



Employee Handbook

Yakima County
128 N 2nd Street
Yakima, Washington

Updated: May 16, 2018

The mission of Yakima county government is to provide accessible, responsive and responsible public service through leadership and teamwork committed to understanding and meeting public needs.

Our Values:

Integrity

Common Sense

Innovation

Accountability

This Handbook is intended to give you a general overview of the County and may not deal with all of the policies which govern its operation. Please do not hesitate to ask for more information from either your supervisor of the Human Resources Department.

HANDBOOK DISCLAIMER

We prepared this handbook to assist you in finding the answers to many questions that you may have regarding your employment with Yakima County. The County's policies described in this handbook serve the purpose of providing a standard method of dealing with personnel-related matters encompassing the terms and conditions of employment with Yakima County. Additionally, they provide a means for the County to carry out its philosophy of developing the capabilities of employees; providing a safe and pleasant work environment; providing appropriate employee compensation, recognition, and benefits; and providing equal employment opportunity for all employees.

We do not expect this handbook to answer all of your questions. Your supervisor, Department Head or Elected Official and Human Resources are also major sources of information.

Yakima County has the right to manage its workplace and direct its employees. This includes the right to hire, transfer, promote, demote, reclassify, layoff and terminate employment.

THE LANGUAGE IN THIS HANDBOOK IS NOT INTENDED TO CREATE A CONTRACT BETWEEN YAKIMA COUNTY AND ANY ONE OR ALL OF ITS EMPLOYEES. IN THE ABSENCE OF A WRITTEN CONTRACT, EMPLOYMENT CAN BE TERMINATED AT ANY TIME AT THE WILL OF EITHER THE EMPLOYER OR THE EMPLOYEE. PERMANENT EMPLOYMENT OR EMPLOYMENT FOR ANY TERM IS NOT INTENDED BY STATEMENTS IN THIS HANDBOOK. NO EMPLOYEE, SUPERVISOR OR MANAGER IS AUTHORIZED TO MAKE ANY ORAL ASSURANCE OR PROMISES OF CONTINUED EMPLOYMENT.

The statements contained in this handbook are simply general statements of County policy and are not intended to limit Yakima County's discretion in any way. As the dynamics of County government are constantly changing and in order to serve this purpose, the policies referred to in this handbook will change from time to time. We will notify you of these changes through appropriate distribution such as posting them on the intranet or bulletin boards. Changes will be effective on dates determined by the Board of County Commissioners and you may not rely on policies that have been superseded.

This handbook does not establish policy. The contents are presented as a matter of information only, and are NOT conditions of employment. Nothing contained herein is intended to guarantee continuity of benefits or rights. If you are uncertain about a policy or procedure, please check with your supervisor and/or the Human Resources Department.

Certain matters covered by this handbook, such as benefit plan descriptions, also are described in separate County documents. These County documents are always controlling over any statement made in this handbook or by any member of management.

This Employee handbook supersedes all previous employee handbooks and management memos which may have been issued on these topics.

This handbook is subject to the terms of any applicable collective bargaining agreement. Language in individual bargaining unit contracts takes precedence over language in this handbook where there are conflicts.

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Section 1 - Governing Principles of Employment

1-1. Introduction

May 16, 2018

Dear Yakima County Employee:

Welcome to employment with Yakima County! We hope your new job will live up to your expectations and your employment with us will be rewarding. We urge you to take pride in your job, set high standards, and to perform your job to the best of your abilities, thus serving the citizens of Yakima County while enhancing your own career opportunities.

This Employee handbook has been prepared as a guideline for our employees. It shall not be construed to form a contract between Yakima County and any employees. Rather, it provides an overview of Yakima County's general employment philosophy and a summary of important policies and procedures. Copies of the policies and procedures are available in Human Resources and may also be available on the Yakima County Intranet. Yakima County may revise this handbook or its policies, practices, or procedures from time to time.

I extend to you my personal best wishes for your success and happiness here at Yakima County. We understand that it is our employees who provide the services that our customers rely upon, and who will grow and enable us to create new opportunities in the years to come.

Sincerely,

Jacqui Lindsay, Human Resources Director

1-2. Equal Employment Opportunity

Yakima County is an Affirmative Action and Equal Opportunity Employer that does not discriminate on the basis of actual or perceived age, color, creed, sensory, mental or physical disability, genetic information, marital status, national origin, political belief, race religion, sex, sexual orientation, and military status, or any other protected status under federal or state law. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and equitable treatment during employment.

The County will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. A disabled employee may notify a direct supervisor, manager, or department head/elected official of a need for accommodation, but the request must also be submitted in written form to the ADA Coordinator within 3 business days of the original request for accommodation.

The County will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the County's operations. If you wish to request such an accommodation, please speak to your supervisor.

Employees with questions or concerns about equal employment opportunities in the workplace are encouraged

to bring these issues to the attention of the Human Resources Director. The County will not tolerate any form of retaliation against individuals who raise issues of equal employment opportunity. All employees must cooperate with all investigations.

1-3. Non-Harassment

It is Yakima County's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected status including, but not limited to age, color creed, sensory, mental or physical disability, genetic information, marital status, national origin, political belief, race religion, sex, sexual orientation, and military status, or any other protected status under federal or state law. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

Sexual harassment is a form of sex or gender discrimination. It is Yakima County's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender.

While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited conduct can be found in the Non-Discrimination and Anti-Harassment Policy.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Department Head/Elected Official and the Human Resources Department. If you have not received a satisfactory response within ten (10) business days after reporting any incident of what you perceive to be harassment, please contact the Prosecuting Attorney's Corporate Counsel Division.

Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed.

The County will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

The County's Non-Discrimination and Anti-Harassment Policy is attached to this handbook.

1-4. Whistleblower Policy

Yakima County encourages good faith reporting by its employees of improper governmental action taken by County Elected Officials, Department Heads or employees and protects County employees who have reported improper governmental actions in accordance with the County's Whistleblower Policy.

If you become aware of improper governmental actions you should raise the issue first with your supervisor. If you reasonably believe the improper governmental action involves your supervisor, you may raise the issue directly with the Human Resources Director.

Your supervisor and/or the Human Resources Director will take prompt action to properly investigate the report of improper governmental action. Your identity will be protected to the extent possible under law, unless you authorize the disclosure of your identity in writing.

If you are not satisfied with the response from your supervisor or the Human Resources Director, you can report concerns about improper governmental action to the Prosecuting Attorney.

At any time, you may report information about improper governmental action directly to the appropriate State or Federal government agency with responsibility for investigating the improper action.

Yakima County Elected Officials, Department Heads and employees are prohibited from taking retaliatory action against an employee because he or she has reported an improper governmental action in accordance with these policies and procedures.

If you believe that you have been retaliated against for reporting an improper governmental action you should advise your supervisor, the Human Resources Director or the Board of County Commissioners.

1-5. Record Retention

The County has the responsibility to preserve information relating to litigation, audits and investigations. Unauthorized destruction or modification of information can result in possible civil and criminal sanctions against the County and its employees. Violations may result in disciplinary action up to and including termination of employment.

As an employee you have an obligation to contact the Prosecuting Attorney's Office, Civil Division, to inform them of a potential or actual litigation, external audit, investigation or similar proceeding involving the County that may have an impact on record retention protocols.

1-6. Workplace Violence

Yakima County is strongly committed to providing a safe workplace. Our policy is to minimize the risk of personal injury to employees and damage to County and personal property.

Threats, threatening language or any other acts of aggression or violence made toward or by any County employee will not be tolerated. A threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation.

All potentially dangerous situations, including threats by co-workers, must be reported immediately to any member of management with whom you feel comfortable or the Department of Security. All reports of threats will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If you are the recipient of a threat made by an outside party, please follow the steps detailed in this section. It is important for us to be aware of any potential danger to our employees. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

1-7. Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect County property, and to ensure efficient operations, the County has adopted a policy of maintaining a workplace free of drugs and alcohol.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on County premises, while

on County business (whether or not on County premises) or while representing the County, is strictly prohibited. Employees and other individuals who work for the County also are prohibited from reporting to work or working while they are using alcohol or any controlled substances, which may impact an employee's ability to safely perform his or her job or otherwise pose safety concerns. Employees taking prescribed medication with warning labels detailing possible side effects that may affect their ability to do their job should immediately notify their supervisor. In addition, this provision does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test.

Employees must notify the County within five calendar days if they are convicted of a criminal drug violation in the workplace. Such employees will be subject to discipline up to and including discharge.

The County maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not rely on a request for accommodation under the ADA/WLAD to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any County employee, including themselves.

Substance abuse counseling is available through the Employee Assistance Program (See Section 3-10).

1-8. Smoke Free Workplace

Yakima County, in an effort to protect the health and welfare of all County employees, has banned smoking, including the use of electronic smoking devices and hoodahs, within County buildings, facilities, vehicles and within 25 feet of building entrances. Facilities and buildings include office spaces, conference rooms, restrooms, break rooms, shop areas, and any off-site area utilized for the purpose of conducting a function of County government. Vehicle is defined as any County-owned car, truck, van, bus, other motorized vehicle or heavy equipment operated by an employee.

1-9. Federal Contractors: Pay Transparency

Yakima County will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is: (a) in response to a formal complaint or charge; (b) in furtherance of an investigation, proceeding, hearing or action, including an investigation conducted by the employer; or (c) consistent with Yakima County's legal duty to furnish information.

