City Council Regular Meeting Agenda

Date: Monday February 2nd, 2026
Time: 5:00 PM
Location: Raymond City Hall - Council Chambers - 230 Second Street, Raymond, WA
Meeting Link: https://us02web.zoom.us/j/5780540411?omn=84858667942
Personal Meeting ID: 578 054 0411

If you would like to be added to our "Speakers List" your request must be received by 4:00 pm on January 29th, 2026. Your request must include the following: meeting date, your first and last name, city of residence, agenda item(s) that you would like to provide comment on, and the telephone number you will be calling from. Please email this information to clerk@cityofraymond.com. For a list of public meeting guidelines please visit the following link PUBLIC-COMMENT.pdf (cityofraymond.com)
Please note that the information you provide may be subject to disclosure pursuant to Washington State's Public Record Act, chapter 42.56 RCW.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

- Councilor Worlton
- Councilor Hanson
- Councilor Doyle
- Councilor Jones
- Councilor Halpin
- Councilor Tully
- Councilor Maeda

4. APPROVAL OF AGENDA

5. PUBLIC COMMENT

Next Regular Scheduled Council Meeting
Tuesday, February 17th, 2026, at 5:00 PM
The City of Raymond provides access and services to all members of the public. Please notify City Hall at least 48 hours prior to an event if reasonable accommodations are needed.

6. APPROVAL OF CONSENT AGENDA

All items listed below are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests an item be removed from the Consent Agenda and considered under "New Business."

A. Approval of Minutes

- Approval of January 20th, 2026, regular City Council meeting minutes.

B. Approval of Claims

- Approval of claims check numbers #76215-76243 in the amount of $28,634.65
- Approval of payroll check numbers #76244-#76250 and direct deposits in the amount of $260,142.79

C. Correspondence

- Letter from NW Carriage Museum

7. NEW BUSINESS

- Council Committee Discussion (Tabled from 01.20.26 meeting)
- Sitt Access Request for Field Study of Fish Habitat Use
- Pacific County EDC 2026 Contract
- MOU between Raymond Theater and the Estate of Mark Henry Winbeckler
- Resolution 2026-01

8. STAFF REPORTS

- Fire Chief Bill Didion
    i. Life Pack DEMO
- Police Chief Pat Matlock
- Public Works Director Eric Weiberg

Next Regular Scheduled Council Meeting

Tuesday, February 17th, 2026, at 5:00 PM

The City of Raymond provides access and services to all members of the public. Please notify City Hall at least 48 hours prior to an event if reasonable accommodations are needed.

- Clerk-Treasurer Kayla MacIntosh
- Mayor Dee Roberts

9. COUNCIL REPORTS

10. ADJOURNMENT

City of Raymond
WASHINGTON

COUNCIL PROCEEDINGS
Monday, January 20th, 2026

CALL TO ORDER
The council meeting was called to order at 5:02 p.m. by Mayor Roberts.

OATH OF OFFICE- MAYOR AND COUNCIL MEMBERS
Clerk-Treasurer Kayla MacIntosh swore in councilor Doyle for her new term.

ROLL CALL
Roll was taken and it was determined the meeting was quorate.

- ✓ Heidi Worlton
- ✓ Steven Jones
- ✓ Karen Tully (Zoom)
- ✓ Chris Halpin
- ✓ Kaley Hason
- ✓ Jared Maeda

APPROVAL OF AGENDA
Prior to approval, Mayor Roberts asked to amend the agenda to move item 8a. Mayor Pro-Tem Appointment to item 5A on the agenda, as she needed to leave the meeting early and needed to have a mayor Pre-Tem to finish tonight's meeting. Councilor Worlton moved to approve the amended agenda as proposed. Councilor Halpin seconded. Motion passed unanimously.

MAYOR PRO-TEM APPOINTMENT
Councilor Worlton moved to appoint Christina Doyle as Mayor Pro-Tem for 2026. Councilor Halpin seconded. Motion passed unanimously.

PUBLIC COMMENT
- Citizen William Dorn discussed fundraising ideas for the Raymond Theater with the council.
- Citizen Kristine Nevitt provided a presentation regarding digital literacy, environmental literacy, and the afterschool initiative she plans to spearhead.
- Two citizens, who arrived later in the meeting and did not sign in, discussed their landlord, Kevin George, and the apartments on May Street in which they live.

APPROVAL OF THE CONSENT AGENDA
Councilor Worlton moved to approve the consent agenda for tonight's meeting, which included Approval of the regular meeting minutes of January 5th, 2026, as well as accounts payable register, payroll register and the December EFT/ACH register. Councilor Halpin seconded the motion. Motion passed unanimously.

NEW BUSINESS

Council Committee Discussion
Councilor Worlton motioned to table until the next council meeting 02/02/2026. Motion carried. Motion passed unanimously.

Approval of 2026 Lodging Tax Applications
After brief discussion, Councilor Worlton motioned to approve the current applications and leave the application open until January 29th, 2026, for any additional applications. Councilor Jones seconded. Motion carried with one abstention.

STAFF REPORTS

- Fire Chief Didion, Police Chief Matlock, and Mayor Roberts were absent
- Clerk-Treasurer MacIntosh and Public Works Director Weiberg had nothing new to update.

COUNCIL REPORTS
There were none

ADJOURNMENT
With no further business to discuss and no objections, the meeting was adjourned by Mayor Roberts at 5:56PM.

ATTEST:

Kayla MacIntosh, Clerk-Treasurer

Dee Roberts, Mayor

A/P Check Register

Fiscal: : 2026
Period: : 2026 - FEBRUARY 2026
Council Date: : 2026 - FEBRUARY 2026 - 1ST COUNCIL

Number	Vendor Name	Account Description		Amount	
76215	PACIFIC COUNTY AUDITOR - RECORDINGS	Professional Services		$18.00	WATER LIEN
76216	Board For Vol. Firefighters	Volunteer Benefits		$3,010.00	FIRE VOLUNTEER BENEFITS
76217	Airgas USA, LLC	Operating Supplies		$24.40	AMB SUPPLIES
76218	AMAZON CAPITAL SERVICES	Concession Supplies		$112.71	
		Office Supplies		$28.04	
		Operating Supplies		$14.02	
		Supplies		$14.01	
			Check Total:	$168.78	ALL CITY SUPPLIES
76219	BORDEN, SHILOH	Personnel Benefits		$172.43	FIRE/AMB UNIFORM ALLOWANCE
76220	Bud's Lumber Supply	Operating Supplies		$38.92	WWTP CHEMICALS
76221	Coast Controls & Automation, Inc.	Professional Services		$2,818.61	WWTP JUNCTION BOX SERVICE
76222	COMCAST	Communications		$2,334.39	
		Pool Communications		$253.88	
			Check Total:	$2,588.27	ALL CITY INTERNET
76223	Culligan	Rentals & Leases		$32.34	CITY HALL DRINKING WATER
76224	Databar Inc.	Supplies		$120.76	ALL CITY W-2 ENVELOPES
76225	Datec, Inc.	Police Department - Equipment		$839.08	POLICE OFFICE EQUIPMENT
76226	Frasier, David	Professional Services		$120.00	
		Training/Travel		$420.75	
			Check Total:	$540.75	SEWER CDL PHYSICAL/TRAINING CONFERENCE
76227	Grays Harbor County	Water Samples		$745.00	WATER TESTING
76228	H.D. Fowler Co.	Distribution Supplies		$486.43	WTP SUPPLIES
76229	Henry Schein, Inc.	Operating Supplies		$2,495.93	AMB MEDICAL SUPPLIES
76230	INOVALON PROVIDER, INC.	Professional Services		$206.17	AMB BILLING
76231	KARNATZ, JEFF	Professional Services		$390.00	THEATER MANAGEMENT
76232	PAPE MACHINERY, INC	Operating Supplies		$91.65	PARKS SUPPLIES
76233	PEDIGREE CATS, INC.	Sewer Service Charges		$197.19	W/S/G OVERPAYMENT REFUND
76234	PETROCARD INC.	Operating Supplies		$399.39	WTP PROPANE
76235	Quality Control Services	Professional Services		$2,334.00	WWTP MAINTENANCE
76236	SAWYER, JEANNETTE	Sewer Service Charges		$1.17	W/S/G OVERPAYMENT REFUND
76237	Steve's Front End Inc.	Repair & Maintenance		$1,194.46	POLICE/FIRE AUTO REPAIR
76238	Sunrise Pest Management	Professional Services		$115.67	POLICE PEST CONTROL
76239	SWARTZ, MASON	Sewer Service Charges		$33.27	W/S/G OVERPAYMENT REFUND
76240	SYSTEMS DESIGN WEST LLC	Professional Services		$2,439.30	FIRE/AMB BILLING
76241	TACKETT, MARGO	Professional Services		$632.00	FINANCE AUDIT SERVICES
76242	WA ST Department of Licensing	CPL - State Fee		$90.00	POLICE CPL FEES
76243	Willapa Harbor Hospital	County Jail Services		$6,410.68	POLICE INMATE MEDICAL SERVICES
	Grand Total			**$28,634.65**	

Total Accounts Payable for Checks #76215 Through #76243

Register

Number	Name	Fiscal Description	Cleared	Amount
76244	City of Raymond	2026 - JANUARY 2026 - 2ND COUNCIL		$593.19
76245	IAFF MERP Trust Office c/o Benefit Programs Administration (BPA)	2026 - JANUARY 2026 - 2ND COUNCIL		$1,100.00
76246	OREGON DEPT. OF JUSTICE	2026 - JANUARY 2026 - 2ND COUNCIL		$339.00
76247	TEAMSTERS Local #252	2026 - JANUARY 2026 - 2ND COUNCIL		$507.00
76248	THORBECKES FITNESS	2026 - JANUARY 2026 - 2ND COUNCIL		$358.88
76249	Hunter A Irwin	2026 - JANUARY 2026 - 2ND COUNCIL		$426.61
76250	Aiden Young	2026 - JANUARY 2026 - 2ND COUNCIL		$1,356.87
CLOTHING ALLOWANCE 2026	Payroll Vendor	2026 - JANUARY 2026 - 2ND COUNCIL		$17,774.49
DEF COMP JAN 2ND PAYROLL 2026	WA St Treasurer - Def Comp	2026 - JANUARY 2026 - 2ND COUNCIL		$5,099.41
DRS JAN 2ND PAYROLL 2026	Dept of Retirement Systems	2026 - JANUARY 2026 - 2ND COUNCIL		$42,919.38
IRS TAXES JAN 2ND PAYROLL 2026	Raymond City Treasurer- Taxes	2026 - JANUARY 2026 - 2ND COUNCIL		$53,862.09
JAN 2ND PAYROLL 2026	Payroll Vendor	2026 - JANUARY 2026 - 2ND COUNCIL		$135,730.87
NATIONWIDE JAN 2ND PAYROLL 2026	Nationwide Retirement Solutions	2026 - JANUARY 2026 - 2ND COUNCIL		$75.00
				$260,142.79

NORTHWEST CARRIAGE MUSEUM

PO Box 534 - 314 Alder Street
Raymond WA. 98577
360-942-4150
nwcarriagemuseum.org

Come get Carried away!

January 23, 2026

City of Raymond
230 Second Street
Raymond, WA 98577

Dear Mayor Dee, City Council Members & Kayla,

On behalf of the Northwest Carriage Museum Board, I would like to extend our sincere thanks for the $3500.00 from 2025 Lodging Tax. These funds are much appreciated and used for advertising to showcase the Museum and bring more visitors to our wonderful town!

We take great pride in drawing visitors to Raymond while continuing our goal of keeping history alive! We are proud to be the largest tourist attraction and visitor center open year-round in Pacific County.

As you know our collection has grown to 65 horse-drawn vehicles along with thousands of artifacts on display—there is something for everyone at the Museum. Your Lodging Tax funds allows us to draw more people to Raymond, and that in turn helps our local economy.

I would love to show you all around at your convenience!

With sincere appreciation,

Kindly,

Laurie Bowman
Director Emeritus

many thanks.

