROL POLICY**

1. The Maintenance Manager is responsible for issuing all FPFC building keys to employees.
2. All keys must be returned to the Maintenance Manager.

3. Keys will be issued only to regular full-time salary personnel or to regular part-time staff who are required to open the building.
4. Late night or off- hours work by employees with keys is permitted, but discouraged. It is safer to use the facility when other employees are also present. This rule does not apply to custodians or maintenance personnel required to perform duties when the facility is closed.
5. The Maintenance Manager is responsible for making duplicate keys.
6. All facility outside keys will be stamps "DO NOT DUPLICATE".
7. Re-keying of facility doors and locks will be determined as necessary by the Executive Director or Maintenance Manager.

#### Violations/Discipline

Violations of the above policy will be treated as follows:

1. Employees will be charged a twenty-five (\$25.00) replacement fee for a lost or stolen key.
2. Unauthorized key reproduction is considered grounds for employee dismissal.
3. Keys not returned at the time of employee separation from FPFC will be considered stolen the police will be notified

### **9.17 DISTRICT SECURITY AND SAFE CODES**

Cash register, long distance and safe combination codes will be issued to appropriate staff members. Personal codes may not be interchanged or shared. Codes will be removed or changed upon termination of an employee who has any personal code.

### **9.18 SAFETY**

FPFC is committed to providing a safe and healthy work environment for all employees. FPFC asks that employees do their part to meet this commitment by consistently practicing safe working habits and exercising caution on the job. Employees are also asked to report to their supervisor or department head, in a timely manner, any safety problems, unsafe working practices or potentially hazardous conditions they observe.

All accidents resulting in a personal injury must be reported to the employee's supervisor or department head immediately, regardless of how insignificant the injury may appear. Reporting is necessary and to comply with the law to initiate industrial injury and workers' compensation if necessary.

### **9.19 BLOODBORNE PATHOGENS**

It is the policy of the District to comply with all statutory obligations for the prevention of exposure to Bloodborne pathogens. Employees should familiarize themselves with the District's Bloodborne Pathogen Exposure control plan and follow it at all times. Exposure to a Bloodborne pathogen may lead to sickness such as hepatitis or AIDS. The District seeks to assure our employees have a safe and healthy work environment. Failure to comply with this plan will result in discipline up to and including termination. For further information, please refer to the published Bloodborne Pathogen Exposure Control Plan located in the District's Accident Prevention Program.

## **9.20 DRUG AND ALCOHOL FREE WORKPLACE POLICY**

The FPFC District recognizes they have an obligation to ensure a drug and alcohol free workplace for the health, safety, welfare and morale of its employees and the patrons they serve.

Employees who are on the job are expected to be physically free from any substance that could contribute to injury, property damage or interfere with the safety of patrons or other employees.

Employees under the influence of alcohol, intoxicants or controlled substances are strictly prohibited in the work place or on any district property or at district sponsored events.

If an employee is taking prescription drugs, as directed by a doctor or dentist, it is the employee's responsibility to check with their doctor, dentist or pharmacist to determine whether or not the use of the medication will endanger the employee's responsibility or impair their ability.

FPFC maintains the right to test for alcohol, marijuana and illegal drugs if the employee exhibits reasonable cause/suspicion of deteriorating performance on the job or while on district property. Reasonable cause/suspicion of alcohol, marijuana and/or illegal drug abuse includes observations based on specific observations of employee conduct, behavior, and appearance, or body odors. FPFC managers must document the physical changes that may be associated with substance/alcohol abuse by that employee.

When reasonable cause/suspicion is noted, the manager or executive director will call DISA, an occupational medicine company branch in Anacortes during 7 am – 4 pm at 360-299-2700 or off hours at 360-202-2288 to perform a drug and/or alcohol test(s). A DISA representative will come to FPFC to conduct the test per chain of custody standards (in legal contexts, refers to the chronological documentation or paper trail, showing the seizure, custody, control, transfer, analysis, and disposition of physical or electronic evidence.)