1-10. Pregnancy Accommodations

In compliance with Washington law, Yakima County will not discriminate against an employee in relation to pregnancy and pregnancy-related health conditions. The County will endeavor to provide reasonable accommodations for conditions related to pregnancy and pregnancy-related health conditions, unless the accommodation would pose an undue hardship on the County's program, enterprise or business. Reasonable

accommodations include:

1. providing more frequent, longer or flexible restroom breaks;
2. modifying a no food or drink policy;
3. job restructuring, part-time or modified work schedules, reassignment to a vacant position or acquiring or modifying equipment, devices or an employee's work station;
4. providing seating or allowing the employee to sit more often if the employee's job requires the employee to stand;
5. providing for a temporary transfer to a less strenuous or less hazardous position;
6. providing assistance with manual labor and limits on lifting;
7. scheduling flexibility for prenatal visits; and
8. any further pregnancy accommodation an employee may request, and to which the County must give reasonable consideration in consultation with information provided on pregnancy accommodation by the Washington Department of Labor and Industries or the attending health care provider of the employee.

The County may request that the employee provide a written certification from the employee's treating health care professional regarding the need for reasonable accommodation except for accommodations listed in points 1, 2 and 4 above or limits on lifting subject to applicable law.

The County is not required to create additional employment that would not otherwise have been created or discharge any employee, transfer any employee with more seniority or promote any employee who is not qualified to perform the job, unless the County does so or would do so for other classes of employees who need accommodation.

The County will not take adverse action against an employee who requests, declines or uses an accommodation under this policy. Further, the County will not deny employment opportunities to an otherwise qualified employee or prospective employee if such denial is based on the County's need to reasonably accommodate an employee's or prospective employee's condition related to pregnancy, childbirth or a related medical condition. Additionally, the County will not require an employee to take leave if another reasonable accommodation can be provided for the employee's pregnancy and pregnancy-related health conditions.

If employees have any questions about or would like to request a reasonable accommodation pursuant to this policy, they should contact the ADA Coordinator in Human Resources.

Section 2 - Operational Policies

2-1. Your Paycheck

Yakima County employees are paid on a monthly basis. Employees receive their regular payroll checks on the 10th day of the month for salary or wages earned in the previous month. Should payday fall on a weekend or a holiday, paychecks will be issued on the preceding workday.

Your paycheck or pay stub will be given only to you, unless you request that it be mailed, or authorize in writing another person to accept your check/pay stub for you.

Your payroll stub itemizes deductions made from your gross earnings. By law, the County is required to make deductions for Social Security, Medicare, federal income tax and any other appropriate taxes. These required deductions also may include retirement contributions and any court-ordered garnishments. Your payroll stub will differentiate between regular pay received and overtime pay received. In addition, leave accruals, use and balances will be reported. Voluntary deductions from your pay for items such as health insurance, credit union payments, union dues, parking fee, United Way contribution, deferred compensation, etc., may only be made or changed with your written authorization.

It is your responsibility to review your payroll stub for accuracy and report any discrepancies immediately to your department Payroll Clerk so the County can resolve the matter quickly and amicably.

2-2. Salary Advances

Draw pay is an advance on the employee's monthly paycheck.

The draw paycheck allows the employee to receive an advance on his/her monthly paycheck. A draw paycheck is available only to employees in regular budgeted positions. Draw checks are available in increments of \$10 up to a maximum of 40% of monthly base pay. Draw checks are available to the employee on the 25th day of the month or the closest working day prior to the 25th.

As a new regular employee you may sign up for a draw during your month of hire. Thereafter, you may change your draw once a year in the month of December for the following calendar year.

Yakima County reserves the right to adjust Draws as necessary. Draws may be changed or suspended during the calendar year in the case of a long-term leave of absence without pay, or if a change in pay status results in insufficient earnings to cover necessary deductions.

2-3. Direct Deposit

Yakima County encourages employees to use direct deposit. Direct deposit ensures the safety and security of your employee paycheck and the convenience of immediate access to funds without having to deposit or cash the pay check.

Participation in this program allows Yakima County to automatically deposit your paycheck and draw check, if applicable, directly into your checking or savings account the morning of each pay day. Most financial institutions will accept direct deposit paychecks. It is your responsibility to notify Human Resources if, and

when, a financial institution changes ownership or if account and/or routing numbers change.

You will receive your monthly check stub on payday. You won't receive a check stub on draw day.

2-4. Your Employment Records

Important events in your employment history with the County will be recorded and kept in your personnel file. Regular performance reviews, data change forms, commendations, certifications and corrective action warnings are examples of records maintained.

Your personnel file is available for review in the Human Resources Department. Contact the department three days in advance of your request so your records can be made available. Costs may be incurred when copies are requested.

You are responsible for notifying the Human Resources Department of changes in address, telephone number, and/or family status (births, marriage, death, divorce, legal separation, etc.) as income tax status and group insurance may be affected by these changes.

2-5. Employment Verification

Yakima County will respond to verification of employment requests through the Human Resources Department. Yakima County will provide general public information concerning the employee such as date of hire, date of termination, and positions held. Non-public information will only be released upon written authorization from the employee.

Please refer all requests for verification of employment to the Human Resources Department.

2-6. Working Hours and Schedule

The Board of County Commissioners and the Elected Official or Department Head shall exercise their prerogatives in determining the number of hours to be worked by employees in each work day. The normal County seven (7) day work period is 12:00 a.m. Sunday through 11:59 p.m. the following Saturday. The normal work schedule is typically 8:00 am to 5:00 pm, Monday through Friday. However, regular hours may vary in accordance with the different work requirements of certain departments.

The options for consecutive hours of work include but are not limited to: seven and one-half (7.5) consecutive hours of work, eight (8) consecutive hours of work, ten (10) consecutive hours of work, and/or twelve (12) consecutive hours of work within a twenty-four (24) hour period.

Rest Breaks and Meal Periods: Employees assigned to work seven and one-half (7.5), eight (8) or ten (10) hour shifts, shall be allowed two fifteen (15) minute breaks and a minimum of one thirty (30) minute meal period. Employees assigned to work twelve (12) hour shifts shall be allowed two fifteen (15) minute rest breaks and a minimum of two thirty (30) minute meal periods per shift. The rest periods shall normally be scheduled at the middle of each one-half shift. Rest periods shall not be used to extend the meal period, or adjust the normal daily work schedule to arrive late or leave early.

Employees are responsible for ensuring that they take rest breaks and designated meal periods. Employees, who are unable to take rest breaks or designated meal periods due to workload, must notify their supervisor as soon as possible, but no later than the end of the work shift.

2-7. Lactation Breaks

Yakima County will provide reasonable break time for an employee to express breast milk for her nursing child for up to one year after the child's birth. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, subject to applicable law. The County may not be able to provide additional break time if doing so would seriously disrupt the Company's operations.

The County will make reasonable efforts to provide employees with the use of a room or location for the employee to express milk in private.

Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

Please advise management if you need break time and an area for this purpose. Please consult the Human Resources Department if you have questions regarding this policy.

2-8. Overtime

All hours in paid status (hours worked and paid time off) are counted as "time worked" for the purpose of determining whether overtime or FLSA compensatory time is earned.

All time worked in excess of the regularly scheduled shift must be authorized in advance by the supervisor. All time worked by non-exempt employees in excess of forty (40) hours per week will be compensated by either cash payment at one and one-half (1 ½) the employee's hourly rate of pay or by compensatory time off at the rate of one and one-half (1 ½) times the amount of time worked in excess of forty (40) hours per week

Note: Employees who normally work less than forty (40) hours per week will be compensated at straight time pay or compensatory time off for hours over their normal work schedule until they exceed forty (40) hours.

If the Department Head/Elected Official allows an employee to earn Comp Time in lieu of overtime pay, the employee may elect either payment at the overtime rate on their next regular paycheck or compensatory time to be added to their Comp Time Bank for use at a later date. Employees may be asked to designate their preference in writing for overtime or compensatory time.

An employee's Comp Time Bank may not exceed a maximum of 60 hours. For both overtime and compensatory time purposes, for most departments, a week is defined as a period of seven consecutive days starting on Sunday and ending on the following Saturday. Alternate department workweek definitions must be formally established by the Department Head/Elected Official.

Compensatory time, once banked, may be used for time off from regularly scheduled work with prior approval. At the end of December of each year any unused compensatory time accumulated in the Comp Time Bank is typically paid to the employee in combination with the December wages. Compensatory time may not be carried forward into the next calendar year unless this is specifically included in the applicable bargaining unit contract or with Department Head/Elected Officials approval as provided in the Compensatory Time Policy.

2-9. Safe Harbor Policy for Exempt Employees

Exempt employees receive a salary which is intended to provide compensation for all hours worked for the County during the pay period. This salary is established at the time of hire or appointment. While it may be subject to review and modification from time to time, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, an exempt employee's salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- Full-day absences for personal reasons, sickness or disability.
- Full-day disciplinary suspensions for major safety violations.
- Family and Medical Leave absences (either full- or partial-day absences).
- The first or last week of employment if only a partial week is worked.
- Any full work week in which no work is performed.

Salary may also be reduced for certain types of deductions such as state, federal or local taxes; social security; legally mandated deductions or other voluntary deductions.

In any work week in which work is performed, salary will not be reduced for any of the following reasons:

- Partial day absences not covered by FMLA for personal reasons, sickness or disability.
- Absence on a day because the employer has decided to close a facility on a scheduled work day.
- Absences for jury duty, attendance as a witness, or military leave in any week in which any work is performed.
- Any other deductions prohibited by state or federal law.

Note: Deductions may be made to accrued leave for full- or partial-day absences.

If you believe you have been subject to any improper deductions, you should immediately report the matter to your supervisor. If the supervisor is unavailable, you should immediately contact the Human Resources Department.

Exempt employees may earn compensatory time at a rate of one hour for each hour worked over forty (40) hours in a work week up to a maximum of 60 hours. There is no cash compensation for accrued exempt compensatory time.