The Northwest Carriage Museum is a nonprofit 501c3 Organization

20

2026 Council Committee's

Mayor Roberts

Chair – Public Works
Chair – Finance
Chair – Parks & Recreation
Chair – Police
Chair - Fire
CWCOG Alternate
RWCC

Council Position #1
Christina Doyle

**RWCC*
**Parks & Recreation*

Council Position #2
Heidi Worlton

**Finance*

Council Position #3
Karen Tully

**Parks & Recreation*
**Public Works*

Council Position #4
Chris Halpin

**Finance*
**Mayor Pro tem*

Council Position #5
Kaley Hanson

**Parks & Recreation*

Council Position #6
Jared Maeda

** Fire*

Council Position #7
Steve Jones

**CWCOG Representative*

**Positions held by previous Council Position Holders / All committees up for discussion*

PACIFIC
CONSERVATION DISTRICT

P.O. Box 336
South Bend, WA 98586
Phone (360) 875-6735

January 5, 2026

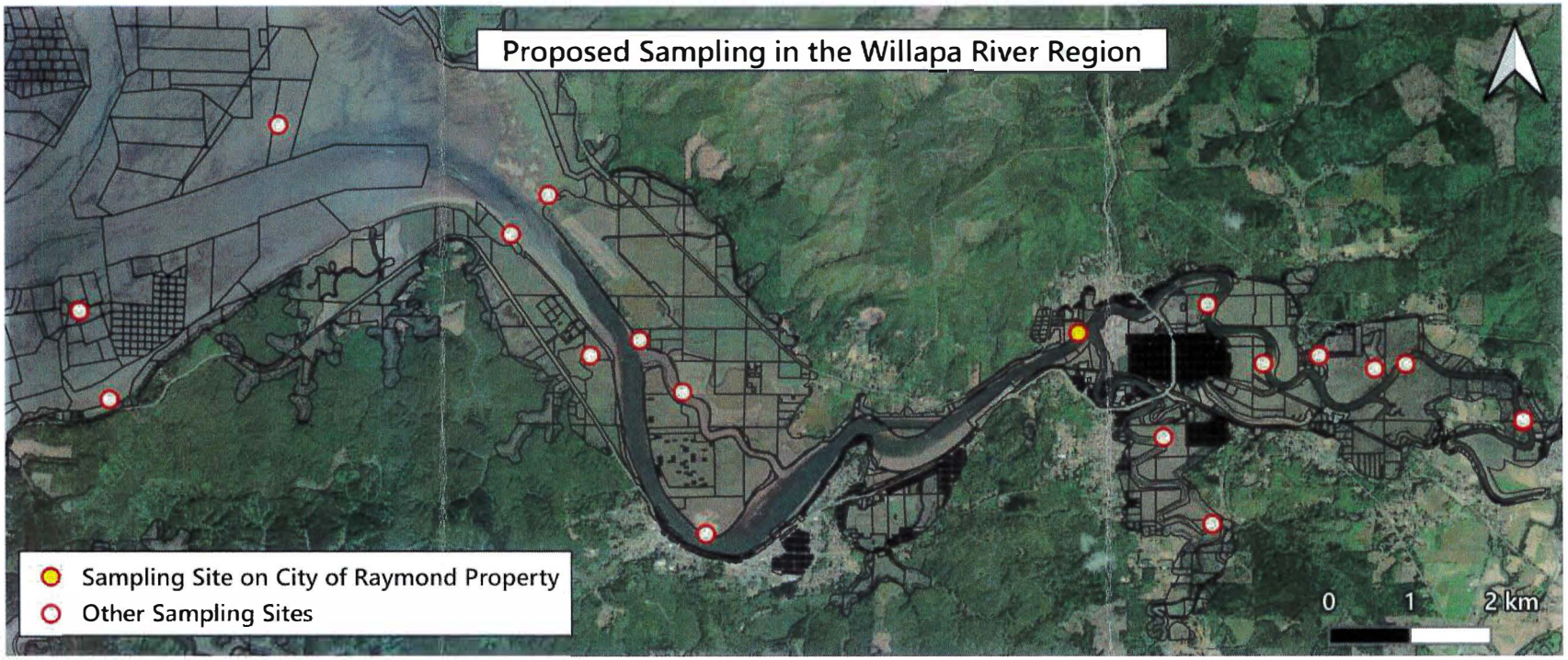
CITY OF RAYMOND
230 2ND STREET
RAYMOND, WA 98577

CITY OF RAYMOND,

Site Access Request for Field Study of Fish Habitat Use

We are reaching out to you because the Pacific Conservation District (District) is working on a field study of fish habitat use in Willapa Bay as part of efforts to improve our understanding about how juvenile salmon use the habitats within the Bay. One or more of our potential study sampling sites is on a parcel(s) identified as yours and we are seeking access to the site to conduct beach seine net sampling. We appreciate your collaboration on this important work!

- **Study Name:** Willapa Bay Estuary Juvenile Salmon Habitat Use Study
- **Study Purpose:** The study will gather information throughout Willapa Bay about the timing and abundance of juvenile salmon using various habitats.
- **Timing of Access:** The field work for the study is scheduled to run from January 2025 through December 2027. Each site will be visited twice per month from February through August and once per month from September through January.
- **Number of People/boats that Need Access:** 2-4 people, 1-2 boats (typically 1 boat with 3-4 people). Field crews may include District employees and contractors, including Cramer Fish Sciences and their subcontractors.
- **Frequency and Length of Site Access:** 3 to 4 times in 2025, 2 times per year in both 2026 and 2027. Site visits will be for 1 to 2 days, for up to 10 hours per day. We will provide notice prior to each site visit.
- **Work to Be Done:** Beach seining activities. Field Crew will land a member on shore to anchor one end of the seine net. The standard seine net is 37 meters (120 feet) long. The boat will pull away from shore to deploy the net and then bring the other end back to shore to form a semi-circle. The net is pulled to shore and brought together to capture the fish present within the sample area. Fish will be counted and measured by species while on shore or on the boat depending on the site conditions. Some sites may use a shorter 9 meter seine to sweep channels where the larger seine isn't workable. Staff and vehicles will carry all necessary safety equipment required (e.g., life vests, VHF radios, fire extinguishers, flares, etc.).
- **Access Locations:** Identified sites, as necessary to conduct work described above,


Proposed Sampling in the Willapa River Region
Sampling Site on City of Raymond Property
Other Sampling Sites
0
1
2 km

PACIFIC COUNTY ECONOMIC DEVELOPMENT COUNCIL TECHNICAL SERVICE CONTRACT

This Agreement ("Contract") is entered into on this first day of January, 2026, by and between the City of Raymond, hereinafter referred to as the "City," and the Pacific County Economic Development Council, hereinafter referred to as the "PCEDC."

WHEREAS,
The PCEDC is actively pursuing and facilitating the location and expansion of businesses and industries in Pacific County through the development of marketing strategies, business assistance programs, tourism promotion, and liaisons with local, county, and state governments, as well as the private business sector, to coordinate and promote economic growth and development while preserving the quality of life in Pacific County; and
WHEREAS,
The City is undertaking activities necessary to promote economic growth and development; and
WHEREAS,
The City desires to engage the PCEDC to render certain technical advice and assistance in connection with its economic development undertakings;
NOW, THEREFORE,
The parties mutually agree as follows:

1. Scope of Services
The PCEDC agrees to provide the services outlined in Addendum A attached hereto and incorporated into this Contract. The services provided shall include, but are not limited to, business attraction, expansion, retention, workforce development, strategic planning, and other support activities necessary for economic growth and development as specified in the addendum.

2. Time of Performance
The services under this Contract shall commence on January 1, 2026, and continue through December 31, 2026. This Contract is part of a three-year rate agreement that began January 1, 2025, and expires December 31, 2027. The compensation rate specified in Section 3 shall remain unchanged through December 31, 2027.

The Contract shall automatically renew on January 1, 2027, for one additional one-year term at the same rate, unless terminated by either party with no less than thirty (30) days' written notice prior to the expiration of the current term. Upon renewal, all terms of this Contract will remain in effect.

3. Compensation and Payment
The City shall compensate the PCEDC as follows:

3.1 The total contract price for the services specified in Addendum A shall be $11,000 for the period specified in Section 2.

3.2 Payment is due within ninety (90) days of receiving a signed Service Contract from both parties. For subsequent renewal years, payment is due within ninety (90) days after the renewal date, without the requirement of an additional signature.

4. Amendments
Either party may request changes to the scope of services or performance standards. Any mutually agreed-upon changes shall be incorporated through a signed written amendment to this Contract. The compensation amount is not negotiable; however, entities may request an annual hardship waiver.

5. Notices
All written notices required under this Contract shall be delivered to the following addresses:

- Pacific County Economic Development Council
  P.O. Box 1433, Long Beach, WA 98631

- City of Raymond
230 Second Street, Raymond, WA 98577

6. Nondiscrimination
The PCEDC certifies that it is an equal opportunity employer and does not discriminate in hiring practices or the provision of services based on membership in any group protected by state or federal law.

7. Governing Law
This Contract shall be governed by and construed in accordance with the laws of the State of Washington.

8. Subcontracting
Neither party may assign or delegate its rights or obligations under this Contract without the written consent of the other party.

9. Entire Agreement

This Contract, along with Addendum A, constitutes the entire agreement between the parties and supersedes any prior agreements, discussions, or negotiations. No verbal agreements or conversations between representatives of either party shall affect the terms and obligations of this Contract.

IN WITNESS WHEREOF, the parties have executed this Contract on the day and year first written above.

Pacific County Economic Development Council

Signature: 
Name: Susan Yirku
Title: Executive Director
Date: 1/20/26

City of Raymond

Signature: _____
Name: Dee Roberts
Title: Mayor
Date: _____

Addendum A

The Pacific County Economic Development Council (PCEDC) agrees to provide the following services in support of economic growth and development.

PCEDC aims to include the following elements in its scope of work, as resources and priorities allow:

Compliance with State Requirements

PCEDC will fulfill all obligations mandated by RCW 43.330.080 and the Washington State Department of Commerce. As an Associate Development Organization (ADO), this includes conducting activities such as Business Retention and Expansion (BRE) efforts and other state-required initiatives.

Business Attraction and Recruitment

- Identify target industries that align with available workforce, infrastructure, and resources.
- Perform activities that help to diversify the local tax base, to increase the number of jobs available to residents in the community, and to improve the local quality of life with the goal to persuade businesses or investors to locate, expand or remain in the area rather than in a competing location.
- Respond to Inquiries.

Business Retention and Expansion (BRE)

- Address challenges such as navigating regulations, infrastructure needs or workforce issues.
- Assist with Expansion: Secure financing, site selection, and permits.

Workforce Development

- Training Programs : Partner with education institutions and training centers to develop programs that prepare workers for jobs in high-demand sectors.
- Recruitment Support : Help businesses recruit qualified workers through job fairs, partnerships with schools, and workforce agencies.
- Labor Market Analysis : Analyze the local labor market to determine workforce availability, skills gaps, and training needs for port-related industries.

Strategic Planning and Economic Development Strategy

- Represent Regional and Statewide Boards
- Long-Term Economic Planning : Help create or update economic development plans, aligning local goals with broader regional, state, or national trends.

- Infrastructure Planning : Work to identify and prioritize infrastructure projects, such as transportation, utilities, and broadband, that can spur economic growth.

Small Business Support and Entrepreneurship

- Mentorship and Technical Assistance : Provide mentorship, training, and technical assistance to entrepreneurs and small business owners in areas such as business planning, marketing, and financing.
- Access to Capital : Connect small businesses with financing options, including loans, venture capital, and grant programs.

Grant Writing and Funding Assistance

- Grant and Funding Identification : Help to identify federal, state, and private grant and funding opportunities for economic development projects or infrastructure improvements

Real Estate and Site Development

- Site Selection Assistance : Help businesses identify suitable locations for new operations, providing data on available properties, zoning regulations, and market conditions.

Infrastructure and Transportation Development

- Infrastructure Planning : Participate in infrastructure development planning to support business expansion and the attraction of new industries.
- Public-Private Partnerships (PPP) : Facilitate public-private partnerships to drive investments into infrastructure.

Tourism and Destination Development

- Tourism Promotion : Support and help to develop tourism strategies, promoting local attractions, events, and businesses to increase visitor spending.
- Cultural and Event Development : Collaborate with local stakeholders to create events, festivals, or cultural attractions that draw visitors and boost local businesses.

Community and Housing Development

- Housing Development : Assist in planning and securing funding for affordable housing projects to support workforce retention and attract new residents.
- Downtown Revitalization : Support the redevelopment and revitalization of downtown areas to attract businesses, residents, and tourists.
- Quality of Life Initiatives : Help to plan and implement projects that enhance amenities such as parks, recreational facilities, and cultural institutions.

Regulatory and Legislative Advocacy

- Advocacy for Business-Friendly Policies : Lobby for state and federal policies that support local economic development efforts and create a business-friendly environment.
- Regulatory Compliance Support : Help to navigate zoning laws, environmental regulations, and other requirements that impact economic growth.

Economic Trends Monitoring

- Continuously monitor regional, national, and global economic trends that could impact economic development operations and growth, and advise accordingly.
- Coordination with Other Agencies : Act as a liaison between the ports and other local, state, and federal agencies to ensure smooth coordination on economic development projects.

Economic Research and Data Analysis

- Provide data on economic trends, market demands, and growth industries to inform decision-making and strategic planning.
- Demographic and Workforce Data : Offer reports on workforce availability, educational attainment, and other demographic factors to attract and retain businesses.

Pacific County Economic Development Council

PO Box 1433
Long Beach, WA 98631 US
+15035197811
admin@pacificcountyedc.org

INVOICE

BILL TO
City of Raymond
230 Second Street
Raymond, WA 98577

INVOICE	25706675
DATE	01/05/2026
DUE DATE	06/30/2026

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
01/01/2026	2026 Public Entity Technical Service Contract	2026 Public Entity Service Contract	1	11,000.00	11,000.00

Checks can be mailed to:
Pacific County EDC
PO Box 1433, Long Beach, WA 98631
Thank you!