A **10 Panel Non-DOT Urine Drug Test** may be conducted. This test screens for five street drugs (cocaine, heroin, meth, marijuana, PCP) and five prescription drugs not prescribed by the employee's physician (benzodiazepines, quaaludes, methadone, propoxyphene, barbiturates). A positive drug test will be sent to a Medical Review Officer (MRO) for confirmation of abuse. If the test is considered positive by the MRO, the employee will be disciplined, including suspension without pay or termination of employment.

If alcohol abuse is expected, a **Breath Alcohol Test** will be conducted. If the initial test indicates an alcohol concentration of point zero two (.02) or greater, but less than point zero four (.04), the employee will be removed from his or her position for 24 hours without pay and considered to be in violation of this policy and subject to discipline. An alcohol concentration of point zero four (.04) or greater will be considered a positive alcohol test. The employee will be disciplined, including suspension without pay or termination of employment.

In the event an employee refuses to submit to a urine drug and/or breath alcohol test(s), his or her employment will be immediately terminated.

All employees will be instructed on the drug and alcohol policy developed by the District. Supervisors will receive additional training to enable them to deal effectively with drug related job performance issues. Every employee will read, sign and date a policy form to verify that they were instructed on the policy.

The District reserves the right to add to, modify, interpret, delete or otherwise change this policy, as facts become known regarding legal requirement changes and new options that improve the function of this policy.

## **9.21 PERSONAL APPEARANCE**

During business hours, FPFC requires employees present a clean and neat appearance. Employees who come to work dressed inappropriately will be sent home and directed to return to work in proper attire. Under such circumstances, the employee will not be compensated for the time away from work.

An employee, upon being hired, will be issued the necessary staff uniform for their area of responsibility.

Employees (administrative staff excluded) are allowed to wear jewelry, however, for the employee's own personal protection it is highly recommended that they do not. Jewelry in pierces is limited to the ears. Wearing jewelry in up to two pierces is acceptable, but hoop or dangling earrings are prohibited. These items may cause a potential safety hazard.

The District expects the lifeguard uniforms to be worn that include a swimsuit and red lifeguard tank when on duty.

The executive director, business manager and cashiers are to wear name tags when on duty or representing the District off site. The program and maintenance managers should wear name tags when they are not actively providing program or maintenance care, i.e. Board of Commissioner meetings, committee involvement and during community representation.

Shorts and pants need to be in good public taste. Faded or ragged cutoffs, chopped shorts, or pants with holes are not acceptable.

Garments worn under staff uniforms should not be visible. Staff needs to maintain a professional appearance at all times as determined by Administrative staff.

Hair must be clean and neatly trimmed and be styled in a natural manner.

Please consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

## **9.22 Cell Phone Photography, Camera Use and Videotaping**

Employees must protect individuals' reasonable expectation of privacy in restrooms and locker rooms. In accordance to Washington RCW 9A.44.115, locker rooms and restrooms are places "where a reasonable person would believe that he or she could disrobe in privacy, without being concerned that his or her undressing was being photographed or filmed by another person". For this reason, cell phone photography, camera use, and videotaping are strictly prohibited in these areas.

In the event someone is discovered filming or taking photographs of individuals in a locker room or restroom, an employee should:

1. Tell him or her in a non-confrontational manner that the equipment must be confiscated and turned it in to the front desk person or the manager in charge for further investigation
2. Obtain the name and phone number of the person to whom the equipment can be returned after the investigation is completed
3. Tell the individual that he or she will be notified where to pick up the equipment
4. Document on an incident report what has occurred and give it to the front desk person or manager in charge

As soon as the front desk person or manager in charge becomes aware of the incident, he or she should immediately:

1. Call the child's parent if the person is 17 years of age or younger
2. Contact the police
3. Keep the equipment until the police arrive
4. Have the employee that initially discovered the incident talk with the police
5. Allow the police to return the item to the individual or keep it
6. Add to the incident report what has transpired since the item was confiscated
7. Submit the completed incident report in to the Executive Director.

If an employee is concerned that confronting the individual would jeopardize his or her safety, the police should be immediately notified to handle the situation and an incident report should be completed.

Using phones and cameras to take pictures of unclothed individuals is a criminal offense in Washington. If a person refuses to allow the equipment to be confiscated or leaves without cooperating, the police should be notified. Any witnesses will be asked to stay until the officers arrive.