2-10. Timekeeping Procedures

Non-exempt employees must record their actual time worked on a daily basis for payroll and benefit purposes on forms prescribed by management.

Non-exempt employees may not start work until their scheduled starting time.

All employees are required to report absences from work to the nearest quarter (1/4) hour.

It is your responsibility to sign your time/attendance record to certify the accuracy of all time/attendance recorded. Any errors in your time record should be reported immediately to your Supervisor.

Unauthorized altering, falsifying or tampering with time/attendance records is prohibited and subjects the employee to discipline, up to and including discharge.

2-11. Travel Time for Non-Exempt Employees

Out-of-Town Trips for One Day

: Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: (i) time spent traveling between the employee's home and the local railroad, bus or plane terminal; and (ii) meal periods.

Time spent traveling outside normal working hours during day-trips will be compensated at the regular hourly rate, unless said travel time causes the employee to exceed 40 hours total compensable time for the week. Travel time performed in excess of 40 hours per week will be compensated at the rate of one and one-half times the normal rate of pay.

Overnight, Out-of-Town Trips

: Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends).

Time spent traveling outside normal working hours will be compensated if the traveler is operating a vehicle.

Travel outside normal working hours as a passenger on either commercial or private transportation is not considered compensable time unless the employee is directly involved in a work activity that benefits the employer.

2-12. Business Expense Reimbursement

Yakima County reimburses employees for travel related expenses paid by the employee in conjunction with official County business when properly documented and authorized. The responsible Elected Official and/or Department Head may limit and/or refuse to authorize the reimbursement of expenses which they determine to be non-compliant with the Yakima County Business Expense Reimbursement Policy. Employees are expected to exercise restraint and good judgment when incurring expenses.

Out-of-area travel must be authorized in advance by your Supervisor and/or . You should contact your Supervisor and/or in advance if you have any questions about whether an expense will be reimbursed.

Refer to the Yakima County Business Expense Reimbursement Policy for more information. The policy is available on the County's Intranet.

2-13. Trial Period

During the probationary/trial period, employees receive training, assistance, and supervision to allow them to become familiar and proficient with their duties and responsibilities. An employee's attitude toward work and co-workers, the quality of work, and the employee's willingness to assume responsibilities will be carefully observed. Supervisors will observe the employee's ability and adaptability to the particular position.

Newly hired employees, other than Extra Help or At-Will employees, are required to serve a probationary period of not less than six consecutive months. During the probationary period, either the employer or the

employee may terminate the employment relationship without cause and without recourse.

Employees who transfer to other departments, receive promotions within their own department, or change classifications through a competitive process may be required to serve a trial period in the new position. During the trial period, the Employer or employee may determine the employee is not capable of performing the work in the new position. The employee may request to return to their former position, if available. The request will be subject to approval by the Department Head/Elected Official who has budgetary authority over the former position.

2-14. Employee Classifications

The following terms are used to describe Yakima County employment status:

Regular Full-time: Employees scheduled to work thirty-seven and one-half hours or more per week who have successfully completed a probationary period in a regular budgeted position and who are eligible for benefits.

Regular Part-time: Employees scheduled to work less than thirty-seven and one-half hours per week who have successfully completed a probationary period in a budgeted position. Pro-rated benefits are provided for regular part time employees who work at least 20 hours per week. Regular part-time employees who work less than 20 hours per week receive pro-rated holiday pay benefits only.

Extra Help: Employees scheduled to work on a temporary, seasonal/intermittent or on-call basis and who are not eligible for benefits. Some Extra Help employees are placed in the retirement system according to the Washington State Department of Retirement System rules. Extra Help employees are considered At-Will employees.

Acting/Interim Appointment: A temporary appointment of an employee to a supervisory or management position.

Emergency Appointment: An appointment to a classified position, not to exceed thirty days, made in an emergency to prevent disruption of County services.

Probationary: A trial period of six months to one year of employment during which an employee is required to demonstrate fitness for continued employment.

At-Will: Employees who serve at the will of the hiring authority and may be terminated with or without cause. At-Will Employees are not required to serve nor are they required to successfully complete a probationary period.

In addition to the above definitions, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same salary regardless of hours worked.

You will be informed of your employment status upon hire and informed of any subsequent changes to your employment status.

2-15. Position Reclassifications

Each non-elected position is allocated to a job classification with a designated job title, set of assigned duties, and level of responsibility.

A reclassification request is appropriate when the employee or supervisor believes that the duties essential to the position which the employee currently performs are at a level other than those described in the class specification for the job classification to which the position is allocated. A request to reclassify a position may be submitted to the Human Resources Department by the employee through the Department Head or Elected Official.

The Department Head/Elected Official will submit to the Human Resources Department a written request for reclassification and an original Position Description Questionnaire (PDQ) signed by the Department Head and employee (if applicable). In no case will a classification review begin without the completion of a PDQ.

Human Resources will typically conduct a position analysis that consists of review of the revised PDQ, personal interview (desk audit) with incumbent/Department Head/Elected Official or designee and application of the Decision Band Methodology. A classification recommendation shall be given to the Personnel Committee, who shall make a classification determination and forward a recommendation to the Board of County Commissioners.

The Department Head/Elected Official may appeal the determination of the Personnel Committee and submit a request for reconsideration. The Board of County Commissioners makes the final decision.

Requests for reclassification are limited to once per 12 month period.

2-16. Job Postings

Generally, notices of vacancies are posted a minimum of seven days on the Human Resources Department bulletin board, within the department, on the bulletin board adjacent to the 2nd Street entrance of the Courthouse and at offsite County work locations. Notices are also mailed to various organizations and posted on the Yakima County Internet/Intranet. Not all positions are guaranteed to be posted. Yakima County reserves the right to post positions internally, externally or both.

Yakima County ensures equal employment opportunities regardless of a person's age, color, creed, sensory, mental or physical disability, genetic information, marital status, national origin, political belief, race, religion, sex, sexual orientation, and military status, or any other protected status under federal or state law. Disabled applicants may request accommodation to participate in the job application and/or selection process for employment.

For more specific information about job postings, please contact the Human Resources Department. If you find a position of interest on the job posting website and meet the eligibility requirements, an application must be completed in order to be considered for the position.

2-17. Promotions/Transfers

For most positions, an employee will receive a minimum 5% salary increase when promoted. An employee who accepts a transfer to a position within the same pay range will not receive a salary adjustment.

2-18. Discipline

The disciplinary actions which the Department Head/Elected Official may take against an employee include but are not limited to the measures listed below. (Note that the specific procedures for bargaining unit employees vary slightly depending upon bargaining agreements. Consult the union contract for specifics.)

- Counseling
- Oral reprimand
- Written reprimand
- Suspension from work without pay
- Demotion
- Discharge or termination

Normally, disciplinary action will be administered in progressive fashion. However, the disciplinary action taken depends upon the seriousness of the employee's conduct as determined by the Department Head or Elected Official and disciplinary actions may be implemented without regard to the sequence indicated above.

The Department Head/Elected Official may suspend, demote, discharge or terminate an employee for cause. The specified charges shall be made available to the employee in writing. Probationary and At-Will employees may be discharged with or without cause.

2-19. Grievances

A grievance is defined as a complaint regarding working conditions or application, interpretation or violation of rules and regulations of the County or the department/office for which the employee works.

Employees having a problem regarding their employment should first discuss the problem with the immediate supervisor. If the problem is not settled to the employee's satisfaction, the employee has the right to present a grievance. Grievance forms are available in the Human Resources Department or, in the case of an employee covered by a collective bargaining agreement, from a union representative.

It is the policy of Yakima County to treat all employees in a fair and equitable manner. Each employee of the County will be provided an opportunity to resolve matters which the employee believes are unjust. Employees have the right to present their grievances without fear of reprisal.

Employees in bargaining unit positions must adhere to the Grievance Procedures under their appropriate collective bargaining agreement.

Note: Discrimination complaints may be filed at any time, with or without a grievance form, directly with the Human Resources Department.

2-20. Resignation

Any employee wishing to leave County employment in good standing must notify his/her Supervisor by submitting a written letter of resignation stating the resignation date. In order to leave the County in good standing and receive pay for accrued leave, a minimum of two weeks notice is normally required. Substituting paid leave for a portion of the required two weeks is not allowed unless approved by the Department Head. Employees who separate from County service during their first six months of employment do not receive payment for any accrued leave.

All County property including, but not limited to, keys, security cards, laptop computers, work files, uniforms, etc. must be returned prior to separation. Employees also must return all of Yakima County's Confidential Information prior to separation.

2-21. Reduction in Force

The Elected Official or Department Head is the sole determiner of when layoffs are necessary. Layoffs are non-disciplinary and are ordinarily for lack of work and/or lack of funds, but are not limited to these reasons. A regular employee who has been laid off may be reinstated to a position of the same class in the department or office within one year of the effective date of separation. The Department Head/Elected Official or Human Resources will send a certified letter to the employee advising of the recall. An employee interested in returning to work must respond either in writing or by personal notification within time limits specified in the recall letter.

Regular full-time or regular part-time employees recalled to employment after a reduction-in-force will have previous seniority, sick leave credits and leave accrual rates restored; however, no credit will accrue during the period in which the employee was on layoff status. Recalled regular full-time and regular part-time employees are not required to serve a new probationary period. Employees laid off during their probationary period will be required to complete their probationary period upon recall.

2-22. Exit Interview

A regular employee who leaves employment with Yakima County, will be asked to schedule an exit interview with the Human Resources Department on or before the last day of work. The purpose of the exit interview is to discuss the continuation of benefits, to make arrangements for the refund and/or transfer of retirement monies and to solicit feedback to help improve County employment practices.