BALANCE DUE **$11,000.00**

MEMORANDUM OF UNDERSTANDING

Between

The City of Raymond
and
The Estate of Mark Henry Winbeckler
(c/o Steve Hepp, if applicable)

This Memorandum of Understanding ("MOU") is entered into by and between the **City of Raymond** ("City") and the **Estate of Mark Henry Winbeckler** ("Estate"), collectively referred to as the "Parties."

1. Purpose

The purpose of this MOU is to outline the responsibilities and scope of work related to the repair and restoration of the **1928 Wurlitzer Model 150SP Pipe Organ**, **Serial Number 1934** ("Organ").

2. Scope of Work

The Estate agrees to repair and restore the Organ, including the following work:

A. Main Chamber Repairs

Repairs to the Main Chamber shall include:

- Ceiling repair in the pipe chambers
- Rebuilding wind chests
- Rebuilding regulators
- Rebuilding the tremulant
- Replacement of all armatures
- Reinstallation and proper anchoring of the wind chest

B. Solo Chamber Repairs

Repairs to the Solo Chamber shall include:

- Repair and adjustment of swell blades
- Cleaning of the chamber

C. Console Repairs

Repairs to the console shall include:

- Cleaning of pipes
- Replacement of armatures
- Repacking of the Tibia

3. Costs

All costs associated with the repairs and restoration work described in this MOU shall be **fully covered by the Estate of Mark Henry Winbeckler**. The City of Raymond shall incur no financial responsibility for the work outlined herein.

4. Responsibilities

- The Estate shall ensure that all repairs are performed in a professional and workmanlike manner consistent with accepted standards for historic pipe organ restoration.
- The City shall provide reasonable access to the Organ as necessary to complete the work.

5. Term

This MOU shall become effective upon execution by both Parties and shall remain in effect until the completion of the repairs described above, unless terminated earlier by mutual written agreement of the Parties.

6. Non-Binding Agreement

This MOU represents the mutual understanding of the Parties and does not create a partnership, joint venture, or agency relationship.

7. Entire Understanding

This document constitutes the entire understanding between the Parties regarding the subject matter herein and may be amended only by written agreement signed by both Parties.

Signatures

City of Raymond

By: _____

Name: _____

Title: _____

Date: _____

Estate of Mark Henry Winbeckler

By: _____

Name: _____

Title/Capacity: _____

Date: _____

Rose City
ORGAN BUILDERS INC.
EST. 2003

Steve & Helen Hepp
home 360 249 4321
Helen cell 360 560 6503 TEXT
Steve cell 360 470 0342 don't use much
montesano44@yahoo.com

Raymond Theatre
230 NE 9th St
Bend, OR

10-20-2025

Organ: 1928 Wurlitzer 150 SP
Serial# 1934

Evaluation

Main Chamber

The main chamber sustained damage from the ceiling collapsing on the pipes, windchests and regulators. This chamber contains the Salicional, Concert Flute pipes and original pneumatic relay. (Pictures Included). The Salicional was moved to a different windchest we assume after the initial leak and ceiling damage. The windchest that the Salicional is installed on is just resting on the walk-board without any support or anchoring. This chamber has the most immediate need for maintenance and repair.

Solo Chamber

This chamber is in good condition with a few dead notes, a couple of non-functioning Swell blades and some needed cleaning. Overall, this division of the organ requires very little.

Console

Chipped or missing key coverings, leaking windline connection to console, poor stop contacts.

Estate of Mark Henry Winbeckler
% Steve Hepp
419 N Calder St.
Montesano, Wa. 98563
contact info above ↑
rosecityorgans@gmail.com
Chris Nordwall

Proposed Work

Main Chamber

Remove all debris
Clean and vacuum chamber
Remove pipes for cleaning/repair
Repack stoppers for Concert Flute
Repair ceiling
Evaluate Salicional and Concert Flute windchests
*Rebuild windchests if necessary
Remove non-Wurlitzer windchest
Check through all notes on relay
*Inspect Expression pneumatics
Rebuild regulators (2) and modify winding as needed
Rebuild Tremulant
Raise windchests for improved service access
Replace all armatures
Reinstall pipes, regulate and tune

Total for Main Chamber	$20,560.00
*	
If Salicional chest does not require rebuilding	*$- 3,980.00*
If C. Flute chest does not require rebuilding	*$- 3,980.00*
If Swell motors do not require recovering	*$- 785.00*

Solo Chamber

Remove manual pipes for cleaning
Repack Tibia stoppers as needed
Raise windchest for improved service access
Check through all notes, traps, percussion
*Inspect Expression pneumatics
Inspect leather on windchests
Replace all armatures

Total for Solo Chamber	$6,390.00
*	
If Swell motors do not require recovering	*$- 785.00*

(over)

CITY OF RAYMOND, WASHINGTON

RESOLUTION NO. 2026-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RAYMOND, ADOPTING THE CITY OF RAYMOND PERSONNEL POLICY MANUAL.

WHEREAS, on August 6, 2012, the City of Raymond Personnel Policy Manual was repealed and a new Personnel Policy Manual was adopted via Council passage of Resolution No. 1215; and

WHEREAS, the Personnel Policy Manual was amended via Council passage of Resolution No. 1271 on May 3, 2021; and

WHEREAS, the Personnel Policy Manual was recently reviewed and multiple changes have been recommended necessitating another update; and

WHEREAS, a draft of the updated Personnel Policy Manual has been provided to all of the labor bargaining units with employees at the City for review and input prior to this adoption; and

WHEREAS, in addition to adopting the new Personnel Policy Manual, repeal of the prior Personnel Policy Manual is required; **NOW, THEREFORE,**

THE CITY COUNCIL OF THE CITY OF RAYMOND HEREBY RESOLVES AS FOLLOWS:

Section 1. Adoption of New Personnel Policy Manual. The updated Raymond Personnel Policy Manual which is attached hereto as Exhibit "1" is hereby adopted as the Personnel Policy Manual for the City of Raymond. This Personnel Policy Manual at Exhibit "1" is incorporated herein by reference as if set forth in full. Staff is directed to disseminate the newly-adopted Personnel Policy to all City employees upon the passage of this resolution.

Section 2. Repeal of Prior Personnel Policy Manual. Resolution No. 1215 and Resolution No. 1271 which adopted or amended the prior Personnel Policy Manual are hereby repealed.

PASSED by the City Council of the City of Raymond, signed by the Mayor and attested by the City Clerk in authentication of such passage on this 2nd day of February, 2026.

Dee Roberts, Mayor

ATTEST:

Kayla McIntosh
City Clerk/Treasurer

Exhibit "1" to Resolution No. 2026-01

PERSONNEL POLICY MANUAL
CITY OF RAYMOND

City of Raymond

Personnel Policies and Procedures Manual

Revised December 2025

TABLE OF CONTENTS

CHAPTER 1

PURPOSE AND SCOPE

1.1 INTRODUCTION

Welcome to the City of Raymond. This employee handbook contains general statements of policy and information for supervisors and non-represented employees. This handbook also applies to represented employees to the extent that it does not conflict with the provisions of an applicable collective bargaining agreement or constitute changes to mandatory subjects of bargaining. Represented employees are encouraged to consult their contract first for information about their employment.

This handbook is intended to provide an overview of City-wide policies and procedures. Departments may also maintain separate department policies and procedures. Employees should check with their supervisors or department directors to ensure they are aware of all policies and procedures for which they are accountable. The policies outlined in this handbook should be regarded as guidelines, which may change from time to time. The latest version of this handbook will be maintained in the Clerk/Treasurer's Office. The policies are not intended to, and do not, create a contract of employment. They may be amended, repealed or modified at any time by the City. Except as modified by Civil Service Rules or collective bargaining agreement.

Unless otherwise modified by a collective bargaining agreement, your employment with the City is at will and for no specific period of time and may be terminated at any time by either you or the City, with or without cause.

1.2 INTENT OF POLICIES

These policies are not intended to be a contract, express or implied, or any type of promise or guarantee of specific treatment upon which you may rely, or as a guarantee of employment for any specific duration. Although we hope that your employment relationship with us will be long term, we recognize that things may not always work out as hoped, and either of us may decide to terminate the employment relationship. Please understand that no supervisor, manager or representative of the City other than the Mayor has the authority to enter into any agreement with you for employment for any specified period or to make any written or verbal commitments contrary to the foregoing.

1.3 SCOPE OF POLICIES

These personnel policies apply to all City employees. In cases where these policies conflict with any City ordinance, state, or federal law or employee group bargaining agreement, the terms of that law or agreement prevail. In all other cases, these policies apply.

Only collective bargaining agreements mutually signed by the Mayor and the appropriate union representative, and personal services contracts are considered valid and binding employment

contracts. The Mayor is the only City official who can make binding employment contracts. These contracts must be in writing. Under provisions of State law, the Mayor has the authority to adopt and administer personnel rules, regulations, and policies. The Mayor specifically reserves the right to repeal, modify, or amend the policies, procedures, and other statements made in this handbook at any time. None of these provisions shall be deemed to create a vested contractual right in any employee or to limit the power of the City Council or the Mayor to repeal or modify these rules. Business conditions, Federal and State Law, and organizational needs are constantly in flux and may require that portions of the handbook be rewritten. This is necessary to successfully provide the appropriate employment relationship and to achieve the goals of the City. Information on changes will be provided to employees via bulletin boards, staff meetings, memos, or by other common methods. It will be the responsibility of employees to stay informed of information affecting their employment in this handbook and any changes that may be announced. For specific policy questions, employees should consult the City's Personnel Policies and Procedure Manual, department policy and procedure manuals, or if they are represented, their current union contract. Employees are also encouraged to ask their supervisor questions concerning all City or department policies. These personnel policies serve as a general guide to the City's current employment practices and procedures. As such, we hope they will help you better understand how the City operates and what is expected of you as an employee. These policies also provide general information about what the City provides you with in terms of compensation, benefits, and other support.

The City places the highest value on our employees and their well-being. We want to see that you are a satisfied worker, with the support necessary to achieve the objectives of your position. Only in this manner can your contribution to the City organization be the most productive.

It is our belief that when consistent personnel policies are known and communicated to all, the chances for greater job satisfaction increase. We encourage you to read these policies. If you have any questions, please ask the Clerk/Treasurer or your department head. As you have ideas or suggestions for improvement, please do the same.

1.4 CHANGING THE POLICIES

As the need arises, the Mayor may modify these policies, except that the City Council, by ordinance, shall enact any changes to compensation or benefit levels. The Mayor or the Department Head may deviate from these policies in individual situations, particularly in an emergency, to achieve the primary mission of serving the City's citizens. Employees may request specific changes to these policies by submitting suggestions to their department head.

1.5 DEFINITIONS

Department Head: An employee who is responsible for directing a department of the city.

Immediate Family: Includes the employee's parents, spouse, domestic partner, child (biological, adopted, stepchild, or legal ward), parent (same definition as for child), brother or sister, mother or father-in-law, son or daughter-in-law, grandparent, grandchild, or other relative who lives in the employee's home.

Regular Full-Time Employee: An employee who has successfully completed a probationary period as defined in these policies and who regularly works a minimum of forty (40) hours a week.

Regular Part-Time Employee: An employee who has successfully completed a probationary period as defined in these policies and who regularly works less than forty (40) hours a week but at least sixteen (16) hours a month.

Temporary Employee: Employees who hold jobs of limited duration due to special projects, abnormal workloads, or emergencies. Temporary employees are not eligible for City benefits.

Probationary Employee: Employees who have not yet completed their probationary period in a regular position and who have not been certified to regular employment status. Unless otherwise specified, when regular employees are referred to in these policies, they shall include probationary employees.

Public Safety Employee: Public safety employees are the Police Chief, police officers, and any employees covered by Law Enforcement Officers and Firefighters (LEOFF) agreements.

CHAPTER 2

GENERAL POLICIES AND PRACTICES

2.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Raymond is an equal employment opportunity employer. The City employs, retains, promotes, terminates, and otherwise treats all employees and job applicants on the basis of job-related qualifications, merit, and competence. These policies and all employment practices shall be applied without regard to any individual's sex, race, color, religion, creed, national origin, immigration status, pregnancy, age, veteran or marital status, sexual orientation, gender identity or expression, political ideology, disability, genetic information, or any other characteristic protected by law.

This policy covers all aspects of treatment of employees and applicants, including but not limited to employment opportunities, compensation, hours of work, conditions of employment, promotions, demotions, transfers, recruitment, advertising, layoff, and termination.

You should contact the Mayor, your Department Head, or your supervisor, if you have any questions or concerns regarding this policy. If you are aware of any violation of this policy, you must contact one of these individuals. There will be no retaliation or repercussions against employees who take such action in good faith. Any employee found to be violating this policy will be subject to disciplinary action up to and including termination of employment.

2.2 ANTI-HARASSMENT POLICY

It is the City's policy to foster and maintain a work environment that is free from unlawful discrimination. Toward this end, the City will not tolerate harassment of any employee based on the employee's sex, race, color, religion, creed, sexual orientation, gender identity or expression, age, national origin, immigration status, disability, or any other characteristic protected by law. Employees are expected to always show respect for each other and the public, despite individual

differences.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, sexual orientation, gender identity or expression, color, race, ancestry, religion, national origin, age, disability, marital status, veteran status, citizenship status, or other protected group status. Examples of prohibited conduct include slurs or demeaning comments to employees or members of the public relating to race, ethnic background, gender, religion, sexual orientation, age, or disability. See Discrimination Complaint Procedure, Policy 2.4, for guidance on what to do if you experience harassment.