## **CHAPTER 10 DISCIPLINE AND TERMINATIONS**

### **10.1 ACTIONS SUBJECT TO DISCIPLINARY ACTION**

Our success in providing excellent service to our patrons and maintaining good relationships with the community depends on our employees. We have therefore provided for your guidance certain conduct that, if engaged in, would be detrimental to our objective and could lead to disciplinary action including termination. The following specified conduct is illustrative of the types of offense and is not comprehensive.

1. Misrepresentation or withholding of pertinent facts in securing employment.
2. Unauthorized use of district facilities or property.
3. Unauthorized use of position with the District for personal gain or advantage.
4. Accepting unlawful gratuities or bribes.
5. Lying.
6. Smoking in any unauthorized posted area or creating of fire hazards in any area.
7. Violation of the District's telephone policy.
8. Violation of the established uniform or dress standards.
9. Failure to properly secure the District facilities or property.
10. Failure to report an occurrence causing damages to district, customer, or public property.
11. Loitering after completing day's work that results in the disruption of the District's business or the work effort of other employees.
12. Vending, soliciting, or collecting contributions on the premises.
13. Unauthorized operation or using machines tools, or equipment to which the employee has not been specifically assigned.
14. Unauthorized recording of another employee's time record. Both employees can be subject to disciplinary action.
15. Habitual lateness for work.
16. Absence without proper notification to immediate supervisor, excessive absenteeism, or insufficient reasons for absenteeism.
17. Loitering, "goofing off", failing to assist others in a work situation.
18. Disorderly conduct, including fighting or horseplay on the premises.
19. Rudeness, discrimination, intimidation, coercion, use of obscene language, malicious gossip, gestures or lack of courtesy to the public or fellow employees.
20. Immoral conduct while on duty.
21. Intentional falsification of records/paperwork required in the transaction of district business.
22. Inability, inefficiency, negligence, or insubordination, including a refusal or failure to perform assigned work.
23. Concealing defective work.
24. Failure to observe safety practices, rules, regulations, and instructions.
25. Negligence that results in injury to others.

26. Failure to promptly report to your immediate supervisor an on-the-job injury or accident involving an employee, equipment, property, or visitor.
27. Dishonesty or theft, including deliberate destruction, damage, or removal of the District's or other's property from the premises, or any job site.
28. Failure to wear required safety clothing and equipment.
29. Possession, use, sale, or being under the influence of alcohol and/or controlled substances while on district business. The only exception to this rule shall be for an employee using or possessing a controlled substance prescribed by a doctor. Employees must notify his/her supervisor of use of a medication, which could impact the safety of the employee or others.
30. Possession of explosives or weapons on the premises or at any job site. (Hunting weapons being transported unloaded with ammo and weapon stored in different areas of an employee personal vehicle does not constitute an infraction).
31. Conviction of a gross misdemeanor or felony.
32. Use of personal communication devices (cell-phones, beepers, etc.) for non-emergency contacts.
33. Sharing cash register, burglar alarm, long distance or safe combination codes with any person including district employees.

## **10.2 POSSIBLE DISCIPLINARY ACTIONS**

In the event that discipline is necessary, the following types of disciplinary actions may be used, depending on the particular situation:

- Oral Warning
- Written Reprimand
- Suspension
- Demotion
- Termination

The choice of what discipline to apply in any particular case rests solely with the District.

## **10.3 DISCIPLINARY ACTION APPEAL PROCEDURE**

See chapter eleven (11) for this appeal procedure.

## **10.4 RESIGNATION**

An employee wishing to leave district service in good standing shall, at least two (2) weeks before leaving, file with the elected official/department head a written statement as to the reasons for leaving and the effective date of leaving. The time limit resignation may be waived at the discretion of the elected official/department head.

## **10.5 SEPARATION EXIT INTERVIEW**

All employees terminating employment with the District whether by resignation, discharge or retirement shall complete a written interview with the supervisor/department head. The written exit interview will be filed in the employee's permanent personnel file by the Business Manager.

## 10.6 LAYOFF

The District may layoff regular employees for lack of work, budgetary restrictions, or other changes that have taken place. The employee is to be given ten (10) working day's notice, except in cases of emergency, and before such layoff is to take place. Temporary employee may be laid off without prior notice.