Section 3 - Benefits

3-1. Benefits Overview/Disclaimer

In addition to good working conditions and competitive pay, Yakima County provides a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully designed. These benefits include paid leave, insurance and other voluntary benefits. Yakima County is constantly studying and evaluating our benefits programs and policies to better meet your present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs. The County reserves the right to modify, amend or discontinue these benefits at any time and for any reason.

The next few pages contain a brief outline of the benefits programs Yakima County provides for you and your family. The information presented here is intended to merely highlight certain aspects of the plans for your general information.

The details of the plans are spelled out in the official plan documents, which are available for review upon request from the Human Resources Department. Additionally, you can access summary plan descriptions (SPDs), which include eligibility and benefits provisions, on the Intranet. The terms of the official plan documents shall govern or take precedence over any SPDs or this handbook.

If you have any questions regarding your benefits, please contact the Human Resources Department.

3-2. Insurance Programs

The County provides a comprehensive package of insurance benefits for employees in regular, budgeted positions who work at least twenty hours per week. There are a number of medical plans to consider. The County pays a portion of the cost of a comprehensive medical, dental, and life insurance program for employees and covered dependents. Benefits become effective on the first day of the month following the date of employment.

Open enrollment periods are held once per year in the Fall, during which employees may change benefit plans, and add or delete eligible dependents. Outside the open enrollment period, changes may only be made due to qualifying events as outlined in the plan documents.

Dental coverage and basic term life insurance are available to employees and dependents who are eligible for medical insurance and may not be elected separately.

Vision coverage may be purchased as part of a comprehensive insurance plan or purchased separately as a supplemental benefit.

Upon becoming eligible to participate in these plans, you will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Contact Human Resources or the benefit provider if you have any further questions.

3-3. Pre-Tax Medical Premium Plan

As provided under Section 125 of the IRS guidelines, Yakima County maintains a Pre-Tax Medical Premium Plan. This plan allows you to pay your share of insurance premiums through payroll deduction before federal income and Social Security/Medicare (FICA) taxes are withheld. This results in lower taxes and greater spendable pay. You may sign up for this plan at the time of hire or during Yakima County's open enrollment period. Outside the open enrollment period, changes may only be made due to qualifying events as outlined in the plan documents.

3-4. Flexible Spending Accounts

As provided under Section 125 of the IRS guidelines, Yakima County maintains a Flexible Spending Account Plan. The Flexible Spending Program consists of two accounts: a Health Care Account and a Dependent Care Account. The dollars you contribute to these accounts reimburse you for eligible healthcare expenses not normally covered by health insurance and/or dependent child care expenses. Contributions are pre-tax, with a minimum and maximum contribution for health care and child care expenses per year. The current maximum contribution amount is available on the Intranet.

Outside the open enrollment period, changes may only be made due to qualifying events as outlined in the plan documents.

3-5. Health Savings Account (HSA)

Yakima County offers a Health Savings Account program in order for you to make pre-tax contributions from your paycheck to go towards the payment of out-of-pocket health care expenses. To qualify, you must:

- be enrolled in Yakima County's Qualified High Deductible Health Plan;
- have no other health insurance coverage ("double coverage");
- have no other pre-tax health care account (Exception: Health Reimbursement Account (HRA VEBA) or Flexible Spending Account (FSA) reimbursements are allowed for dental and vision expenses only); and
- open the account at a financial institution designated by Yakima County.

In addition to your monthly pre-taxed contribution, Yakima County may make contributions to your account as well. All contributions roll over annually and are owned by you and go with you should you leave employment. Account access and contributions are subject to IRS regulations. Your account may be subject to banking fees.

3-6. Long-Term Disability Benefits

Additional Voluntary Insurance Benefits are available, at the employee's expense, for eligible employees who wish to enroll. Refer to the vChoice brochure for more information regarding:

- Accidental Death & Dismemberment
- Injury/Accident Medical Insurance

- Critical Illness
- Short Term Disability Insurance
- Long Term Disability Insurance
- Supplemental Term Life Insurance
- Vision Hardware and Exam Insurance
- Pet Insurance (Direct Billing)

Premiums for voluntary insurance benefits are paid by the employee through payroll deduction or direct billing.

3-7. Workers' Compensation

As an employee, you are covered for work-related injuries and illnesses under Yakima County's self-insured program. If you experience a work-related illness, injury or hazardous exposure, immediately notify your Supervisor and the Human Resources Department and complete an Incident/Accident Form. You will also need to complete an Accident Report (SIF-2) form if you require medical services. Your Supervisor will provide you with the form.

Please contact your Supervisor or the Human Resources Department for more information about Yakima County's workers' compensation program or if you have questions about a claim for benefits.

3-8. Paid Holidays

Employees in regular budgeted positions receive compensation for the following legal holidays:

Holiday (Date Usually Observed):

- New Year's Day (January 1)
- Martin Luther King Day (Third Monday in January)
- Presidents Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Veteran's Day (November 11)
- Thanksgiving Day (Fourth Thursday in November)
- Day Following Thanksgiving Day (Fourth Friday in November)
- Christmas Day (December 25)

Legal Holiday Rules:

- Whenever a legal holiday falls on a Sunday, the succeeding Monday shall be observed as the holiday. Whenever a legal holiday falls on a Saturday, the preceding Friday shall be observed as the holiday.
- Any employee on an approved vacation when a holiday occurs will not be charged leave for that day.
- Any employee who is on compensated sick leave when a holiday occurs will receive a day's pay for that holiday and will not have sick leave charged.
- Any employee who is on leave of absence without pay immediately prior to, or following a holiday shall not receive holiday pay.

- If a holiday occurs on an employee's scheduled day off, the employee shall be given an alternate day off at the employee's discretion and with the supervisor's approval.
- A holiday shall not exceed an 8 hour work day. Holiday benefits are prorated for part-time employees.
- Non-exempt employees who are required to work on legal holidays receive:
 - Pay at one and one half times their hourly rate for all hours worked in addition to holiday pay;
 - Compensatory time off at time and one half plus holiday pay; or
 - A day off within the same pay period in lieu of the legal holiday.

3-9. Retirement Plan

Retirement Benefit

All County employees meeting eligibility requirements must become members of one of the following Washington State Department of Retirement Systems:

- Public Employees Retirement System (PERS)
- Law Enforcement Officers and Fire Fighters (LEOFF)
- Public Safety Employee Retirement System (PSERS)

The retirement systems are financed jointly by employees and the employer.

PERS employees hired before October 1, 1977, are enrolled in the PERS Plan I. Employees hired on or after October 1, 1977, are enrolled in the PERS Plan II. Employees hired after September 1, 2002 will have the option of joining PERS Plan II or PERS Plan III.

The Law Enforcement Officers and Fire Fighters Plans (LEOFF) cover fully commissioned Sheriff's Department officers. Those hired before October 1, 1977, are enrolled in LEOFF Plan I. Those hired on or after October 1, 1977 are enrolled in LEOFF Plan II.

Employees hired on or after July 1, 2006 into a Public Safety Employee Retirement System (PSERS) position, must enroll in PSERS.

If you plan to retire or want information about retirement, please contact the Human Resources Department at least three to six months before your anticipated retirement date. This will allow forms to be completed and mailed to the Department of Retirement Systems (DRS) so that DRS can calculate your estimated retirement benefits and your retirement application can be processed by DRS in advance.

Deferred Compensation

Yakima County offers employees an opportunity to participate in a supplemental retirement program by making contributions from their regular monthly pay check to a Deferred Compensation Plan. Tax deferred contributions may not exceed the maximum limit set each year by the Internal Revenue Service. The minimum monthly contribution is \$30.00 and the annual maximum contribution limit is set annually by the IRS. Employees 50 and older may make additional contributions. Please check with Human Resources for the current contribution and maximum limit amounts. Enrollment and changes to the plan may be made on a monthly basis.

Please contact Human Resources if you have questions regarding the Retirement Systems or Deferred

Compensation Program.

3-10. Employee Assistance Program

The Employee Assistance Program (EAP) is an employee benefit that provides private and confidential counseling assistance at no cost to the employee and qualified dependents for a specified number of visits. These services are designed to help employees and their families resolve problems that interfere with their well being or impair the employee's job performance.

Section 4 - Leaves of Absence

4-1. Paid Time Off (PTO)

The County recognizes that employees must establish balance between their work lives and their personal lives. In balancing their obligations, employees may, from time to time, need approved leaves of absence from work.

In recognition of employee needs and obligations, Yakima County provides reasonable opportunity for employees to obtain approval for both paid and unpaid leaves of absence from work.

PTO Leave: PTO leave is earned by full-time and part-time employees (excluding Extra Help employees and Elected Officials) according to length of service and regularly scheduled work week. Part-time employees (20 hours per week minimum) earn PTO leave on a pro-rated basis. One working day is equivalent to seven and one-half (7 ½) hours for employees working a total of thirty seven and one-half (37 ½) hours per week and eight (8) hours for employees working a total of forty (40) hours per week.

Eligibility: PTO leave is not available to the employee until after having served thirty (30) consecutive days of employment.

1. The Department Head shall be the final judge of satisfactory completion of continuous service.
2. All re-employed persons, whose continuous service has been interrupted by termination, shall be considered new employees and shall be subject to the applicable qualifying period of employment. Exception: Employees rehired within the layoff period after a reduction in force will have their previous monthly accrual rate restored.
3. PTO leave credits accumulated are forfeited automatically on separation for employees who leave County service with less than six (6) continuous months of employment.

Accrual: Eligible employees earn PTO leave for their first calendar month of employment if they are placed on the payroll on or before the fifteenth (15th) of the month and if they work continuously through the rest of the month. Employees who are placed on the payroll after the fifteenth (15th) of the month do not earn PTO leave for their first calendar month of employment. Accrual does not occur in any month in which the employee is in leave without pay status for more than 50% of the regularly scheduled work.