2.3 SEXUAL HARASSMENT PROHIBITED

Sexual harassment is a form of sex discrimination and is illegal. Sexual harassment is also inappropriate and offensive and will not be tolerated by the City.

Sexual harassment is behavior of a sexual nature, which is unwelcome. It can also be nonsexual, abusive behavior that is directed at an individual because of his or her sex. Examples of sexual harassment include verbal behavior such as unwanted sexual comments, suggestions, jokes, or pressure for sexual favors; non-verbal behavior such as suggestive looks and leering; and physical behavior such as pats or squeezes, or repeatedly brushing against someone's body. Other conduct also may constitute sexual harassment depending upon given facts and circumstances.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any conduct that meets the above definition is prohibited in the City. This expressly includes explicitly or implicitly conditioning any term of employment (such as continued employment, wages, evaluation, and advancement, time off, assigned duties or shifts) on the provision of sexual favors.

Sexual harassment may be difficult to recognize in certain circumstances. Although the following examples of specific behaviors may not necessarily constitute sexual harassment, they are prohibited at the City to avoid any possible misunderstandings: continuing to ask a person on a date when that person has indicated that he or she is not interested; touching or grabbing a sexual part of any individual's body; touching or grabbing any part of an individual's body after that person has indicated or it is known that contact is unwelcome; displaying or transmitting sexually suggestive pictures, objects, cartoons or posters; writing sexually suggestive written communications; referring to or calling a person a sexually suggestive name; and telling sexual jokes or using sexually vulgar or explicit language. This is not an exclusive list of prohibited

behaviors but is intended as examples of conduct that violates this policy.

Employees engaging in harassment are subject to discipline, including termination. *See* Discrimination Complaint Procedure, Policy 2.4, for guidance on what to do if you experience sexual harassment.

2.4 DISCRIMINATION COMPLAINT PROCEDURE

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers and others, including the citizens they serve. The following procedure outlines the steps to follow if you believe you have experienced or witnessed harassment or discrimination on the job.

If you believe that you or another employee has been subjected to harassment or discrimination or if you believe that the conduct of any employee or person at the workplace violates any aspect of this policy, you must promptly report such conduct or statements to the Mayor, the Clerk/Treasurer, Department Head, or your supervisor. This is your obligation as an employee.

Your report will be taken seriously and investigated promptly. The City will protect the confidentiality of those involved to the extent that it is consistent with our need to investigate and resolve the problem. No employee will be retaliated against by the City for good faith voicing of concerns or cooperating in an investigation under this policy. It is a serious violation of this policy for any employee to take any retaliatory action against any person who reports a violation of this policy or who participates in an investigation. All employees are required to always comply with this no-retaliation policy. Violations of this policy will result in discipline up to and including termination of employment.

2.5 DISABILITY ACCOMMODATION

The City is committed to ensuring equal employment opportunity for qualified persons with disabilities in accordance with the Americans with Disabilities Act and other applicable federal, state, and local laws. As provided by those laws, the City will make reasonable accommodation for an individual who has a disability that substantially limits their ability to perform the essential functions of their job, or if working without accommodation would aggravate a disability such that it would create a substantially limiting effect in the future, unless doing so would create an undue hardship for the City. What constitutes a reasonable accommodation is decided on a case-by-case basis, depending upon the particular circumstances.

If an employee has a disability that requires a reasonable accommodation, the employee should notify the Mayor or their Department Head of the need for a disability accommodation. The City will treat such information as confidential and will share only on a "need to know basis" for purposes of evaluating an accommodation request. Employees are not required to disclose a disability unless they are seeking an accommodation.

In order to evaluate potential accommodations, the City may request a medical certification from the employee to verify the nature of the disability and related limitations or restrictions, to identify potential reasonable accommodations, and/or to determine whether continued work would pose a direct threat to the health or safety of the employee or others that cannot be eliminated by reasonable accommodation.

2.6 PREGNANCY AND BREASTFEEDING ACCOMMODATIONS

The City will provide pregnant and nursing mothers reasonable accommodations for pregnancy and pregnancy-related health conditions, which include health conditions during pregnancy and after the birth of the baby, such as the need to express milk.

For pregnant employees, such accommodations may include the following:

- Providing frequent, longer or flexible restroom breaks;
- Modifying any no food or drink policy;
- Providing seating or allowing the employee to sit more frequently; and
- Restrictions on lifting more than 17 pounds.

A pregnant employee, upon a medical certification from the employee's health care provider confirming the need for the same, may also be eligible for the following additional accommodation, provided that it does not represent a significant difficulty or expense to the City, which shall be determined by the City on a case-by-case basis, based upon the particular operational circumstances and position involved:

- Job restructuring, including modifying a work schedule, job reassignment, changing a work station or providing equipment;
- Providing a temporary transfer to a less strenuous or hazardous position;
- Scheduling flexibility for prenatal visits; and
- Providing any further accommodations the employee may need.

The City will, for a period of two years following the birth of their child, provide nursing mother with reasonable break time to express milk. These break times should, when possible, be taken concurrently with any other break time already provided. Employees should discuss the length and frequency of these breaks with their direct supervisor. The employee will also be provided a space to express breast milk, other than a restroom, that is shielded from view and free from intrusion from co-workers and the public, provided such a location exists at the place of business or worksite. If the City does not have such a location, the City will work with the employee to identify a convenient location.

2.7 RELIGIOUS ACCOMMODATION

The City recognizes the diversity of religious beliefs and will reasonably accommodate the same. An employee may request an accommodation when their bona fide religious belief requires a deviation from the City's dress code or the individual's work schedule, basic job duties or other aspects of employment. The City will consider the request but reserves the right to offer an alternative accommodation or to deny accommodation when such accommodation would create an undue hardship for the City. Some, but not all, of the factors to be considered in determining whether a religious accommodation may be reasonably extended to an employee include cost, the effect that an accommodation will have on current-established policies and the burden on City operations.

2.8 EMPLOYEE PERSONNEL RECORDS

A personnel file for each employee is kept in the Clerk/Treasurer's Office. An employee's personnel file contains the employee's name, title and/or position held, job description, department to which the employee is assigned, salary, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information. When you move, change your name, or have other changes in your personal information, please keep the City Clerk/Treasurer informed of these changes so the City may keep your personnel records accurate and up to date. It is the employee's responsibility to ensure that the City has your address and other contact information so that it may communicate with you as needed.

The City may also have a confidential file containing medical information. This file is kept separate from the personnel file, and access to this file is limited to those with a legitimate business need to know the information, which may include the employee's immediate supervisor, the department head, and/or the Mayor who may be informed about necessary restrictions on the work or duties of an employee and necessary accommodations; first aid and safety personnel, when appropriate; to insurance companies; and where disclosure is required by law.

You may review at the City office or receive a copy of your personnel records within 21 calendar days of submitting a written request to the City Clerk/Treasurer. Any concerns regarding the completeness or accuracy of the information contained in your files should be addressed to your immediate supervisor. If you do not feel that the information contained in your file is accurate or is relevant, you may place your own statement in the file; however, under no circumstances may you remove or otherwise alter any document contained in your file.

Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee's personnel file will be released to the public, including the press, unless required by law in response to a written request for such information. Washington State law controls the City's release of such documents. Except for certain materials, which violate an employee's right to privacy, that law is required to be broadly interpreted in order to effectuate the release of public documents, which may result in the release of documents contained in personnel files if required by law.

2.9 EMPLOYMENT REFERENCES

Only the Mayor or the Mayor's designee will provide employment references on current or former City employees. References will be limited to verification of employment and salary unless the employee has completed a written waiver and release. If an employee is terminated because of a violation of the Washington Criminal code, that information will be available to future employers unless barred by law.

CHAPTER 3

RECRUITING AND HIRING

3.1 RECRUITING

Recruiting practices are conducted solely based on ability, merit, qualifications, and competence, without regard to race, color, religion, creed, national origin, immigration status, sex, sexual orientation, gender identity or expression, marital status, pregnancy, disability, age, or any other characteristic protected by law.

Each applicant shall complete and sign an application form prior to being considered for any position. Resumes may supplement, but not replace, the City's official application.

Any applicant supplying false or misleading information is subject to immediate termination, if hired.

3.2 HIRING

Recruiting practices are conducted solely within equal employment opportunity guidelines. Each applicant shall submit a resume. An applicant selected to be interviewed shall submit a signed application form in addition to the resume, prior to being considered for any position.

The City may administer pre-employment examinations to test the qualifications and ability of applicants, as determined necessary by the City or required by law. The City may also conduct certain background procedures as required by law. Examples of such procedures include requiring applicants/employees who have unsupervised access to children or developmentally disabled adults to complete a disclosure statement. Background checks may also be conducted when there is a legitimate business reason to do so, such as for employees who will have unsupervised access to City funds or who occupy a position for which trust and confidence are essential.

Residency within the City is not a condition of initial appointment or continued employment; provided, however, that an employee's selection of residence shall not interfere with the daily performance of their duties and responsibilities.

Applicants for positions in which the applicant will be expected to operate a motor vehicle as part of their duties must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants with poor driving records, as determined by the City, may be disqualified for employment with the City in positions requiring driving.

After a conditional offer of employment has been made and prior to commencement of employment, the City may require persons selected for employment in certain jobs to successfully pass a medical examination, which may include testing for controlled substances. The purpose of the examination is to determine if the individual is physically able to perform the job and to ensure his/her physical condition will not endanger the health, safety, or well-being of other employees or the public. The offer of employment may be conditioned on the results of the examination. A candidate may be disqualified from consideration if: (1) found unable to perform the duties of the position (and the individual's condition cannot reasonably be accommodated to enable the individual to perform the duties); (2) the candidate refuses to submit to a medical examination or complete medical history forms; or (3) if the exam reveals use of controlled

substances.

3.3 TEMPORARY EMPLOYEES

If requested by a supervisor and authorized by the Mayor, temporary employees may be used during emergencies or peak workload periods or to temporarily replace regular employees who are on vacation or other leave, to meet peak workload needs, or to temporarily fill a vacancy until a regular employee is hired. Temporary employees may be hired without competitive recruitment or examination, although all hiring processes will comply with state and federal laws.

Compensation/Benefits: Temporary employees are eligible for overtime pay as required by law. Temporary employees do not receive retirement, vacation, health insurance, holidays, or any other benefits during their employment.

Temporary employees pay contributions to the Social Security system, as does the City on their behalf. Temporary employees will normally not be placed on the state PERS retirement system, although there are a few exceptions depending on PERS eligibility criteria.

3.4 VERIFICATION OF ELIGIBILITY TO WORK

The Immigration Reform and Control Act (IRCA) requires all employers to verify their identity and eligibility for employment in the United States without regard to citizenship, ethnic background, or place of national origin. In conformity with the Immigration Reform and Control Act of 1986, City policy is to hire only those who are eligible to work in the United States. Verification documentation, in any of those forms permitted by law, is required of all new hires within three days of employment.

3.5 PROBATIONARY PERIOD

Upon hire, appointment, or promotion, all employees enter a probationary period that is considered an integral part of the selection and evaluation process. The trial period is designed to give the employee time to learn the job and to give the supervisor time to evaluate whether the match between the employee and the job is appropriate. The normal probationary period is 6 months from the employee's date of hire, rehire or promotion. The Mayor may authorize the Department Head to extend the probationary period for up to an additional six (6) months. An extension may be granted due to circumstances such as an extended absence or a continued need to evaluate an employee's performance. Once the probationary period is successfully completed, the employee may be certified to regular employment status. Satisfactory completion of the probationary period does not alter the employee's at-will status, create an employment contract, or guarantee employment with the City for a specified duration.

Probationary employees may not use their accrued sick leave for the first 90 days of their employment or their earned vacation until they have successfully completed their probationary period.

3.6 EMPLOYMENT OF RELATIVES (NEPOTISM)

The immediate family of current City employees and City Council members will not be employed by the City where:

1. One of the parties would have authority (or practical power) to supervise, appoint, audit the work of, remove, or discipline the other; or
2. One party would handle confidential material that creates improper or inappropriate access to that material by the other: or
3. Where, to avoid the reality or appearance of improper influence or favor, or to protect confidentiality, the City must limit the employment of immediate family members of policy level officers of any agency or organization currently dealing with the City or which could reasonably be expected to deal with the City in the future; or
4. Other circumstances exist that might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the City; or
5. Where an immediate family member, other than a spouse, is a member of the City Council. If an employee's spouse is a City Council member, then a prohibited conflict of interest exists if any (1) through (4) above apply.

   Change in Circumstances: If two employees marry, become related, or begin sharing living quarters with one another, and in the City's judgment, the potential problems noted above exist or reasonably could exist, only one of the employees will be permitted to stay with the City, unless reasonable accommodations, as determined by the Mayor or the Department Head can be made to eliminate the potential problem. The decision as to which employee will remain with the City must be made by the two employees within thirty (30) calendar days of the date they marry, become related, or begin sharing living quarters with each other. If no decision is made during this time, the City reserves the right to terminate either employee.