## CHAPTER 11 COMPLAINT PROCEDURES

The District recognizes that sometimes situations arise in which employees or patrons feel that they have not been treated fairly or in accordance with District policies. **Employees or patrons should report complaints of discrimination or harassment as per the District Harassment Policy.**

Step 1: Employees should first try to resolve any problem or complaint with their supervisor (or department supervisor).

Step 2: When normal communication between an employee/patron and the supervisor is not successful, or when an employee disagrees with the application of district policies and procedures, the employee/patron should attempt to resolve the problem with his/her department head.

Step 3: If the employee/patron is not satisfied with the response from the department head, the employee/patron may submit the problem, in writing, to the Executive Director. Complaints concerning the Executive Director should be reported to the Board of Commissioners.

The written complaint must contain, at a minimum:

1. A description of the problem;
2. A specific policy or procedure, which the employee/patron believes, has been violated or misapplied;
3. The date of the circumstances leading to the complaint or the date when the employee/patron first became aware of those circumstances;
4. The remedy sought by the employee/patron to resolve the complaint.

The written complaint must be filed within ten (10) working days of the occurrence leading to the complaint, or ten (10) working days after the employee/patron becomes aware of the circumstances. The Executive Director will investigate and, notify the employee/patron of the progress of the investigation and indicate when the employee can expect to receive a response.

If the employee/patron does not agree with the decision of the Executive Director, he or she may submit a written request for further review to the Board of Commissioners. The Board of Commissioners shall investigate such complaints made to it in writing by an employee/patron. The Board of Commissioners shall transmit its recommendations, which shall be advisory in nature, in writing, to the Executive Director. The decision of the Board of Commissioners shall be final.



## APPENDIX A: SALARY PLAN

<i>Position</i>	<i>Classification</i>	<i>Base Wage</i>	<i>Maximum Wage</i>
Executive Director	Regular full-time Salary Exempt	\$40,000.00	\$75,000.00
Maintenance Manager	Regular full-time Salary Non-Exempt	\$40,000.00	\$65,000.00
Head Coach	Regular full-time Salary Non-Exempt	\$32,000.00	\$42,000.00
Aquatic Manager/Fitness	Regular full-time Salary Exempt	\$32,000.00	\$42,000.00
Business Manager	Regular full-time Salary (35 Hours/Week)	\$32,000.00	\$42,000.00
Assistant/Deck Coaches	Hourly part-time	\$11.50	\$18.25
Instructor Certified (Aerobic)	Hourly part-time	\$17.00	\$25.00
Instructor Non-Certified (Aerobic)	Hourly part-time	\$11.50	\$15.50
Custodial	Regular full-time Hourly Non-Exempt	\$11.50	\$15.50
Custodial/Maintenance Aid	Regular full-time Hourly Non-Exempt (1) Regular part-time	\$11.50	\$16.50
Instructor Aide (Swim)	Hourly part-time	\$11.50	\$13.50
Instructor Certified (Swim)	Hourly part-time	\$11.00	\$15.50
Lifeguards	Hourly part-time	\$11.50	\$13.50
Head Lifeguard	Hourly part-time	\$11.75	\$14.50
Senior Lifeguard	Hourly Part-time	\$12.00	\$16.50
Cashiers	Hourly part-time	\$11.50	\$15.50
Assistant Aquatics Manager	Full-Time	\$13.00	\$17.50

Salary Ranges are reviewed at least annually and brought to the Board of Commissioners for adjustment as necessary. All position candidates that report to the Executive Director will be interviewed by at least two Commissioners as well as the Executive Director before hire.

**APPENDIX B: TRAVEL EXPENSE REPORT**

**Fidalgo Pool & Fitness Center District**  
 1603 22<sup>nd</sup> Street  
 Anacortes, WA 98221  
 (360) 293-0673 FAX (360) 299-2953  
 poolandfitness@pioneernet.net

**Travel/Mileage Expense Report**

Employee: Purpose:  
 Department: From:  
 Date: To:

Date	Destination	# Miles		
<b>Totals</b>			<b>X</b>	

CLAIMANT’S CERTIFICATION: I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT THIS IS A TRUE AND CORRECT CLAIM FOR NECESSARY TRAVEL EXPENSES INCURRED BY ME AND NO PAYMENT HAS BEEN RECEIVED BY ME ON ACCOUNT THEREOF.