PTO leave is cumulative to a total of forty (40) working days after which time additional accrual does not occur. An employee cannot have more than forty (40) days of PTO leave credit in the bank.

An employee's PTO leave accrual rate is based upon length of service and regularly scheduled work week. Listed below are the accrual rates for most employees:

Length of Service	Regular Work Week	
	<u>37.5 hrs/wk</u>	<u>40 hrs/wk</u>
Less than 2 years of service	9.38	10.00
2 to 3 years	11.25	12.00
3 to 5 years	12.50	13.34
5 to 10 years	13.75	14.67
10 to 15 years	15.63	16.67
15 to 20 years	16.88	18.00
More than 20 years	18.75	20.00

Anniversary dates for the accrual of additional PTO leave hours shall be adjusted for breaks in service or periods when employees are on authorized leave without pay.

PTO Use: PTO leave must be taken at such time as the employee can best be spared, but employees will be allowed to take leave, if at all possible, when desired. Therefore, it will be necessary to schedule planned absences as far in advance as possible and notify the employer of unplanned absences as early as possible in order to receive approval by the Department Head.

1. With the approval of the Department Head/Elected Official, an employee may take all or any portion of the PTO leave at any time, providing the total continuous working days of PTO leave taken shall not exceed 40 days. Employees are not permitted to use PTO leave in excess of their accrued balance. Leave may not be taken before it is accrued. Any leave taken prior to accrual of such leave shall be considered a leave of absence without pay and deducted from the employee's monthly pay check.
2. PTO leave may be used for any purpose, however employees must comply with the leave request/reporting requirements for leave used in conjunction with state and federal family medical leave laws. If possible, an employee requesting PTO must make a written request in advance. The Supervisor shall consider the request and shall approve or deny it. A medical release may be required before the employee is permitted to return to work, if the employee has been absent more than 3 consecutive days due to the employee's injury or illness.
3. PTO leave use will be approved when conditions of the Federal Family and Medical Leave Act, Washington Family Leave Act and/or Washington Family Care Act are met.
4. PTO leave shall be charged in quarter hour increments. PTO leave is charged at a rate equal to the number of work hours absent from the normally assigned shift.

Payment at Termination: All accumulated PTO leave is paid when an employee leaves employment with

Yakima County, provided the employee has served six (6) consecutive months of employment. In case of death, all accumulated PTO leave is paid to the estate of the employee. Terminating employees do not receive PTO leave credit for the month in which they terminate unless they work continuously through the fifteenth (15th) of the month. PTO leave payouts are based on the employee's salary or wage at the time of separation or death. Adequate notice, for employees resigning from County employment, is defined as written notice submitted at least 14 calendar days prior to termination of employment.

PTO Leave Sharing Program for Catastrophic Illness: A leave donation program is established to permit employees to transfer a specified amount of PTO leave to another employee of Yakima County.

The recipient must:

1. Have an extraordinary or serious illness or injury, or
2. Have a parent, spouse, or child as defined in the County Family and Medical Leave policy, who has an extraordinary or serious illness or injury which requires the employee's attendance or direct care, and
3. Have depleted or shortly will deplete all leave reserves (PTO leave, ESL, sick leave or compensatory time), and
4. Have diligently attempted to accrue PTO leave, and
5. Not be eligible for industrial insurance or other County sponsored disability leave benefits.

PTO leave contributions made to an employee under Item #2 above shall not exceed the actual amount of contribution necessary to cover any unpaid leave of absence while the employee is on FMLA leave.

The donating employee may not request a transferred amount that would result in his or her leave balance falling below ten (10) days. This program shall be administered by the Human Resources Department.

4-2. Sick Leave

Sick Leave: Only employees hired before January 1, 2012, were allowed to earn sick leave and retain a bank balance. These employees may choose to use sick leave from the bank for any reason specified under Sick Leave Use below, until such time as the sick leave bank balance is exhausted.

Sick Leave Use: Sick leave is charged at a rate equal to the number of work hours absent from the normally assigned shift. Sick leave shall be charged in quarter hour increments. Sick leave may be taken for any of the following reasons:

1. Illness or injury or temporary disability (such as during pregnancy) which incapacitates the employee to the extent that work can no longer be performed.
2. Medical appointments for employee or dependents under the age of eighteen (18).
3. To care for the employee's spouse, state registered domestic partner, child, parent, parent-in-law or grandparent with a health condition requiring treatment or supervision, or for emergency purposes.
4. An employee may use accrued sick leave to care for a brother or sister, which leave shall be limited to three (3) days in any one instance. Each instance means one (1) condition or period of illness. Sick leave may NOT be used to care for an aunt, uncle, cousin, niece or nephew, unless living in the employee's household, in which case the three day limitation would apply.
5. Employees may use five (5) days of sick leave for bereavement when there is a death of an immediate family member included in #3 or #4 above.
6. Under County sick leave policy child means a biological, adopted, foster or stepchild or legal ward under eighteen (18), or a child older than eighteen (18) and incapable of self-care. Parent means a

biological parent or someone who stood in place of a parent (in loco parentis) to the employee when the employee was a child.

7. Sick leave may not be claimed when an employee is on scheduled PTO leave or compensatory time, unless the employee immediately notifies the supervisor of the illness. Upon return to work, the employee may be required to present a written medical certification stating the nature, extent and length of the illness.

Reporting: An employee who wishes to use sick leave must notify the Supervisor as soon as possible.

The Supervisor may request a medical certification of illness, as well as regular updates from the medical provider. A medical release may be required before the employee is permitted to return to work.

Payment at Termination: Upon separation from employment, any unused sick leave is forfeited without payment, except in the case of death or retirement from the Washington State Department of Retirement Systems, in which case twenty-five percent (25%) of all the employee's accumulated sick leave shall be paid to the employee or his/her estate. Payment of accumulated sick leave is based on the employee's salary at the time of retirement or death.

Worker's Compensation: An employee receiving time loss payments due to on-the-job injury, can use PTO leave during the period covered, or the employee may request sick leave or disability leave to compensate for the difference between worker's compensation and full pay upon submitting evidence of the amount of time loss payment received.

4-3. Bereavement Leave

Regular full time or regular part time employees who experience the loss of an immediate family member, will be allowed up to five (5) days of time off to attend to obligations and commitments related to the loss.

Yakima County does not have a separate category for bereavement leave. Employees may use paid sick leave, if available, for an immediate family member.

For the purposes of this policy, an immediate family member includes a spouse, state registered domestic partner, child, parent, parent-in-law, grandparent, or sibling.

Other types of leave such as paid time off (PTO), compensatory time and leave without pay (LWOP) may be used with prior authorization from the Supervisor or Department Head.

Employees must inform their Supervisor prior to commencing bereavement leave. In administering this policy, the County may require verification of death.

4-4. Extended Sick Leave

Extended Sick Leave (ESL): Extended sick leave is a benefit provided to eligible employees in the event of a serious extensive injury or illness for the employee or certain family members.

Eligibility: ESL is available to the employee when the employee has:

- an extended illness or injury lasting more than ten (10) consecutive work days (cannot be used for intermittent absences);
- a qualified family member with an extended illness or injury lasting more than ten (10) consecutive

- work days (cannot be used for intermittent absences);
- served thirty (30) consecutive days of employment;
- exhausted all available sick leave hours; and
- used five (5) work days or forty (40) hours of Paid Time Off (PTO), Compensatory Time or Leave without Pay (LWOP).

Accrual: ESL is earned by regular full-time employees of Yakima County at the rate of four (4) hours for each month of completed service (employees working 7.5 hours/day accrue at the maximum rate of three and three quarters (3.75) hours for each month of completed service). Regular part-time employees earn ESL on a pro-rated basis according to the hours budgeted for the position. In the case of authorized leave of absence without pay or lay-off that exceeds half of the employee's scheduled work hours during a pay period, the employee will not earn ESL during the period of absence.

ESL is cumulative to a total of thirty (30) working days (240 hours), after which time no additional leave may be earned until the leave balance is reduced through use of leave hours. An employee cannot have more than 240 hours of ESL credit in the bank at any time. The maximum ESL balance shall be pro-rated for employees who regularly work less than forty (40) hours per week.

ESL Use: ESL may be taken under the following conditions:

- With the approval of the Department Head/Elected Official, an employee may take all or any portion of the employee's available ESL. Employees are not permitted to use ESL in excess of their available balance. Leave may not be taken before it is accumulated.
- ESL may only be used for the employee's own illness or injury or for the following family members: spouse, registered domestic partner, child, parent, parent-in-law, or grandparent.
- The employee must comply with the leave request/reporting requirements for leave used in conjunction with state and federal family medical leave laws. If possible, an employee requesting ESL must make a written request in advance. The Department Head/Elected Official shall consider the request and shall approve or deny it.
- A medical release may be required before the employee is permitted to return to work.

Reporting: ESL shall be charged in quarter hour increments. ESL is charged at a rate equal to the number of work hours absent from the normally assigned shift.

No Payment at Termination: Upon separation from employment with Yakima County, any unused ESL is forfeited without payment.

4-5. Military Leave

An employee who is a member of the National/State Guard or Reserves of the United States, and who is ordered to active military duty shall be granted military leave of absence with pay for a period not to exceed twenty-one work days each year beginning October 1st and ending the following September 30th.

If you are called into active military service or you enlist in the uniformed services, you will be eligible to receive a military leave of absence.

Additional leave because of military orders shall, at your discretion, be charged to your available leave bank(s) or taken as leave without pay (LWOP).