3.7 PROMOTIONS

The City encourages promotion from within the organization whenever possible. All openings will be posted so that employees may become aware of opportunities and apply for positions in which they are interested and qualified.

Before advertising a position to the general public, the Mayor or the Department Head may choose to circulate a promotional opportunity within the City. The City reserves the right to seek qualified applicants outside of the organization at its discretion. All openings will be posted on the City bulletin board. To be considered for promotion, an employee must have been employed in their current position for at least six (6) months and meet the qualifications for the vacant position.

New Probationary Period: After promotion to a new position, a new probationary period of six (6) months must be completed, unless waived or reduced by the Department Head. In the case of unsatisfactory performance in a promotional situation, the employee may, at the discretion of the City, be considered for transfer back to the previous position held by the employee; however, this is not guaranteed.

CHAPTER 4

HOURS AND ATTENDANCE

4.1 WORKING HOURS

Unless otherwise altered by a flexible schedule arrangement, the City's workweek commences at Midnight on Sunday and runs through 11:59 p.m. the following Saturday. City Hall is open to the public from 7:30 a.m. to 4:00 p.m. Monday through Friday, unless otherwise posted.

A normal working schedule for regular, full-time employees consists of forty (40) hours each work week. Different work schedules may be established by the City to meet job assignments and provide necessary City services. Each employee's Department Head will advise the employee regarding their specific working hours.

Part-time and temporary employees' work hours will be specified by their Department Heads.

4.2 HOURS OF WORK AND OVERTIME

All City positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act ("FLSA") and Washington Minimum Wage Act regulations. You will be informed of your status by the City.

Non-exempt employees are entitled to additional compensation, either in cash or compensatory time off, when they work more than forty (40) hours during a workweek. All overtime must be authorized in advance by the employee's Department Head. Overtime pay is calculated at one and one-half times (1.5) the employee's regular rate of pay for all time worked beyond 40 in a workweek.

With their Department Head's approval, an employee may elect to receive compensatory time in lieu of an overtime payment. *See* Policy 4.3—Compensatory Time.

Work performed by non-exempt employees for an emergency callout will be paid as overtime, regardless of total hours worked in the pay period. Emergency callout is any unscheduled work that occurs outside of the hours between 7:30 a.m. and 4:00 p.m. (or outside the employee's normal work schedule, if this ends other than at 4:00 p.m.) on weekdays and anytime on weekends.

Exempt employees are exempt from the FLSA or Washington Minimum Wage Act overtime provisions and do not receive either overtime pay, or compensatory time in lieu of overtime pay. An exempt employee is paid to perform a job which may not necessarily be completed in a normal workweek. In recognition of the extra time demands of certain exempt positions, paid leave may be taken, as mutually agreed upon by the employee and the Mayor.

4.3 COMPENSATORY TIME

Non-exempt employees, with their Department Head's approval, may elect to receive compensatory time, at the rate of one-and-one-half (1.5) hours for every overtime hour worked by them. As with regular overtime, an employee must receive pre-approval to work outside their normal shift, except in connection with the employee's on call duties or in the case of an emergency, The maximum accruals of compensatory time shall be limited to eighty (80) and must be used "within a reasonable time." The City encourages the use of all compensatory time during the month of accrual.

Employees may use compensatory time within a reasonable time after making a request to their Department Head, unless doing so would unduly disrupt City operations. Compensatory time should be used for short-term absences from work during times mutually agreed to by the employee and Their Department Head. Accumulation of compensatory time to be used as a substitute for extended vacation time off is not normally permitted. The City reserves the right to direct employees to use compensatory time during periods chosen by the City.

Employee compensatory time balances may be reviewed at least annually as part of the City's budget process and may be cashed out, at the City's discretion. Accrued compensatory time will be cashed out to the employee upon termination of employment for any reason.

4.4 ATTENDANCE

Punctual and consistent attendance is a condition of employment. Each Department Head or supervisor is responsible for maintaining accurate attendance records of their employees.

Employees unable to work or unable to report to work on time should notify their supervisor as soon as possible, ordinarily before the workday begins or within thirty (30) minutes of the employee's usual starting time. If an absence continues beyond one day, the employee is responsible for reporting in each day no later than thirty (30) minutes after the employee's regularly scheduled start time, unless the employee has been authorized for an extended absence. Leaves of absences are taken without pay unless previously accrued benefits are used to offset loss of pay during the leave.

An employee who is absent without authorization or notification is subject to disciplinary action, up to and including termination. An employee who fails to report and to call-in for more than three (3) consecutive workdays will be deemed to have voluntarily resigned and their employment will be terminated.

4.5 UNUSUAL WEATHER CONDITIONS

During times of inclement weather or natural disaster, it is essential that the City continue to provide vital public services. Therefore, it is expected that employees make every reasonable effort to report to work, so long as doing so does not endanger their personal safety. The Mayor may allow employees to be late or leave early during severe conditions.

The employee shall advise the supervisor by phone as in any other case of late arrival or absence.

4.6 BREAKS AND MEAL PERIODS

Employees may take one (1) fifteen-minute paid break for every four(4) hours worked. All breaks shall be arranged so that they do not interfere with City business or service to the public. In many cases, employees may be able to take intermittent breaks throughout the day (such as grabbing coffee, using the restroom, making personal calls, and chatting with coworkers) that total 15 minutes for each 4 hours worked, as a substitute for a designated break period. Meal periods shall be scheduled by the employee's Department Head. The scheduling of meal periods may vary depending on the department's workload. Meal periods are unpaid and may be from thirty (30) minutes to one (1) hour in length.

4.7 LACTATION BREAKS FOR NURSING MOTHERS

Nursing mothers who wish to express breast milk during the workday may take reasonable break times to do so. They should coordinate these breaks with their supervisor or Department Head.

4.8 CALL BACK

All employees are subject to being called back in emergencies or as needed by the City to provide necessary services to the public. A refusal to respond to a call back may be grounds for immediate disciplinary action, including possible termination. Employees called back to duty will be paid their appropriate rate of pay for hours worked per the City's overtime policy or their union contract, as applicable.

4.9 LIGHT DUTY

An employee who is injured and is unable to perform their normal duties may be assigned light-duty work based on available work that is consistent with the medical restrictions provided by their current attending provider under their claim. Light-duty work may be approved on a case-by-case basis, at the discretion of the Department Head and Mayor.

The formal light-duty job offer will be made in writing by the Department Head and shall be accompanied by a qualified medical care provider's note approving the light-duty position.

Only one employee in each department or job function may be on light duty at any given time.

Employee may provide the City with their time loss checks from the Department of Labor and Industries to buy back the leave/comp time that they have used in connection with their claim.

Light duty will be paid at regular time for a five-day week at eight (8) hours per day.
Light duty will be assessed every four (4) weeks.

4.10 PAYROLL RECORDS

The official payroll records are kept by the Clerk/Treasurer. Department Heads shall turn in a signed work record for each payroll period for each employee within their department, noting hours worked, leave taken, and overtime worked. Employees are expected to accurately report and record their time worked; falsification of time records is considered a serious offense and may subject the employee to disciplinary action, up to and including termination of employment.

CHAPTER 5

COMPENSATION

5.1 SALARY CLASSIFICATION AND GRADES

Each job title within the City is classified into one of the City's classifications for salary purposes. Each classification is designated a particular salary or salary range shown on the City's salary and wage schedule, or as approved by the City Council.

5.2 EMPLOYEE PAY RATES

The Mayor is authorized to use good judgment in setting employee wages within the limits of the wage range to which their positions are assigned. Pay increases are contingent on satisfactory performance and budgetary limitations. The Mayor may propose and the City Council may grant an across-the-board pay adjustment (cost-of-living adjustment) from time to time, adjusting the salaries of all positions by a specified amount within a defined group of classifications. Such adjustments, if any, will not change an employee's pay anniversary date.

5.3 PAYDAYS

City employees are paid bimonthly, on the 2nd and 17th day of each month. If a regularly scheduled payday or draw day falls on Saturday or Sunday or on a holiday, paychecks will be distributed on the previous scheduled working day.

5.4 LONGEVITY PAY PLAN

The Longevity Pay Plan applies to permanent, full-time employees of the City. Each employee of the City shall receive $10 per month as "Longevity Pay" for each year of service after completion of their third year of employment. If an employee separates from their employment for any reason prior to the completion of the second pay period, Longevity Pay for that month shall not be paid.

5.5 DEDUCTIONS

Some regular deductions from the employee's earnings are required by law; other deductions are specifically authorized by the employee. The City will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee, or by statute.

5.6 TRAVEL AWAY FROM THE CITY

All travel away from the City must be approved in advance by the Mayor or the Department Head. If private automobiles are used, employees will be reimbursed at the Internal Revenue Service established rate per mile.

5.7 TRAVEL EXPENSE REIMBURSEMENT

City employees will be reimbursed for reasonable and customary expenses actually incurred in connection with the business of the City, including food, lodging and travel expenses while away, but excluding any expenses for alcoholic beverages. The maximum daily allowance for travel expenses shall be the State of Washington's Office of Financial Management's (OFM) Per Diem rates. Tips (for meals, transport services and baggage handling only) are not to exceed 20%. Requests for reimbursement, including receipts, must be submitted within 30 days of the

expenditure, via an expense report form signed by the employee and Department Head.

5.8 COMPENSATION UPON TERMINATION

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

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

2. Any overtime, compensatory time, or holiday pay due.

3. A lump sum payment of any accrued but unused vacation time, unless the employee employment is terminated, whether voluntarily or involuntarily, within the first year of employment.

4. Unless otherwise provided by a union or employment contract, a lump sum payment of one-half (1/2) of accrued but unused sick leave time; provided, the employee has worked for the City for more than one year.

5.9 EMPLOYEE RECOGNITION

1. The City of Raymond or its individual departments or work units may, subject to budgetary authority, expend funds for the purpose of employee recognition, longevity of employment and/or retirement.

2. The expenditure of funds for a token of appreciation, prize plaque, award, or similar item is limited to no more than $150 total per employee per year.

3. The expenditure of funds for recognition of longevity of employment and/or retirement shall be limited to the amount set forth in subsection 5.9.2 above. This limit does not include sales tax, shipping and handling, and engraving charges.

4. The expenditure of funds for meals related to an employee recognition event must be authorized by the Mayor or designee in advance.

5. The Mayor or designee must approve in advance the expenditure of funds for use of facilities, entertainment, or similar costs for the purpose of employee recognition.

5.10 MEALS WITH MEETINGS

1. The City of Raymond or its individual departments or work units may, subject to budgetary authority, expend funds for the purpose of providing meals for meetings or training.

2. Examples of appropriate meal expenditures include but are not limited to:

- Meals associated with Council, Board, or Commission meetings or work sessions.
- Retreats or monthly meetings that span a normal meal break.
- Meetings with vendors or consultants; staff from other jurisdictions; elected officials or dignitaries which run through a normal meal period.
- Lunch or breakfast meeting necessary to accommodate scheduling conflicts.
- In-house training meetings where a meal break is not included.

- Public events or receptions.

CHAPTER 6

PERFORMANCE EVALUATIONS AND TRAINING

6.1 PERFORMANCE EVALUATIONS

To achieve the City's goal to train, promote, and retain the best qualified employee for every job, the City conducts periodic performance evaluations for all positions. The Mayor or the Department Head is responsible for developing and maintaining the City's performance evaluation program. Employees are to be evaluated by their Department Heads prior to completion of the probationary period and usually once every 12 months thereafter. The evaluation is part of an employee's personnel record and may be a factor in determining the employee's conversion to regular status, whether the employee receives a wage increase, or is to be promoted, transferred, demoted, laid off, or terminated.

6.2 TUITION REIMBURSEMENT

To be eligible for tuition reimbursement, employees must obtain written approval in advance from their Department Head and the Mayor. Classes must pertain to the position held or to a position reasonably sought by the employee. Reimbursement approval for any course is at the discretion of the City and contingent on the availability of funds. Regular, full-time employees who have completed two (2) years of continuous employment are eligible to apply for the tuition reimbursement program.

Tuition costs and required lab fees at an accredited institution may be covered. The annual dollar limit on reimbursable tuition expenses is $500. Books, travel, parking, lodging, and extraneous fees are not reimbursable expenses. There will be no advance payments. Reimbursements are made after a course is completed, and is contingent upon the employee receiving a grade of C or higher (or an 8 or Pass, as applicable) in the course. Employees who quit a course, quit employment, or are terminated with or without cause are not eligible for reimbursement..

If an employee voluntarily resigns within two (2) years of receiving a Tuition Reimbursement, the employe shall be obligated to repay the Tuition Reimbursement, on a prorated basis. For example, if an employee receives a $500 Tuition Reimbursement and resigns from the City 12 months thereafter, the employee shall be obligated to repay to the City $250 of the Tuition Reimbursement. By accepting the Tuition Reimbursement, the employee acknowledges that this constitutes a debt to the City, for the employee's benefit, for two years following acceptance of the Tuition Reimbursement, and the employee agrees that the employee's repayment obligation may be deducted from employee's wages, including the employee's final wages. To the extent the employee's final wages do not satisfy the employee's repayment obligation, the employee shall remit payment for the outstanding amount within ten (10) business days of their termination.