Employee’s Signature:

\_\_\_\_\_ Date \_\_\_\_\_

Approved By:

\_\_\_\_\_ Date \_\_\_\_\_



## APPENDIX C2: LIFEGUARD CERTIFICATION POLICY



Fidalgo Pool & Fitness Center (FPFC) will reimburse the cost of Lifeguard certification or re-certification. Employee will receive 100% of course costs in two (2) payments. The first fifty percent (50%) will be reimbursed after proof of training or a copy of certification is submitted for the employee's personnel file. The second fifty percent (50%) will be reimbursed after three (3) months of active, continuous employment. Lifeguards or Lifeguard Candidates must meet the following criteria:

- Prior to training date, currently certified Lifeguards must have worked at FPFC at least two (2) shifts per week for the past two (2) months and must agree to work a minimum of two (2) shifts per week for the three (3) months immediately following the training.
- Candidates for first time employment at FPFC must agree to work a minimum of two (2) lifeguard shifts per week for the three (3) months immediately following the training.

Certification fees for employees or employee candidates who do not meet the above criteria:

- Lifeguard Certification: \$250
- Lifeguard Re-certification (FPFC employee): \$40
- Lifeguard Re-certification (non-employee): \$80

### **Lifeguard Certification Agreement**

I, \_\_\_\_\_, understand that FPFC will cover the cost of training based on the criteria above (check one):

\_\_\_\_\_ Lifeguard Certification

\_\_\_\_\_ Lifeguard Re-certification

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Aquatics & Fitness Manager Signature

**APPENDIX D: REQUEST FOR LEAVE FORM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**TYPE OF LEAVE REQUESTED:**

SICK                     OTHER - EXCLUDING VACATION

**Dates Requested:**

From : \_\_\_\_\_ To: \_\_\_\_\_

Total Days and Hours Requested: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_  
**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**EXECUTIVE DIRECTOR'S SIGNATURE**

\_\_\_\_\_

**APPENDIX E: APPLICATION FOR FAMILY OR MEDICAL LEAVE**

*Name:* \_\_\_\_\_

*Current Address:* \_\_\_\_\_

*Start Date of Anticipated Leave:* \_\_\_\_\_

*Expected Date of Return to Work:* \_\_\_\_\_

*Reason for Leave (Explain:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*NOTE: An employee requesting leave for the employee's serious health condition or the serious health condition of the employee's spouse, child or parent must submit a verifying medical certification from a physician within 15 days of application for leave.*

*I hereby authorize a health care provider representing Fidalgo Pool & Fitness Center to contract my physician to verify the reason for my requested family and medical leave.*

*I understand that a failure to return to work at the end of my leave period may be treated as a resignation unless an extension has been agreed upon and approved in writing by Fidalgo Pool & Fitness Center.*

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**APPROVED BY:**

\_\_\_\_\_  
*Supervisor*

\_\_\_\_\_  
*Executive Director*

## APPENDIX F: CERTIFICATION OF HEALTH CARE PROVIDER

(Family and Medical Leave Act of 1993)

1. Employee's Name: \_\_\_\_\_
2. Patient's Name (if different from employee): \_\_\_\_\_
3. The attached sheet describes what is meant by a "serious health condition" under the Family and Medical Leave Act. Does the patient's condition<sup>1</sup> qualify under any of the categories described? If so, please check the applicable category.

(1)\_\_\_\_(2)\_\_\_\_(3)\_\_\_\_(4)\_\_\_\_(5)\_\_\_\_(6)\_\_\_\_, or none of the above\_\_\_\_\_

Describe the medical facts, which support your certification, including a brief statement as to how the medical facts meet the criteria of one of these categories:

4. a. State the approximate **date** the condition commenced, and the probable **duration** of the condition (and also the probable duration of the patient's present incapacity<sup>2</sup> if different):  
\_\_\_\_\_
- b. Will it be necessary for the employee to take work only **intermittently or to work on a less than full schedule** as a result of the condition (including for treatment described in Item 6 below)?  
Circle one: Yes      No  
If yes, give the probable duration: \_\_\_\_\_
- c. If the condition is a **chronic condition** (condition #4) or **pregnancy**, state whether the patient is presently incapacitated<sup>2</sup> and the like duration and frequency of **episodes of incapacity**<sup>2</sup>:
5. a. If additional **treatments** will be required for the condition, provide an estimate of the probable number of such treatments. \_\_\_\_\_
6. If the patient will be absent from work or other daily **activities** because of **treatment** on an **intermittent** or **part-time** basis, also provide an estimate of the probable number and interval between such treatments, actual or estimated dates of treatment if known, and period required for recovery if any:
  - a. If any of these treatments will be provided by another provider of health services (e.g., physical therapist), please state the nature of the treatments:

---

<sup>1</sup> Here and elsewhere on this form, the information sought relates only to the condition for which the employee is taking FMLA leave.

<sup>2</sup> "Incapacity," for purpose of FMLA, is defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefor, or recovery therefrom.

- b. If a **regimen of continuing treatment** by the patient is required under your supervision, provide a general description of such regimen (e.g., prescription drugs, physical therapy requiring special equipment):
7. a. If medical leave is required for the employee's **absence from work** because of the **employee's own condition** ( including absences due to pregnancy or a chronic condition), is the employee **unable to perform** work of any kind?  
 Circle one: Yes      No
- a. If able to perform some work, is the employee **unable to perform one or more of the essential functions of the employee's job** (the employee of the employer should supply you with information about the essential job functions)? \_\_\_\_\_ If yes, please list the essential functions the employee is able to perform:
8. a. If leave is required to **care for a family member** of the employee with a serious health condition, **does the patient require assistance** for basic medical or personal needs or safety, or for transportation?  
 Circle one: Yes      No
- b. If no, would the employee's presence to provide **psychological comfort** be beneficial to the patient or assist in the patient's recovery?  
 Circle one: Yes      No
- c. If the patient will need care only **intermittently** or on a part-time basis, please indicate the probable duration of this need: \_\_\_\_\_

\_\_\_\_\_  
 (Signature of Health Care Provider)

\_\_\_\_\_  
 (Type of Practice)

\_\_\_\_\_  
 (Address)

\_\_\_\_\_  
 (Telephone number)

**To be completed by the employee needing family leave to care for a family member:**

State the care you will provide and an estimate of the period during which care will be provided, including a schedule if leave is to be taken intermittently or if it will be necessary for you to work less than a full schedule:

\_\_\_\_\_  
 (Signature of Employee)

\_\_\_\_\_  
 (Date)



## APPENDIX G: SERIOUS HEALTH CONDITION DEFINITION

A “**Serious Health Condition**” means an illness, injury, impairment, or physical or medical condition that involves one of the following:

### 1. Hospital Care

**Inpatient care** (i.e., an overnight stay) in a hospital, hospice or residential medical care facility, including any period of incapacity<sup>2</sup> or subsequent treatment in connection with or consequent to such inpatient care.

### 2. Absence Plus Treatment

(a) A period of incapacity<sup>2</sup> of **more than three consecutive calendar days** (including any subsequent treatment or period of incapacity<sup>2</sup> relating to the same condition), that also involves:

**Treatment<sup>3</sup> two or more times** by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; *or*

**Treatment** by a health care provider on **at least one occasion** which results in a **regimen of continuing treatment<sup>4</sup>** under the supervision of the health care provider.

### 3. Pregnancy

Any period of incapacity due to **pregnancy**, or for **prenatal care**.

### 4. Chronic Conditions Requiring Treatments

A **chronic condition** which:

Requires **periodic visits** for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider;

Continues over an **extended period of time** (including recurring episodes of a single underlying condition); and

May cause **episodic** rather than a continuing period of incapacity<sup>2</sup> (e.g., asthma, diabetes, epilepsy, etc.).

### 5. Permanent/Long-term Conditions Requiring Supervision

A period of **incapacity<sup>2</sup>** which is **permanent or long-term** due to a condition for which treatment may not be effective. The employee or family members must be **under the continuing supervision or, but need not be receiving active treatment by, a health care provider**. Examples include Alzheimer’s, a severe stroke, or the terminal stages of a disease.