To be eligible for military leave, you must notify your Supervisor in advance of your service obligations unless you are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable for you to provide such notice.

If your absence does not exceed applicable statutory limitations, you will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws.

Please see Human Resources for further information about your eligibility for Military Leave.

4-6. Spouse of Deployed Military Leave

Employees who are spouses or registered domestic partners of military personnel deployed or on leave from deployment during times of military conflict may take up to 15 days unpaid leave from work per deployment. Spouses or registered domestic partners of returning military personnel whose deployment orders have ended are not covered. Accrued leave may be substituted upon approval from the supervisor.

4-7. Court Leave

All full-time and part-time employees who submit the proper documentation may be given Court Leave from their regularly scheduled work for the purpose of serving as a member of a jury or as a subpoenaed witness in federal, state, County or city court. Court Leave will not be charged against any other accrued leave and there will be no deduction in regular compensation for the absence. All authorized fees for jury duty will be forfeited to the County by the employee, except for payment of mileage and other travel related expenses. An employee does not receive Court Leave for civil cases where the employee is a party in a legal dispute, unless the dispute is related to actions taken by the employee while performing or purporting to perform duties in the course of employment with the County.

4-8. Personal Leave

If you are ineligible for any other County leave of absence, Yakima County, under certain circumstances, may grant you a personal leave of absence without pay (LWOP). A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave, if practicable.

If the leave is requested for medical reasons and you are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification may be required.

Your request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as your performance and attendance records.

Personal leave may be extended beyond the original approved period if, prior to the end of your leave, you submit a written request for an extension to management and the request is granted.

You may be required to self-pay for health insurance and other voluntary benefits to continue coverage.

Authorized leave of absence without pay will not interrupt prior or continuous employment; however, you will not be credited with paid leave time or any other benefits during the period of authorized unpaid leave of absence. Absences may result in an adjusted hire date, seniority date, leave accrual date and/or increment date.

When you anticipate your return to work, notify management of your expected return date. This notification

should be made at least one week before the end of your leave.

Failure to advise management of your availability to return to work, failure to return to work when notified, or your continued absence from work beyond the time approved by the County will be considered a voluntary resignation of your employment.

4-9. Domestic Violence Leave

Employees who are victims of domestic violence, sexual assault or stalking may take reasonable paid or unpaid leave from work for legal or law-enforcement assistance, medical treatment or counseling. Family members may also take reasonable leave to help a victim obtain needed treatment or services. Family member includes child, spouse, registered domestic partner, parent, parent-in-law, grandparent, or person the employee is dating. Employees must give advance notice, when possible. The Department Head or Elected Official may require the employee to provide documentation which verifies the need for leave in accordance with RCW 49.76.040.

4-10. Family and Medical Leave

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). To qualify for FMLA, a worker must have worked for the County for at least 12 months (not necessarily consecutive) and 1,250 hours within the 12 months immediately prior to the request. The FMLA establishes job-protected leave of absence for up to 12 weeks a year to:

1. care for a new child, whether for the birth of a son or daughter, or for the adoption or placement of a child in foster care;
2. care for a seriously ill family member (spouse, son, daughter, or parent);
3. recover from a worker's own serious illness;
4. address qualifying exigencies arising out of a family member's military deployment; or
5. care for an injured service member in the family (provides for up to 26 weeks of leave).

Provide Notice of the Need for Leave/Leave Approval - An employee who requires a leave of absence must notify his/her supervisor or Human Resources of the need for the leave and the anticipated dates and duration of the leave, if known. If the leave is foreseeable, at least 30 days advance notice is required. If this is not possible, the employee must provide notice as soon as practicable. An employee may request FMLA leave specifically, or sufficiently explain the reasons for leave so as to allow the County to determine whether the leave qualifies under FMLA. If the employee fails to adequately explain the need for absence, FMLA leave may be denied until sufficient information is provided. If an employee is absent for a Family/Medical Leave qualifying reason for more than three consecutive days, the employee may be placed in FMLA leave status without a formal request from the employee.

Yakima County Human Resources determines whether or not an employee is eligible for FMLA leave. Employees will receive written notice indicating their rights and responsibilities in connection with the leave request.

1. If FMLA leave is denied, employees will receive an explanation for the denial and information on other leaves that may be available;
2. If FMLA leave is approved, employees will be notified of:

- dates of approved leave
- consecutive or intermittent leave status
- amount of FMLA leave available
- coordination of FMLA and paid leave benefits
- continuation of health and voluntary benefits
- medical certification requirements
- return to work requirements

While the employee is on FMLA leave, the County is required to provide:

1. The same group health insurance benefits, including employer contributions to premiums, that would exist if the employee were not on leave. If the employee is in a non-paid status during FMLA leave, the employee must pay the employee's share of the insurance premium or the employee may lose some or all of the health insurance benefits during the leave of absence.
2. A right to return at the end of the FMLA period to the same or similar position with equivalent pay, benefits and other employment terms (subject to some exceptions).
3. Protection from interference with FMLA leave or retaliation by an employer for exercising employee FMLA rights.

Coordination of FMLA Leave with Other Leave Entitlements under Statute or Policy - The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement that provides greater family or medical leave rights.

Questions and/or Complaints about FMLA Leave - If you have questions regarding this FMLA policy, please contact the Human Resources Department. Additional information is available in the Employee Rights and Responsibilities Notice in Section 7-2 of this handbook. The FMLA Policy is also available on the Yakima County Web Site.

4-11. Family Leave Act (WFLA) and Washington Family Care Act (WFCA)

Yakima County coordinates Washington Family Leave Act (WFLA) with Federal Family Medical Leave Act (FMLA). Leave is coordinated as follows:

- Where WFLA and FMLA provisions are identical or the FMLA provides benefits not included in the WFLA, federal law controls.
- Where WFLA provides benefits not included in the FMLA, Washington law controls.

Washington Family Leave Act

The Washington Family Leave Act (WFLA) provides job-protected leave similar to federal Family and Medical Leave Act (FMLA). At this time, Washington State Department of Labor & Industries enforces only the additional leave benefits for women who are pregnant, leave for same sex spouses and registered domestic partners, or Washington Family Leave that remains after FMLA has been exhausted for an exigent deployment reason or as a military caregiver. The WFLA provisions include:

- **Eligibility-** whereas the FMLA applies to heterosexual spouses, children, and parents, the WFLA also provides similar protection to same sex spouses and state registered domestic partners.

- **Qualifications-** same as FMLA, with the same reporting and employee notification requirements.
- **Entitlements-** same as FMLA, with the exception of military exigencies, military caregiver and includes coverage for pregnancy disability and parental leave as defined below.

Pregnancy Disability Leave is the period of time during which a female employee is unable to perform the functions of her job due to pregnancy related illness and/or recovery after the birth of her child.

Parental Leave is a period of absence from work for a parent to bond with and care for a newborn or newly adopted child. An employee who is the birth mother of a newborn child is entitled to twelve weeks of Parental Leave in addition to the time she is absent from work due to pregnancy disability. Parental Leave is limited to twelve consecutive weeks, and may not be taken on an intermittent basis. If spouses or registered domestic partners are both employed by Yakima County, the total number of workweeks of leave to which both may be entitled may be limited to twelve workweeks during a twelve month WFLA period. The entitlement to leave expires at the end of the twelve-month period beginning on the date of birth or placement.

Leave taken under the WFLA must be taken concurrently with any leave taken under the FMLA, with the exception of Parental Leave. The substitution of paid time for unpaid WFLA leave time does not extend the length of WFLA leave. The paid time will run concurrently with an employee's FMLA entitlement. Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any WFLA leave entitlement.

Upon written request, the County will allow employees to use accrued paid time to supplement any paid disability benefits.

WA Family Care Act

The Washington Family Care Act (WFCA) allows for employees to substitute their accrued paid leave for unpaid leave or exercise their choice of paid leave to care for a sick family member as defined below:

- Children-under the age of 18 with a health condition that requires supervision or treatment;
- Spouse-same or opposite sex married partner or state registered domestic partner;
- Parent, parent-in-law, or grandparent with a serious or emergency health condition; or
- Adult son or daughter incapable of self-care due to a disability.

An employee may not take leave before it is earned, and the employee must comply with the terms of the appropriate collective bargaining agreement or his/her department policy applicable to the use of leave, except for any terms relating to the choice of leave. The leave may run concurrent with the WFLA and FMLA.

Questions and/or Complaints about WFLA/WFCA Leave - If you have questions regarding this policy, please contact the Human Resources Department.

4-12. Pregnancy and Child Birth Leave

Female employees are eligible to take unpaid leave for the actual period of time that they are sick or temporarily disabled because of pregnancy or childbirth.

Any female employees wishing to request leave because of a pregnancy-related disability, must supply appropriate medical certification.

This leave is available regardless of whether the employee qualifies for leave under the County's Family & Medical Leave policy. This leave does not count towards an employee's leave entitlement, if any, under the Washington State Family Leave Act (WFLA), but FMLA leave will run concurrently with this leave as well as leave under the FLA.

During this leave, the employee must use any applicable paid time off benefits that she has available to cover some or all of the absence. Otherwise, the leave will be unpaid. Group health and other benefits will be handled in the same manner as for any other similar pregnancy or non-pregnancy related absence.

If the employee takes this leave only for the actual period of disability, as certified by her health care provider, then she ordinarily will be allowed to return from this leave to the same job she held when the leave began, or to a similar job of at least the same pay. Exceptions to this general rule will be made only if the County has a business necessity to do otherwise.

Section 5 - General Standards of Conduct

5-1. Workplace Conduct

It is extremely important that all employees act in a courteous, friendly, helpful and prompt manner in dealing with the public, customers, other employees, supervisors, officials, and members of both internal and external organizations.