6.3 TRAINING POLICY

The City seeks, within the limits of available resources, to offer training to increase an employee's skill, knowledge, and abilities directly related to City employment to obtain or maintain required licenses and certifications, and to develop staff resources. Opportunities may include, but are not limited to, workshops, seminars, and classes as requested by the supervisor and approved by the Mayor or the Department Head.

CHAPTER 7

BENEFITS

7.1 RETIREMENT BENEFITS

The City participates in the Washington Public Employees Retirement System (PERS or LEOFF) for all eligible employees.

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

7.2 INDUSTRIAL INSURANCE BENEFITS (WORKERS COMPENSATION)

All employees are covered by the State Workers' Compensation Program. This insurance covers employees in case of on-the-job injuries or job-related illnesses. For qualifying cases, State Industrial Insurance will pay the employee for workdays lost and medical costs due to job-related injuries or illnesses. All job-related accidents should be reported immediately to the supervisor.

When an employee is absent for one or more days due to an on-the-job accident, they are required to file a claim for Workers' Compensation. If the employee files a claim, the City will continue to pay the employee's regular salary (by crediting the employee's unused sick leave) pending receipt of Workers' Compensation benefits.

When the employee receives Workers' Compensation benefits, they are required to repay to the City the amount covered by Workers' Compensation and previously advanced by the City. This policy is to ensure that the employee will receive prompt and regular payment during periods of injury or disability so long as accrued sick leave is available, while ensuring that no employee receives more than they would have received had the injury not occurred. Upon the repayment of funds advanced, the appropriate amount of sick leave shall be restored to the employee's account.

7.3 HEALTH INSURANCE BENEFITS

Regular full-time employees and their dependents are eligible to participate in the City's various insurance programs on the first day of the month following employment. The programs and criteria for eligibility will be explained upon hire. The City contributes toward the cost of premiums in the amounts authorized by the City Council. The remainder of the premiums, if any, shall be paid by the employee through payroll deduction. The City reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable, with prior notice to affected employees. Temporary employees will not be eligible for insurance coverage.

CHAPTER 8

LEAVE

8.1 VACATION LEAVE

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

0-2 years	96 hours per year/8 per month
3-6 years	120 hours per year/ 10 per month
7-9 years	160 hours per year/13.34 hours per month
10-14	200 hours per year/16.67per month
15 plus years	244 hours per year/20.34 hours/month

All new employees must satisfactorily complete six (6) months' employment before being eligible to use vacation. Temporary and part time employees are not eligible for any vacation benefits. Employees do not accrue vacation benefits during a leave without pay. Each department is responsible for scheduling its employees' vacations without undue disruption of department operations. Leave requests shall be submitted to the employee's supervisor for approval at least two weeks prior to taking vacation leave.

Vacation leave may be accrued up to a maximum of two hundred (240) hours (30 days). Once the employee reaches this maximum accrual amount, they will not continue to accrue vacation hours until their accrued vacation benefits once again fall below the maximum accrual amount.

An employee will be cashed out their accrued vacation leave upon separation of employment, provided that they have been in paid status with the City for at least a one (1) year.

8.2 SICK LEAVE

Consistent with RCW 49.46.210 and Chapter 296-128 WAC, the City offers the following sick leave benefits mandated by law.

All regular full-time employees shall accrue paid sick leave at a rate of eight (8) hours per calendar month (or, for non-exempt employees, one (1) hour of sick leave for every 40 hours worked by the employee, if this is greater than 8 hours per month). Part-time employees shall accrued sick leave on a prorated basis, based on their normal work schedule. Temporary or seasonal employees shall earn paid sick leave at the rate of one (1) hour for every 40 hours worked by them.

Sick leave benefits begin accruing as of the employee's hire date. Employees may not use their

accrued sick leave benefits for the first 90 days of their employment,

Non-exempt employees may take their sick leave benefits in 15-minute increments; exempt employees may take their sick leave in one (1) hour increments..

Sick leave is paid at the employee's regular base rate of pay.

Employees may use their accrued sick leave benefits for any absence due to the following reasons:

- The employee's own illness, injury or health condition, to accommodate the need for medical diagnosis, care or treatment of a health condition; or preventative medical care.
- The employee's care for a family member with an illness, injury or health condition, or to care for a family member who needs medical diagnosis, care or treatment, or to care for a family member who needs preventative medical care.
- The City is closed by order of public official for any health-related reason, or where the employee's child's school or daycare is closed for such a reason, or due to the declaration of an emergency by a local, state or federal government or agency.
- To allow the employee to prepare for, or participate in, any judicial or administrative immigration proceeding involving the employee or the employee's family member.
- Absences covered by the City's Domestic Violence Leave Policy.

For purposes of this policy, "family member" means the employee's child (biological, adoptive, foster, step-child or child for whom the employee stands in loco parentis, is a legal guardian for, or is a de facto parent); parent (including the same relationships as set forth for "child" above); spouse or registered domestic partner; spouse's or domestic partner's parent; child's spouse or registered domestic partner; grandparent; grandchild; sibling; or any individual who regularly resides in the employee's home and who has a relationship with the employee that creates an expectation that the employee will care for the individual. This does not include an individual who resides in the employee's home with no expectation that the employee will care for the individual. "Domestic partner" shall have the same meaning as set forth in RCW 26.60.020.

Employees should request to use their sick leave benefits as far in advance as possible. This generally means that an employee should provide notice at least ten (10) days in advance of any planned or otherwise foreseeable absence (such as a planned medical appointment or procedure) and at least one (1) hour prior to the employee's shift for any unforeseeable or emergent absence (unless such notice is not practicable under the circumstances, in which case the employee should provide notice as soon as practicable).

The City may require an employee to provide proof of illness, injury or health condition from a qualified health care provider for absences of more than three (3) consecutive days, unless such verification would result in an unreasonable burden or expense to the employee, as established pursuant to Washington State regulation. If an employee believes that the required verification will result in an unreasonable burden or expense, the employee should notify the City, preferably in writing, of this and provide an explanation that (i) the employee's use of the sick leave is for one of the reasons listed above and (ii) how the verification requirement will result in an undue burden or expense. Upon receipt of such notice from the employee, the City will consider the

employee's explanation and proceed in accordance with the process set forth in WAC 296-128-660. Otherwise, failure to provide the required verification may result in a loss of leave benefits for that work period and/or may result in further disciplinary action.

For absences of three (3) or more consecutive days due to a qualifying immigration proceeding involving the employee or the employee's family member, the employee may verify the need for the leave by submitting either of the following (i) documentation that the employee or employee's family member is involved in a qualifying immigration proceeding from any of the following persons from whom the employee or employee's family member sought assistance: an advocate for immigrants or refugees, an attorney, a member of the clergy, or other professional (this verification shall not waive or diminish the confidential or privileged nature of communications between the employee or employee's family member and the verifying individual; or (ii) the employee's written statement that the employee or the employee's family member is involved in a qualifying immigration proceeding and that the leave was taken for that purpose. The City does not inquire about its employees' immigration status or underlying immigration protection, and the employee should not disclose in the verification any personally identifiable information relating to the same.

If an employee feels that they are being discriminated or retaliated against because of their lawful use of paid sick leave benefits, the employee should contact their Department Head or the Mayor. If the employee is not satisfied with the City's response, the employee may contact the Washington State Department of Labor & Industries:

Online:www.lni.wa.gov/WorkplaceRights
Call: 1-866-219-7321
Visit: www.lni.wa.gov/Offices
Email: ESgeneral@lni.wa.gov

Full-time employees may carry over up to 1000 hours of accrued sick leave from one calendar year to the next; part-time employees carry over maximum shall be prorated based on their normal work schedule. Temporary or seasonal employees may carry over up to forty (40) hours of accrued sick leave from one year to the next. Any sick leave which exceeds this amount shall not be cashed out and shall be forfeited.

Upon termination of a regular employee's employment for any reason, fifty percent (50%) of the employee's accrued sick leave shall be cashed out to the employee; provided, the employee has been in paid status with the City for at least one year. Sick leave will not be cashed out upon the termination of temporary or seasonal employment. If an employee is rehired by the City within 12 months of their termination date, any accrued sick leave not cashed out to the employee shall be reinstated to the employee's sick leave bank upon their rehire.

8.3 USE OF ACCRUED LEAVE TO CARE FOR SICK FAMILY MEMBER

Consistent with the Washington Family Care Act, employees may use their choice of any accrued leave (e.g., vacation, sick leave, compensatory time off) that they have available for their own use to care for their child, spouse, registered domestic partner, parent, parent-in-law or grandparent.

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

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

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

Employees are required to notify their supervisor of the need to take time off to care for a family member as soon as the need for leave becomes known. The City reserves the right to require verification or documentation confirming a family member's serious or emergency health condition when available leave is used to care for that family member.

8.4 PAID FAMILY & MEDICAL LEAVE

The Washington State Employment Security Department (ESD) administers an insurance program under the Paid Family Medical Leave Act (PFMLA), pursuant to which eligible employees will qualify for partial wage replacement and leave benefits for covered family and medical reasons. This policy provides a summary of the PFMLA program, but employees may obtain additional information at www.paidleave.wa.gov. To the extent an issue is not addressed in this policy, the City will administer this benefit program consistent with applicable statutes and regulations.

Employee/City Premiums

In administering the PFMLA program, the ESD assesses a premium rate for each City employee, which rate is established by law. The employee is responsible for 63% of the total premium rate, up to the Social Security cap, as defined by law (the "Employee's Share"). The City deducts the Employee's Share from the employee's paycheck (up to the Social Security cap, as defined by law), in accordance with its standard payroll practices

The City reports and remits the applicable PFMLA premiums to the ESD. Should the State in the future modify the PFML premium rate or the percentage of premiums subject to collection through payroll deduction, the Employer will modify payroll practices to reflect those statutory changes.

Eligibility

To be eligible for monetary leave benefits under the PFMLA, an employee must have worked 820 hours in Washington State (for any employer or combination of employers) during the year preceding a PFML claim.

To be eligible for job protection benefits under the PFMLA, an employee must also have worked for the City for at least 180 calendar days.

Paid Family and Medical Leave (PFML) benefits, as applicable, may be granted for any of the following reasons:

Medical Leave

The employee's own serious health condition (defined as an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider, as those terms are defined under the federal Family & Medical Leave Act) which causes the employee to be unable to work; provided, that an employee is ineligible for PFML if also receiving workers' compensation time loss benefits due to a workplace injury.

Family Leave

- To care for the employee's family member with a serious health condition.
- To care for the employee's child after birth or placement (by adoption or foster care) within 12 months of such birth/placement (in cases of adoption or foster care, the child must be under the age of 18 years).
- For a family member's qualifying military exigency as defined under the Federal Family & Medical Leave Act, 29 U.S.C. § 2612(a)(1)(E) and 29 C.F.R. § 825.126(b)(1) – (9).

For purposes of this policy, "family member" means the employee's: child (biological, adoptive, foster, step-child or child for whom the employee stands in loco parentis, is a legal guardian for, or is a de facto parent); parent (including the same relationships as set forth for "child" above); spouse or registered domestic partner; spouse's or domestic partner's parent; grandparent; or sibling. "Registered domestic partner" shall have the same meaning as set forth in RCW 26.60.020.

Application for Benefits

Applications for PFML benefits are made directly to the ESD. Employees should contact the ESD to commence the application process and/or may refer to the ESD website (www.paidleave.wa.gov) for further guidance. The ESD will require the employee to complete its certification form, relating to the employee's eligibility and qualification for PMFL benefits. Eligibility determinations will be made by the ESD. If approved, the employee will need to file weekly benefit claims with ESD to continue receiving benefits.

Notice

Employee Notice

An employee must provide written notice to the City of the intent to take PFML.

When the need for PFML is foreseeable (such as for planned medical procedures or the birth of a child), an employee must notify the City of the need for such leave at least 30 days in advance of such leave. If the need for PFML is not foreseeable, the employee must provide notice as soon as practicable.

The employee's notice must be in writing, must identify the family or medical nature of the leave and must contain the anticipated timing and duration of such leave. If an employee fails to provide this required notice, the ESD may deny benefits for the period of time during which the notice was insufficient.

If leave is being taken for the employee's or family member's planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt City operations.

If taking leave intermittently, an employee must notify the City each time PFML is taken so that the City may properly track leave use.

Employees apply directly to the ESD for PFML monetary benefits. An employee must, within five (5) business days of employee's receipt of the same, notify the City of the ESD's determination with respect to such application for benefits, including the amount of any awarded monetary benefits. This is to assist the City's recordkeeping and administrative functions as well as any related paid leave calculations.

City Notice

A workplace poster prepared by the ESD, outlining an employee's rights under the PFMLA, has been posted on the back bulletin board at City Hall.