### 6. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive **multiple treatments** (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for **restorative surgery** after an accident or other injury, **or** for a condition that **would likely result in a period of incapacity<sup>2</sup> of more than three consecutive calendar days in the absence of medical intervention or treatment**, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

---

<sup>3</sup> Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

<sup>4</sup> A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, and other similar activities that can be initiated without a visit to a health care provider.

**APPENDIX H: NOTICE OF INTENTION TO RETURN FROM LEAVE**

Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date leave commenced: \_\_\_\_\_

Date of planned return: \_\_\_\_\_

I understand that my restoration to employment is subject to the following conditions:

1. As a condition of restoration, each employee must provide a written certification from his or her health provider that the employee is able to resume working
  
2. Every attempt will be made to restore an employee returning from leave to his or her original position. If the employee’s original position is unavailable, the employee will be placed in an equivalent position with equivalent pay and benefits.
  
3. An employee returning from family and medical leave shall not be entitled to the accrual of any seniority or employment benefits during the period of leave.

Employees'  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
I have examined \_\_\_\_\_ and can certify that she/he is fully able to resume working.

Health care provider’s  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX I: OUTSIDE KEY ISSUANCE

OUTSIDE KEY ISSUANCE FORM
---------------------------

The Maintenance Manager is responsible for issuing all FPFC building keys to employees.

1. All keys must be returned to the Maintenance Manager.
2. Keys will be issued only to regular full-time salary personnel or to regular part-time staff who are required to open the building.
3. Late night or off- hours work by employees with keys is permitted, but discouraged. It is safer to use the facility when other employees are also present. This rule does not apply to custodians or maintenance personnel performing duties when the facility is closed.
4. The Maintenance Manager is responsible for making duplicate keys.
5. All facility outside keys will be stamps "DO NOT DUPLICATE".
6. Re-keying of facility doors and locks will be determined as necessary by the Executive Director or Maintenance Manager.

### Violations/Discipline

Violations of the above policy will be treated as follows:

1. Employees will be charged a \$25.00 replacement fee for a lost or stolen key.
2. Unauthorized key reproduction is considered grounds for employee dismissal.
3. Keys not returned at the time of employee separation from FPFC will be considered stolen the police will be notified

### FIDALGO POOL & FITNESS CENTER DISTRICT KEY ISSUANCE FORM

EMPLOYEE NAME	DEPT
DATE OF ISSUANCE	DATE OF RETURN
OUTSIDE KEY NO.	INSIDE KEY NO.
EMPLOYEE SIGNATURE	
ISSUING SIGNATURE	
RETURNING SIGNATURE	

## APPENDIX J: EMPLOYEE ACCIDENT REPORT

(To be filled out for all injuries or illnesses that occurred to an employee while on duty)

Employee's Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Location where injury occurred: \_\_\_\_\_

Name of person to whom this accident was reported: \_\_\_\_\_

Names of Witnesses: \_\_\_\_\_

Summarize what you think happened:

\_\_\_\_\_  
\_\_\_\_\_

What could have been done to avoid this accident?

\_\_\_\_\_  
\_\_\_\_\_

**EXPLAIN IN DETAIL:** What part of your body was injured? **BE SPECIFIC:**

\_\_\_\_\_

Is this an original injury or a re-injury? \_\_\_\_\_

If a re-injury, when and where was the previous injury? \_\_\_\_\_

Who was the employer \_\_\_\_\_ Claim Number: \_\_\_\_\_

Would you be willing to perform light-duty work during your recovery? \_\_\_\_\_

Date and time you sought medical attention: \_\_\_\_\_

Whom did you see? \_\_\_\_\_ Date: \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*This form is to be returned to your employer as soon as possible.*

Date employer received \_\_\_\_\_

**NOTE:** Washington Administrative responsibility: "Employees shall make a prompt report to their immediate supervisor of each industrial injury." Code number 296-24-025 (25)

**APPENDIX K: SUPERVISOR'S ACCIDENT REPORT**

Supervisor's Name: \_\_\_\_\_

Injured Employee's Name: \_\_\_\_\_

Who Reported It? \_\_\_\_\_

Names of Witnesses: \_\_\_\_\_

Describe the Accident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did the accident require a doctor's treatment? \_\_\_\_\_