The County may, when it deems appropriate, establish rules to ensure the safe and effective operation of County government. All County employees are expected to abide by the general standards of conduct and work rules outlined in this handbook and department policies and procedures manuals. The following basic work rules are applicable to all County employees. These rules are not intended to be all-inclusive. Employees shall not:

1. Obtain employment, promotions or transfers on the basis of false or misleading information.
2. Misuse, falsify or destroy without authorization County records, property or other materials.
3. Disclose confidential information without authorization.
4. Engage in excessive personal, unethical or non-work related activities during working time.
5. Steal, remove or deface property of Yakima County, co-workers, or other public or private entities.
6. Willfully or carelessly destroy or damage County assets or the equipment or possessions of others.
7. Engage in conduct detrimental to the good order and discipline of the department or the County, including restricting or unnecessarily interrupting the work of others, neglecting duties, refusing to perform assigned work, soliciting, horseplay or other such harmful behavior.
8. Report for and/or remain at work when unfit for duty.
9. Violate work rules regarding punctuality and attendance.
10. Use or possess unauthorized firearms or weapons in County buildings or vehicles.
11. Violate safety and security work rules.
12. Fight, threaten or disrupt the work of others.
13. Disobey or refuse to follow the lawful instructions of a supervisor.
14. Perform assigned job duties in an unsatisfactory manner.
15. Violate any Yakima County Policy, including, but not limited to:
 - Workplace Violence Policy
 - Drug and Alcohol-Free Workplace Policy
 - Smokefree Policy
 - Non-Discrimination and Anti-Harassment Policy
 - Personal Use of County Resources

Yakima County reserves the right to impose whatever discipline the County determines appropriate, in a particular instance. The County will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. Yakima County will endeavor to utilize progressive discipline but reserves the right to impose disciplinary actions in accordance with the level of policy violation up to and including termination of employment.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

5-2. Punctuality and Attendance

In order to deliver services effectively, it is important that you personally notify your Supervisor of your status when you are off work due to illness, injury or accident. If you are incapable of reporting your own status, a family member or designee may contact your Supervisor on your behalf. Failure to timely report absences of three consecutive work days or more will generally be considered a voluntary resignation of your employment with the County and we will process the necessary termination paperwork.

It is important that you report to work regularly and on-time. The citizens of our County and your Supervisor and co-workers depend on you to complete your work. If you will be late or cannot report to work for any reason, call your Supervisor as early as possible. Prompt notification will allow for the assignment of your essential work to others.

5-3. Conflict of Interest and Business Ethics

It is Yakima County's policy that all employees avoid any conflict between their personal interests and those of the County. The purpose of this policy is to ensure that the County's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the County.

The County recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to County business.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Using his or her position to secure special privileges or exemptions for the employee or others.
2. Disclosing confidential information gained by reason of an employee's position, nor using such information for the employee's personal gain or benefit.
3. Directly or indirectly, giving, receiving or agreeing to receive any compensation, gift, reward, or gratuity from a source except the County for the performance of the employee's services. (Contact the Civil Division of the Prosecuting Attorney's Office for more information.)
4. Holding an interest in or personally profiting from an organization that does, or is seeking to do, business with the County, by any employee who is in a position to directly or indirectly influence either the County's decision to do business, or the terms upon which business would be done with such organization.
5. Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the County.
6. Accepting employment or engaging in business or professional activities which may require the employee to disclose confidential information acquired by reason of his or her official position.
7. Engaging in unapproved soliciting or use of an employee's position to directly or indirectly coerce others.
8. A member of an employee's immediate family who is involved in situations such as those listed above.

A policy of full disclosure must be followed to assess and prevent potential conflicts of interest. It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family)

and the County.

Contact your Supervisor or Human Resources if you have questions regarding a possible conflict of interest or outside work.

5-4. Health and Safety

The health and safety of employees and others on County property is important to Yakima County. The County intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions.

Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected.

Periodically, the County may issue rules and guidelines governing workplace safety and health. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's Supervisor as soon as possible, regardless of the severity of the injury or accident.

Yakima County Accident Prevention Program

It is the policy and intent of Yakima County to provide all employees with a work environment which is free from recognized hazards likely to cause an accident, physical injury, illness, or death. Accordingly, the prevention of accidents, incidents and occupational illnesses to preserve a safe working environment shall be of paramount importance.

The County has developed and implemented a comprehensive Accident Prevention Program which includes: safety committees, education and training, inspections, accident reporting, investigations, and statistics. Employee cooperation with safety guidelines and active participation in the Yakima County Accident Prevention Program is an important part of being a Yakima County employee.

The Central Safety Committee is made up of members from departments across the organization. It meets quarterly. These meetings facilitate the flow of information from the department level to an organization-wide level and also allow information to be passed to each employee. The purpose of the Central Safety Committee is to increase safety awareness, resolve safety issues and foster a positive safety attitude.

Exposure Control Policy/Hazard Communication Program

Yakima County has established a Hazard Communication Program to provide information and training for employees regarding potential danger of biological, chemical and physical hazards in the workplace, and to establish procedures to prevent or reduce potential injuries and illnesses.

Designated employees with potential exposure to hazards are offered, free of charge, the option to undergo vaccinations, training or periodic medical testing.

All employees are responsible for reading the program material provided in the Exposure Control Policy and Hazard Communication Program and complying with department level safety guidelines.

Personal Protective Equipment (PPE)

PPE is specialized equipment or clothing required by certain job classifications due to the risk of injury or

illness associated with duties performed.

Yakima County provides required PPE to employees at no cost. Each department is responsible for maintaining and providing all necessary PPE and controls, as well as ensuring an adequate supply of PPE is available in the appropriate size and type. Each affected employee is responsible for adhering to safety protocols and proper use, care and disposal of PPE.

Employees are informed of the procedure and trained by their respective department in the use and disposal of PPE for their job classifications and the duties they perform.

Emergency Procedures

Employees should contact their supervisors for emergency procedures and training for their specific locations.

First Aid/CPR Training

First Aid/CPR training is provided by the County for designated supervisors, crew leaders and other employees who may be asked to acquire First Aid/CPR certification for their jobs. All other Yakima County employees are encouraged to receive this life-saving training.

Additional information regarding accident prevention and workplace safety can be found on the County Intranet.

5-5. Employee Dress and Personal Appearance

You are expected to report to work well groomed, clean, and dressed according to the requirements of your position and the standards set by your department. Some employees may be required to wear uniforms or safety equipment/clothing.

Bare midriffs, immodest/improperly fitting or torn clothing, clothing with writing and/or logos not related to work purposes or any other inappropriate clothing is not considered acceptable attire. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well groomed and wearing the proper attire.

Please contact your Supervisor for specific information regarding acceptable attire for your position.

5-6. Hiring Relatives/Employee Relationships

Familial or intimate relationships among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where the two employees also share a supervisor/subordinate relationship.

To avoid this problem, Yakima County may refuse to hire or place an individual in a position where the potential for nepotism or conflict of interest exists.

Parties to any type of intimate personal or familial relationship must inform management when nepotism or conflict of interest may occur.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual.

Yakima County generally will attempt to identify other available positions, but if no alternate position is available, County retains the right to decide which employee will remain with County.

Intimate relationships include personal relationships of a consensual romantic or sexual nature.

Familial relationships include:

1. Spouse-a person who is a husband or a wife through marriage.
2. Registered Domestic Partner-an unmarried partner as defined in Chapter 26.60 of the Revised Code of Washington whose partnership has been recorded in the Washington Domestic Partnership Registry.
3. Parent-the parent of the employee.
4. Parent-in-law-the parent of a Spouse or Registered Domestic Partner.
5. Child-the natural born, adopted or foster child of the employee or of the Spouse or Registered Domestic Partner.
6. Sister-the sister of the employee who is related by blood or adoption.
7. Brother-the brother of the employee who is related by blood or adoption.
8. Sister-in-law-the sister of the Spouse or Registered Domestic Partner.
9. Brother-in-law-the brother of the Spouse or Registered Domestic Partner.
10. Grandparent-the grandparent of the employee.
11. Grandchild-the grandchild of the employee.

5-7. Political Activity

Employees of Yakima County are protected from unlawful partisan political pressure.

Employees have the right to vote and express their opinions on all political subjects and candidates and to hold political office or manage a campaign, unless holding such office is incompatible with or substantially interferes with the discharge of their work duties.

The Hatch Act restricts the political activity of individuals principally employed by state or local executive agencies and who work in connection with programs financed in whole or in part by federal loans or grants.

State and local employees subject to the Hatch Act continue to be covered while on annual leave, sick leave, leave without pay, administrative leave or furlough.

Covered state and local employees *may not*:

- be candidates for public office in a partisan election if their position is fully funded by the federal government;
- use official authority or influence to interfere with or affect the results of an election or nomination; or
- directly or indirectly coerce, attempt to coerce, command, or advise a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.

State and local employees subject to the Hatch Act should note that an election is partisan if any candidate is to be nominated or elected as representing a political party, for example, the Democratic or Republican Party.

5-8. Publicity/Statements to the Media

All media inquiries regarding the position of Yakima County as to any issues must be referred to the appropriate Department Head or Elected Official.

No employees, unless specifically designated by their Department Head or Elected Official, are authorized to make statements on behalf of Yakima County.

5-9. Inspections

Yakima County reserves the right to require employees while on County property, or on client property, to submit to the inspection of County owned property and work areas. This includes lockers, vehicles, desks, cabinets, work stations, as well as communications sent to the County or to its clients through County owned or leased telecommunication equipment or services. Employees are expected to cooperate in the conduct of any search or inspection.