Additionally, when an employee is absent for more than seven (7) consecutive days for a reason known to be covered under the PFMLA, the City will provide the employee with a notice of rights, on such form prepared by the ESD. Such notice shall be provided the later of: (i) five (5) business days after the seventh day of absence; or (ii) five (5) business days after the City receives notice that the employee is absent for a covered reason.

Length of Leave

Employees who qualify for PFML may take up to 12 weeks of family or medical leave, or a total of 16 weeks of combined family and medical leave, per claim year. An additional two weeks of leave may be available in the event a female employee's leave involves incapacity due to pregnancy or childbirth. The claim year begins when the employee files a claim for PFML benefits or upon the birth/placement of the employee's child.

PMFL may be taken intermittently, subject to the minimum claim requirement of four (4) consecutive hours.

PMFL is tracked during the claim year, which is the 52-week period commencing on the Sunday of the week in which the employee meets the minimum claim requirement or in which the employee first takes leave due to the birth or placement of the employee's child (as applicable).

Waiting Period

Monetary PFML benefits, with the exception of leave taken for the birth or placement of a child, are subject to a seven-day waiting period. This means that for the first seven (7) consecutive days of a PFML claim, the employee may take PFML but shall not receive any PFML monetary benefits. The waiting period for PFML monetary benefits commences on the Sunday of the week in which an employee claims a minimum of 8 consecutive hours of PFML. While no monetary PMFL benefits are paid during the waiting period, the waiting period is credited against the duration of the employee's PFML.

Leave Benefits

If approved by ESD, employees on PFML are entitled to monetary benefits through the state program. PFML monetary benefits are calculated based upon a percentage of the employee's average weekly wage. The benefit is generally up to 90% of an employee's average weekly wage, with a minimum weekly benefit of $100 (or the employee's actual average weekly wage, if less) and a maximum weekly benefit of $1000 (adjusted annually). Employees may refer to the ESD's website at www.esd.wa.gov for a benefits calculator, which may provide an approximate estimate of benefits. The ESD is responsible for calculating and paying the PFML monetary benefits.

City paid time off, including but not limited to sick leave, vacation leave, floating holidays and/or compensatory time, is non-supplemental to PFML. This means that if an employee uses City paid leave in connection with PFML, the employee must report such leave use to the ESD and such use will reduce the Employee's PMFL monetary benefits.

When an employee is on leave and only receiving PFML benefits, the employee is deemed to be in unpaid status for purposes of City policies and benefit programs; provided, that the employee shall be entitled to a continuation of their existing health care benefits for any portion of the PFML that is job protected.

An employee on PFML is entitled to job protection benefits and will be reinstated to the position they held immediately prior to the PFML, or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment, unless the City's circumstances have so changed that the employee would not otherwise have been employed at the time the reinstatement is requested.

Return to Work Certification

The City may require a return-to-work certification from a health care provider before restoring the employee to work following PFML where the employee has taken leave for the employee's own serious health condition and the employee has been on leave for more than three (3) consecutive days.

If an employee taking PFML chooses not to return to work for any reason, the employee should notify the City as soon as possible.

Questions

Questions regarding this PFMLA policy should be directed to the Clerk/Treasurer.

8.5 LEAVE WITHOUT PAY

The Mayor may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as prolonged illness where a leave constitutes reasonable accommodation, parenting, caring for an ill relative, or pursuing an education.

8.6 JURY AND WITNESS LEAVE

Jury Duty. The City provides all employees with leave for the full period of jury duty service. Regular full-time employees who have completed their probationary period receive paid jury duty leave, up to a maximum of fourteen (14) days, less any jury duty stipend paid to the employee by the court for such service. You must provide your supervisor with a copy of the jury duty summons as soon as possible after receiving it. Upon completion of jury duty, you are required to provide your supervisor with proof of jury service. Employees are required to report back to their supervisor if released more than three (3) hours prior to the end of their regular shift hours.

Witness Duty. All employees summoned to testify in court are allowed time off for the period they serve as witnesses. In general, witness duty leave is unpaid unless you are called as a witness by the City in a case involving the City. For exempt salaried employees, however, salary payment will continue except for full-day absences.

8.7 ADMINISTRATIVE LEAVE

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

8.8 MILITARY / MILITARY FAMILY LEAVE

The City provides all employees leave while performing military service in accordance with federal and state law. Regular full-time employees receive paid military leave of up to 21 [See RCW 38.40.060] working days per year for military service. In general, if military service extends beyond 21 working days, the additional leave will be unpaid. Exempt employees who serve longer than two weeks should contact the Mayor or the Department Head to discuss whether further paid leave will be provided. All employees who are not eligible for paid military leave are provided unpaid leave for a period of their military service. Military service includes active military duty and Reserve or National Guard training. You are required to provide your supervisor with copies of your military orders as soon as possible after they are received. Reinstatement upon return from military service will be determined in accordance with applicable federal and state law.

During time of military conflict, the spouse of a member of the Armed Forces, National Guard, or Reserves, is allowed a total of fifteen (15) days of unpaid leave when the spouse has been notified of an impending call to active duty or of a leave from deployment. The employee must provide the City notice within five (5) days of receiving official notice of the impending call to active duty or of their spouse's leave from deployment to take advantage of military family leave.

8.9 DOMESTIC VIOLENCE LEAVE

Leave is available to employees who are victims of domestic violence, sexual assault, or stalking, or have a family member (spouse, children, parents, parents-in-law, grandparents, or a person with whom the employee has a dating relationship) who is a victim of such abuse.

An eligible employee may take reasonable leave, including leave on an intermittent or reduced-schedule basis, to engage in specified remedial activities relating to the abuse. Domestic violence/sexual assault leave is unpaid, although an employee may elect to use his/her accrued paid leave (e.g., vacation or sick leave) in connection with such leave.

Domestic Violence/Sexual Assault Leave may be taken for the following purposes:

- To seek law enforcement or legal assistance or to prepare for or participate in any legal proceeding related to domestic violence, sexual assault, or stalking.
- To seek health care treatment for physical or mental injuries from domestic violence, sexual assault, or stalking, or attend to such health care treatment for a family member.
- To obtain (or assist a family member in obtaining) services from a domestic violence shelter, rape crisis center, or other social services.
- To obtain (or assist a family member in obtaining) mental health counseling related to domestic violence, sexual assault, or stalking; or
- To participate in safety planning, to relocate temporarily or permanently, or to take other actions to increase the safety of the employee or family member relating to domestic violence, sexual assault, or stalking.

The City may request verification that the employee or their family member is a victim of abuse, and that the leave is for one of the covered remedial activities. Verification is satisfied by one or more of the following: (1) a police report indicating the employee or family member was a victim of abuse; (2) a court order protecting the employee or family member; (3) documentation from an attorney, clergy member, medical provider, or other professional from whom assistance was sought; or (4) the employee's own written statement that s/he or a family member is a victim and needs the leave to seek assistance. Except where disclosure is authorized or required by law, or where an employee authorized disclosure of certain information, the City will maintain confidentiality of all information provided by the employee in conjunction with Domestic Violence/Sexual Assault Leave.

8.10 BEREAVEMENT LEAVE

The City provides regular full-time employees with paid leave for up to three (3) days in the event of the death of an immediate family member.

A regular employee who wishes to take more time off, or time off for the death of someone who is not an immediate family member, or who is a temporary employee, may request the use of accrued vacation leave, compensatory time off, or unpaid time off.

8.11 PREGNANCY DISABILITY LEAVE

Under Washington State Law, pregnant employees are entitled to unpaid leave for the period that the employee is physically disabled due to the pregnancy and/or childbirth. The period of temporary disability normally lasts six to eight weeks if the pregnancy and childbirth are without complications. With complications, such as required bed rest before childbirth, the period of temporary disability can last longer. The leave is unpaid unless the employee has available sick and vacation leave (which may be used during this leave). This policy will be administered according to any applicable state and federal law.

Pay and Benefits during Leave: The employee may elect to use sick leave, compensatory or other paid time off or may take unpaid leave. To the extent allowed by law or the applicable benefits plan), the City will maintain the employee's health care coverage as if the employee had not taken leave.

Pregnancy disability leave runs concurrently with PFML, to the extent applicable.

The employee will be restored to the position held before the leave commenced or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment.

8.12 SHARED LEAVE PROGRAM

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

To be eligible to donate either vacation or sick leave an employee must have over sixty (60) hours of accrued vacation leave and two hundred (200) hours of accrued sick leave. In no event shall a leave donation result in the donor reducing their vacation leave balance to less than sixty (60) hours or sick leave balance to less than two hundred (200) hours. Transfer of leave will be in increments of eight (8) hours (1 day). Leave is donated on an hour for hour basis with no relation to actual earnings of either the donor or the recipient.

a. The donee must have depleted their accrued vacation, compensation time, sick leave, holiday or any other leave available. The recipient shall be ineligible for shared leave if they are receiving or eligible for State Industrial Insurance Benefits.
b. The donee must suffer from an illness, injury, impairment, or physical or mental condition which is extraordinary or severe which has caused or is likely to cause the employee to take LWOP or terminate employment.
c. The donee must provide a physician's statement regarding the said condition.
d. The recipient's condition must make them unable to work for a minimum of 10 working days as deemed by the physician.

8.13 HOLIDAYS

The following are recognized as paid holidays for all regular full-time employees only:

New Year's Day	January 1
Martin Luther King's Birthday	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Day after Independence Day	July 5
Labor Day	1st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
3 Additional Floating Holidays	

Any holiday falling on Saturday will be recognized on the preceding Friday. Any holiday falling on Sunday will be recognized on the following Monday.

If a non-exempt employee is required to work a holiday, they will be paid for the holiday plus one and one-half times (1.5) their regular rate of pay (2.5 total) for all hours worked on the holiday. Such time must be pre-authorized by the Department Head or the Mayor.

8.14 RELIGIOUS HOLIDAYS

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

Employees are entitled to two unpaid holidays per calendar year for reasons of faith or conscience or for an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

The employee may select the days on which they desire to take the two unpaid holidays after consultation with their supervisor. If an employee prefers to take the two unpaid holidays on specific days, then the employee will be allowed to take the unpaid holidays on the days they have selected unless the absence would unduly disrupt operations, impose an undue hardship, or the employee is necessary to maintain public safety. The term "undue hardship" means significant difficulty or expense, considering factors such as the effect of your absence on operations and the number of other employees requesting leave, and the impact on other employees' leave entitlements.

If possible, an employee should submit a written request for an unpaid holiday provided for by this section to the employee's supervisor a minimum of 10 days prior to the requested day. Approval of the unpaid holiday shall not be deemed approved unless it has been authorized in writing by the employee's supervisor.

The two unpaid holidays allowed by this section must be taken during the calendar year, if at all,

they do not carry over from one year to the next.

8.15 LEAVE ACCRUAL

Leave is considered accrued on each pay date. Leave not accrued yet cannot be used for time taken off prior to the accrual date.

8.16 BENEFITS FOR PART-TIME AND TEMPORARY EMPLOYEES

Benefits for regular part-time and temporary employees are not provided, except as otherwise required by law.

CHAPTER 9

EMPLOYEE RESPONSIBLITIES AND CONDUCT

9.1 GENERAL CODE OF CONDUCT

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

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

The City is a relatively small organization. To function as efficiently as possible, we may ask you to perform duties that are outside your regular assignments. This is no reflection of your worth to the City, but a necessary arrangement for most small organizations.

To make the most efficient use of personnel, the City also reserves the right to change your work conditions and the duties originally assigned. If these arrangements become necessary, we expect your best cooperation.

9.2 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST

Employees shall not, directly, or indirectly, engage in any outside employment or financial interest which may conflict, or give the appearance of a conflict, in the City's opinion, with the best interests of the City or interfere with the employee's ability to perform their assigned City job. Examples include, but are not limited to, outside employment which:

1. Prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job.

2. Is conducted during the employee's work hours.
3. Utilizes City telephones, computers, supplies, or any other resources, facilities, or equipment.
4. Is employment with a firm which has contracts with or does business with the City; or
5. May reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.

9.3 REPORTING IMPROPER GOVERNMENTAL ACTION

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

Key Definitions:

Improper Governmental Action (any action by a City officer or employee that is):

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

Retaliatory Action: Any adverse change in the employee's employment status, or the terms and conditions of employment or hostile actions by another employee towards the reporting employee that were encouraged by a supervisor or senior manager or official.

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

Procedure for Reporting Improper Government Action:
City employees who become aware of improper governmental action should follow this procedure.

1. Bring the matter to the attention of his/her supervisor, if not involved, in writing, stating in detail the basis for the employee's belief that an improper governmental action has occurred. This should be done as soon as the employee becomes aware of the improper action.
2. Where the employee believes improper governmental action involves the supervisor, the employee may raise the issue directly with the Mayor or the City Attorney.
3. The Department Head, the Clerk/Treasurer, or the Mayor, as the case may be, shall promptly investigate the report of improper governmental action. After the investigation is completed

(within thirty (30) days of the employee's report or as soon as reasonably practicable), the employee shall be advised of the results of the investigation, except that personnel actions taken because of the investigation may be kept confidential.

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

In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may bypass the above procedure and report the governmental action directly to the appropriate government agency responsible for investigating the improper governmental action.