Date and time of next doctor's appointment: \_\_\_\_\_

Was this employee competent and skillful in his/her job? \_\_\_\_\_

What were the causes of the Accident?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will this be a time-loss case? \_\_\_\_\_

If so, was the employee instructed to keep the council informed of his/her progress? \_\_\_\_\_

If not why? \_\_\_\_\_

Has this employee had other industrial injuries? \_\_\_\_\_ How Many? \_\_\_\_\_

**EXPLAIN IN DETAIL:** What part of the body was injured:  
\_\_\_\_\_  
\_\_\_\_\_

Other details of the accident: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Follow-Up on Employee)

## APPENDIX L: REQUEST FOR DIRECT DEPOSIT FORM

Name \_\_\_\_\_

*Please include a voided check (or a deposit slip for savings accounts) with this form. Check appropriate item:*

- Full check amount each month.
- Partial check amount. Indicate amount to be deposited \$ \_\_\_\_\_
- Account(s) to be deposited to:
  - Checking
  - Savings
  - Other \_\_\_\_\_  
(Type of Account)

### OTHER:

- Stop Direct Deposit
- Change an Account
  - Different Bank
  - Different Account
  - Additional Account:
    - Partial \$ \_\_\_\_\_
    - Entire Amount

In the event of an overpayment, the District reserves the right to debit my account.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**APPENDIX N: HARASSMENT, INTIMIDATION OR BULLYING**  
Incident Reporting Form

Reporting person (optional): \_\_\_\_\_

Targeted Person: \_\_\_\_\_

Your email address (optional): \_\_\_\_\_

Your Phone Number (optional): \_\_\_\_\_ Today's date: \_\_\_\_\_

Name(s) of bullies (if known): \_\_\_\_\_

Name of employee you've already contacted (if any): \_\_\_\_\_

On what dates did the incident(s) happen (if known): \_\_\_\_\_

Where did the incident(s) happen (if known): \_\_\_\_\_

Please check the box that best describes what the bully did. Please choose all that apply.

- Hitting, kicking, shoving, spitting, hair pulling or throwing something at a person
- Getting someone else to hit or harm the person
- Teasing, name calling, making critical remarks or threatening in person, by phone, by e-mail, etc. Making the person a target of jokes
- Making rude and/or threatening Gestures
- Making a person fearful, demanding money or exploiting
- Other

If you select other, please describe: \_\_\_\_\_

Why do you think the harassment, intimidation or bullying occurred?

\_\_\_\_\_

Were there any witnesses?  Yes  No If yes, please provide their names:

\_\_\_\_\_

Did a physical injury result from this incident? If yes, please describe.

\_\_\_\_\_

Is there any additional information?

\_\_\_\_\_

Thank you for reporting!

-----For Office Use-----

Received by: \_\_\_\_\_

Date received: \_\_\_\_\_

Parent/guardian contacted: \_\_\_\_\_

Circle one:      Resolved      Unresolved

Referred to: \_\_\_\_\_



**APPENDIX O:**



**DRUG AND ALCOHOL FREE  
WORKPLACE POLICY  
EMPLOYEE FORM**

I have received and read a copy of the drug and alcohol free workplace policy for Fidalgo Pool & Fitness Center. I agree to follow the rules in the policy, and understand that disciplinary action, including termination of employment may occur if I'm not in compliance.

---

Employee Signature

---

Date

---

Manager Signature

---

Date

**APPENDIX P:**

# Overtime: Authorization Form

This form is to be used to approve all overtime for managers and employees. The Executive Director must approve overtime prior to the beginning of overtime work. If an emergency occurs, the employee must notify the Executive Director immediately for authorization. The completed form will be kept in the employee's personnel file and will be include it in that pay period's regular time and attendance records sent to the Business Manager.

Name of Employee/Manager: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Overtime Work: \_\_\_\_\_ No. of Hours: \_\_\_\_\_

Project or Budget to be charged: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why work cannot be completed during regular hours: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Executive Director's approval: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**SCHEDULE A: REIMBURSEMENT RATES FOR LODGING, MEALS AND PRIVATE VEHICLE MILEAGE**



**Acrobat Document**

## SCHEDULE B: MILEAGE TABLE



**Acrobat Document**