5-10. Parking

Yakima County has limited reserved parking available for Supervisors, Managers, Department Heads, Elected Officials, disabled and a limited number of general employees for a monthly fee. In addition, free parking for County employees and members of the public is available in designated County parking lots on a first come, first served basis. Unauthorized parking in reserved employee parking spaces can result in fines and/or towing. More information may be obtained from the Facilities Services Department.

On-street all-day public parking is available on outlying streets in the Courthouse vicinity. Be sure to check parking signs! Parking in short-term spaces near the courthouse is intended for courthouse visitors.

5-11. Use of Communications and Computer Systems

County employees are obligated to conserve and protect County resources for the benefit of the public interest, rather than their private interests. Responsibility and accountability for the appropriate use of County resources ultimately rests with the Department Head/Elected Official and the individual employee who uses County resources or who authorizes such use.

Yakima County's communication and computer systems are intended for business purposes and may be used only during working time; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other County policy. This includes the voice mail, e-mail and Internet systems. **Users have no legitimate expectation of privacy in regard to their use of the systems. Electronic communications are considered County records and may be subject to disclosure in response to a Public Records Act request.**

Yakima County may access electronic communication devices, voice mail, e-mail, Internet/Intranet, social networking media and electronic information systems and obtain the communications within the systems, including past voice mail and e-mail messages, and communications sent via the Internet without notice to users of the system, in the ordinary course of business when the County deems it appropriate to do so. The reasons for which the County may obtain such access include, but are not limited to: maintaining the system;

preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that County operations continue appropriately during an employee's absence.

The County may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The County's policies prohibiting harassment, in their entirety, apply to the use of the County's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on age, color, creed, sensory, mental or physical disability, genetic information, marital status, national origin, political belief, race, religion, sex, sexual orientation, and military status, or any other protected status under federal or state law.

Users are responsible for the security of their electronic devices and account password(s) and any communication/information sent via a user account.

An employee, who uses a County cell phone for non-work related reasons, may be required to reimburse the County the full cost of such calls.

Since the County's communication and computer systems are intended for business use, these systems may not be used to solicit for religious or political causes or outside organizations. Further, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited. Likewise, the County prohibits installation of unauthorized software.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Section 6 - Personal Use of County Resources

6-1. Personal Use of County Resources Overview

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

Employees also are prohibited from any unauthorized use of the County's records and/or intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Employees are responsible for notifying supervisors if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

6-2. Use of Communication and Computer Systems

County employees are obligated to conserve and protect County resources for the benefit of the public interest, rather than their private interests. Responsibility and accountability for the appropriate use of County resources ultimately rests with the Department Head/Elected Official and the individual employee who uses County resources or who authorizes such use.

Yakima County's communication and computer systems are intended for business purposes and may be used only during working time; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other County policy. This includes the voice mail, e-mail and Internet systems. **Users have no legitimate expectation of privacy in regard to their use of the systems. Electronic communications are considered County records and may be subject to disclosure in response to a Public Records Act request.**

Yakima County may access electronic communication devices, voice mail, e-mail, Internet/Intranet, social networking media and electronic information systems and obtain the communications within the systems, including past voice mail and e-mail messages, and communications sent via the Internet without notice to users of the system, in the ordinary course of business when the County deems it appropriate to do so. The reasons for which the County may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that County operations continue appropriately during an employee's absence.

The County may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The County's policies prohibiting harassment, in their entirety, apply to the use of the County's communication and computer systems. No one may use any communication or computer system in a manner that may be

construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Users are responsible for the security of their electronic devices and account password(s) and any communication/information sent via a user account.

An employee, who uses a County cell phone for non-work related reasons, may be required to reimburse the County the full cost of such calls.

Since the County's communication and computer systems are intended for business use, these systems may not be used to solicit for religious or political causes or outside organizations. Further, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited. Likewise, the County prohibits installation of unauthorized software.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

6-3. Personal and Company-Provided Portable Communication Devices

County-provided portable communication devices (PCDs), including cell phones, personal digital assistants (PDAs), notebooks, iPads, etc., should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with Technology Services to configure their PCD for business use. Communications sent via a personal PCD also may be subject to monitoring if sent through the County's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a County-provided or personal device, employees must comply with applicable County guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, and equipment use. Using a County-issued PCD to send or receive personal text messages should be limited to emergency situations.

Employees may not use their personal PCD for business unless they agree to submit the device to Technology Services on or before their last day of work for resetting and removal of County information or to provide the device for public disclosure requests. This is the only way currently possible to ensure that all County information is removed from the device at the time of termination. The removal of County information is crucial to ensure compliance with the County's confidentiality policies.

Please note that whether employees use their personal PCD or a County-issued device, the County's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect. In addition, information on these devices may be subject to scrutiny under the Public Disclosure Act.

6-4. Use of Social Media

Yakima County respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect the County interests and ensure employees focus on their job duties, employees may not post on a blog or web page or participate on a social networking, Twitter or similar site during working time or at any time with County equipment or property unless it is work related.

All County rules regarding confidentiality apply in full to blogs, web pages, social networking, Twitter and similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page, social networking, Twitter or similar site.

Whether an employee is posting something on his or her own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the County and also expresses either a political opinion or an opinion regarding the County's actions, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the County's position. This is necessary to preserve the County's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or threatening is forbidden. County policies apply equally to employee social media usage.

Yakima County encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager.

6-5. Personal Visits and Telephone Calls

Disruptions during working time can lead to errors and delays. Therefore, we ask that personal guests or telephone calls be kept to a minimum, and should be restricted to non-work hours, or during lunch or breaks.

6-6. Personal Mail

Yakima County asks that employees refrain from either receiving personal mail or sending out personal mail from the County facilities. The County does not have adequate staff to process mail other than County business mail. There is a public U.S. Postal Service drop box on Martin Luther King Blvd on the north side of the Courthouse.

6-7. Operation of Vehicles

Vehicle Use: County employees shall be authorized to operate a vehicle on County business only as provided in the Personal Use of County Resources Policy. Employees may be subject to a driving history record review and must demonstrate the ability to drive in a safe and legal manner prior to being authorized. Employees required or authorized to operate a vehicle on County business, whether a private vehicle or a County vehicle,

must possess a valid Washington State driver's license and comply with any licensing restrictions. Any employees authorized to operate a vehicle on County business may, at any time, have the employee's Department of Licensing driving record obtained and reviewed by the County. An employee authorized to operate a vehicle on County business shall notify the employee's supervisor or Department Head of any suspension or revocation of licensed status or any restriction placed upon the employee's license. The failure to report a change in license status is a violation of this policy. Refer to the Personal Use of County Resources Policy for more information on:

- limitations on personal use
- passengers and animals
- use of personal vehicles for County business
- safety
- prohibited use of tobacco, alcohol and drugs
- fuel
- vehicle operator responsibilities
- driving offenses
- disqualification from driving
- volunteers

Portable Communication Device Use While Driving

Employees who drive on County business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

Section 7 - Attachments

7-1. Non-Discrimination and Anti-Harassment Policy

<http://ycshare/HumanResources/Policies/Nondiscrimination%20Policy/HR%20003%20Non-Discrimination%20and%20Anti-Harassment%20Policy%2008-16.pdf>

7-2. FMLA Notice of Rights

<http://ycshare/HumanResources/Benefits/Leaves/FMLA/FMLA%20Notices/FMLA%20Notice%20Form%2003->

General Handbook Acknowledgment

This handbook contains information regarding policies and rules which apply to me. I agree to read the handbook, become familiar with the policies and procedures described, and follow them during my employment with the County. If a policy or procedure is unclear to me, I will be responsible for seeking clarification.

I understand that Yakima County reserves the right to modify, revoke, suspend, terminate, or change any or all of the policies and procedures described in this handbook, in whole or in part, at any time and without prior notice. In that case, changes will be communicated to me.

I understand that no language contained in the handbook, or in any other document provided by the County, provides promises of specific treatment in specific situations. I understand that no language contained in the handbook alters the at-will employment relationship, or creates an employment contract between me and Yakima County.

I understand that no employee, supervisor or manager is authorized to make any oral assurances or promises of continued employment.

I understand that if my position is covered by a bargaining agreement, language in the bargaining unit contract takes precedence over language in this handbook where there are conflicts.

My signature below indicates that I have read and understand the above statements and that I have received a copy of the Yakima County Employee handbook.

Name: _____
Printed

Signature: _____

Date: _____

Please print, sign, keep a copy of this acknowledgment for your records and send the original to Human Resources.

Receipt of Non-Harassment Policy

It is Yakima County's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected status including, but not limited to age, color creed, sensory, mental or physical disability, genetic information, marital status, national origin, political belief, race religion, sex, sexual orientation, and military status, or any other protected status under federal or state law. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

Sexual harassment is a form of sex or gender discrimination. It is Yakima County's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender.

While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited conduct can be found in the Non-Discrimination and Anti-Harassment Policy.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Department Head/Elected Official and the Human Resources Department. If you have not received a satisfactory response within ten (10) business days after reporting any incident of what you perceive to be harassment, please contact the Prosecuting Attorney's Corporate Counsel Division.

Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed.

The County will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

The County's Non-Discrimination and Anti-Harassment Policy is attached to this handbook.

I have received a copy of the Non-Discrimination and Anti-Harassment Policy (Policy) on this date.

I agree to read the Policy and follow the policy during my employment with Yakima County. If the Policy is unclear to me, I will be responsible for seeking clarification.

I understand that Yakima County reserves the right to modify, revoke, suspend, terminate or change this Policy in whole, or in part, at any time and without prior notice. In that case, changes will be communicated to me.

Name: _____
Printed

Signature: _____

Date: _____

Please print, sign, keep a copy of this acknowledgment for your records and send the original to Human Resources.