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

The following is a list of agencies responsible for enforcing federal, state, and local laws and investigating other issues involving improper governmental action. Employees who have questions about these agencies or the procedures for reporting improper governmental action are encouraged to contact the Clerk/Treasurer.

Name / Entity	Address	City	State	Zip	Phone
City Attorney – Inslee Best	10900 NE 4th Street, Suite 1500	Bellevue	WA	98004	(425) 455-1234 (Washington Courts)
Pacific County Prosecutor	PO Box 45 / Public Safety Bldg, 300 Memorial Dr	South Bend	WA	98586	(360) 875-9361 (verify locally)
Raymond Police Dept.	233 2nd Street	Raymond	WA	98577	(360) 942-4120 (verify locally)
Attorney General's Office – Consumer Protection Division	800 Fifth Avenue, Suite 2000	Seattle	WA	98104	(206) 464-6684 / 800-551-4636 (Reddit)
State Auditor's Office – Whistleblower Program	SAO, ATTN: Whistleblower, P.O. Box 40031	Olympia	WA	98504-0031	(564) 999-0918 (Whistleblower Coord.) (Washington State Auditor)
State Dept. of Ecology – NW Regional Office	3190 160th Ave SE	Bellevue	WA	98008-5452	(425) 649-7000 (verify with Ecology site)
Human Rights Commission	711 W Capitol Way #402, PO Box 42490	Olympia	WA	98504-2490	(360) 753-6770

U.S. Customs & Border Protection / Enforcement (Seattle)	1000 2nd Ave, Ste 2300	Seattle	WA	98104	(206) 553-7531
U.S. Dept. of Education – OIG	915 2nd Ave	Seattle	WA	98174	(206) 553-0657
EPA Criminal Investigation Division	1200 Sixth Ave	Seattle	WA	98101	(206) 553-1200
Federal Trade Commission (Regional)	915 2nd Ave, Federal Bldg	Seattle	WA	98174	877-382-4357
Dept of General Administration	210 11th Ave SW / PO Box 41000	Olympia	WA	98504-1000	(360) 902-7300
FDA – Seattle District Office	101 Israel Rd SE	Tumwater	WA	98501	(360) 236-4580
Dept of Housing & Urban Development	909 First Ave, Ste 200	Seattle	WA	98104	(206) 220-5101
EEOC – Seattle Field Office	909 First Ave, Ste 400	Seattle	WA	98104-1061	(206) 220-6883
Pacific County Dept of Emergency Management	Public Safety Bldg, 300 Memorial Dr, PO Box 27	South Bend	WA	98586	(360) 875-9338 (co.pacific.wa.us)
Dept of Labor & Industries	315 5th Ave S, Ste 200	Seattle	WA	98104-2607	(206) 515-2800
Washington State Liquor & Cannabis Board – Enforcement	4401 E Marginal Way S	Seattle	WA	98134-9947	(206) 464-6094
Dept of Natural Resources	Natural Resources Bldg, MS 47000	Olympia	WA	98504-7000	(360) 902-1000 (Department of Natural Resources)
Puget Sound Water Quality Authority	(same as Dept. Ecology region offices)	—	WA	—	(800) 54-SOUND (verify with Ecology)
DSHS Constituent Services	PO Box 45130	Olympia	WA	98504-5130	800-737-0617
Dept of Agriculture	PO Box 42560, 1111 Washington St SE	Olympia	WA	98504-2560	(360) 902-1800 (agr.wa.gov)
State Dept of Health	1112 SE Quince St, PO Box 47890	Olympia	WA	98504-7890	(360) 236-4010
ATF – Seattle Field Division	915 2nd Ave, Rm 790	Seattle	WA	98174-1093	(206) 389-5800
Dept of Commerce / EDA Regional Office	915 2nd Ave, Ste 1856	Seattle	WA	98174	(206) 220-7660
Consumer Product Safety Commission (CPSC)	National hotline (no local WA office)	—	—	—	800-638-2772

DEA – Seattle	220 W Mercer St, Ste 300	Seattle	WA	98119	(206) 553-5443
OSHA – Seattle Area Office	1111 3rd Ave, Ste 715	Seattle	WA	98101	(206) 553-5930
US Fish & Wildlife – Special Agent Office	14852 NE 95th St	Redmond	WA	98052	(425) 883-8122
National Transportation Safety Board	19518 Pacific Hwy S	Seattle	WA	98188	(206) 764-3782
SEC – Pacific Regional Office	5670 Wilshire Blvd, Ste 1100	Los Angeles	CA	90036-3648	(323) 965-3998
DOT – Office of Inspector General	915 2nd Ave	Seattle	WA	98174	(206) 440-4000
Treasury – Law Enforcement Division / ATF	915 2nd Ave, Rm 806	Seattle	WA	98174	(206) 389-5800 (same as ATF)
VA Office of Inspector General (OIG)	915 2nd Ave	Seattle	WA	98174	800-488-8244

Protection against Retaliation:
It is unlawful for a local government to take retaliatory action because an employee, in good faith, provided information that improper government action occurred. Employees who believe they have been retaliated against for reporting an improper government action should follow this procedure.

Procedure for Seeking Relief against Retaliation:

1 Employees must provide a written complaint to the supervisor within thirty (30) days of the occurrence of the alleged retaliatory action. If the supervisor is involved, the notice should go to the Clerk/Treasurer, Mayor, or City Attorney. The written charge shall specify the alleged retaliatory action and the relief requested.

2 The Supervisor, the Clerk/Treasurer, or the Mayor, as the case may be, shall investigate the complaint and respond in writing within thirty (30) days of receipt of the written charge.

3 After receiving the City's response, the employee may request a hearing before a state administrative law judge (ALJ) to establish that a retaliatory action occurred and to obtain appropriate relief under the law. The request for hearing must be delivered within the earlier of either fifteen (15) days of receipt of the City's response to the charge of retaliatory action or forty-five (45) days of receipt of the charge of retaliation to the Mayor or the Clerk/Treasurer for response.

4 Within five (5) working days of receipt of a request for hearing, the City shall apply to the State Office of Administrative Hearing's for an adjudicative proceeding before an administrative law judge. At the hearing, the employee must prove that a retaliatory action occurred by a preponderance of the evidence in the hearing. The ALJ will issue a final decision not later than forty-five (45) days after the date of the request for hearing unless an extension is granted.

Policy Implementation: The Mayor or the Clerk/Treasurer is responsible for implementing these

policies and procedures. This includes posting the policy on the City bulletin board, making the policy available to any employee upon request, and providing the policy to all newly hired employees. Department Heads and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility. Violations of this policy and these procedures may result in appropriate disciplinary action, up to and including dismissal.

9.4 POLIT1CAL ACTIVITIES

City employees may participate in political or partisan activities of their choosing; provided that City resources and property (including City time, spaces and facilities; electronic systems and equipment, office supplies, etc.) are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on City time or in a City uniform or while representing the City in any way. Employees may not allow others to use City facilities, resources, or funds for political activities.

Any City employee who meets with or may be observed by the public or otherwise represents the City to the public, while performing their regular duties, may not wear or display any button, badge, or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on City property or City time, a contribution for a partisan political cause.

9.5 NO SMOKING POLICY

For health and safety considerations and in accordance with the law, the City prohibits smoking, vaping, and tobacco use by employees in all City facilities, including City-owned buildings, vehicles, and offices or other facilities rented or leased by the City, including individual employee offices. Employees who wish to smoke, vape or use tobacco on their rest or meal breaks must do so at least 25 feet from any entrance, air take, or window of City buildings, in accordance with state regulations.

9.6 TELEPHONES

The City's telephones are primarily for business use. It may be necessary for you to occasionally place or receive personal telephone calls during normal work hours, but please keep the personal use of business phones to a minimum and of short duration to avoid interfering with business operations. If you need to make an emergency long-distance call, you must first obtain your supervisor's approval.

9.7 VOICE MAIL

Voice mail provides a convenient and efficient means to communicate with fellow employees and others. Remember that voice mail messages left in your absence will not receive a response unless you, or someone you designate, intercept them. If you will be away from your telephone for more than one business day, you should leave a message informing caller of that fact. Any messages left on the City's voice mail system are considered City property and may be accessed, played, or recorded by the City at any time.

9.8 COMPUTER SYSTEM, E-MAIL, AND INTERNET

The City respects the individual privacy of all employees; however, all employees should understand and be aware that they have no right to or expectation of privacy with respect to their use of City provided and/or owned equipment, supplies and programs, including but not limited to: computers, voice mail, email, text mail, cell phones and the Internet (and all hardware and software programs and/or data that may be installed or stored thereon). This is particularly true because, as a public entity, the City is governed by the Washington State Public Records Act, Chapter 42.56 RCW, and has a legal obligation to maintain and release upon request electronic documents and data that constitutes a "public record" and is not otherwise exempt from public disclosure. As a public employee, you should assume that anything you create on, or any electronic communications you have via, any City owned and/or provided equipment, supplies and programs is subject to public disclosure and therefore tailor your usage of the City equipment, supplies and programs accordingly.

All information stored on and/or transmitted by City provided and/or owned equipment, supplies and programs remain at all times the exclusive property of the City, and the City may monitor and review such information at any time, in the City's sole discretion.

The City's computer, voice mail, text mail, cell phone and Internet systems are the exclusive property of the City and the use thereof should be limited to City business and purposes. Except with respect to cellular phones (see specific policy pertaining to cellular phones, below), occasional personal use will be tolerated, so long as such use occurs during non-work time, is not excessive, does not interfere with the employee's work duties, and otherwise does not violate any City policy or work rule. Unacceptable and/or inappropriate non-work-related activities, including the downloading, viewing or sending of insulting, disruptive, offensive, derogatory, profane or discriminatory messages are strictly prohibited. Examples of forbidden transmissions include, but are not limited to: sexually explicit messages, cartoons or jokes; sexual propositions or love letters; ethnic or racial slurs; or any other message that can be construed to be harmful to morale, harassment or disparagement of others based on their gender, gender identity or expression, race, age, national origin, religion, creed, sexual orientation, marital status, disability or any other class protected by law.

All system passwords and encryption keys must be available to the City. Employees are prohibited from creating unauthorized passwords or encryption keys on their computers. The creation of unauthorized password-protected files will be grounds for disciplinary action, and any files protected by unauthorized password or encryption keys will be subject to review by the City. Employees are further prohibited from using others' authorized passwords or keys encryption to gain access to files to which the employee has not been given access.

Using City owned and/or provided equipment, supplies and programs to solicit outside business ventures for personal, political or religious uses is strictly prohibited.

There is a real possibility of infecting our systems with viruses, which could render our system inoperable and/or destroy City data. Therefore, no software or files including, but not limited to, shareware, freeware, patches or demos are to be downloaded without prior written permission from the IT Manager.

Any abuse of the privilege to access and use the City electronic systems will result in immediate loss of such privilege and may result in disciplinary action, up to and including termination.

9.9 SOCIAL MEDIA GUIDLINES

"Social media" refers to a wide range of applications and services that are accessed from a computer or mobile device. Social Media such as Facebook, Twitter, LinkedIn, You Tube, Instagram, Snap Chat, tweeting, and blogging have an ever-increasing presence as a way to keep in touch with family and friends. With increased usage however, comes the increased potential for the accidental or intentional inclusion of inappropriate information. Additionally, in some cases, information conveyed through social media by City employees may constitute a "public record" that is subject to disclosure under the Public Records Act, Chapter 42.56 RCW. In recognition of the large role that social media plays in our society, the City is providing these guidelines to assist you in utilizing social media in a safe and responsible manner.

The City recognizes that its employees may choose to engage in various forms of social media, and it respects their rights to do so. However, employees must be mindful that statements made through the use of social media are in the public domain and are considered to be public statements. Statements that our employees make in the public domain about the City or its employees can have a significant impact on the City's business and/or professional reputation, regardless of whether the statements are made on a social webpage, an internet chat room or a personal blog. These statements or postings, even if made off premises and while off-duty, could have an adverse effect on the City's legitimate business and operational interests and image. This policy is intended to protect such legitimate interests and to establish professional guidelines for employees who elect to participate in social media.

Employees who use social media should exercise discretion, restraint, and common sense. Always be mindful that, once posted, social media content and comments may be impossible to retract or remove.

Employees may not engage in personal social media activities while on City time or through the use of the City's resources or equipment (including but not limited to City computers, Internet access, software programs, smart phones, etc.). Employees may not use the City's logo, trademark or proprietary graphics in connection with their social media usage. In addition to violating this policy and constituting a misuse of City time and resources, such activities may be construed as creating a public record that is subject to the laws governing the retention and disclosure of public records.

Employees who use social media must refrain from making in the social media any comments or statements about employees, representatives or customers of the City that would violate the City's Non-Discrimination/Non-Harassment policies, including statements that are insulting, offensive, derogatory, profane, discriminatory, sexually explicit or disparaging towards any City employee, representative or customer on the basis of their gender, gender expression or identity,, race, age, national origin, creed, religion, sexual orientation, marital status, disability or any other class protected by law..

Employees may not defame or otherwise discredit the services or products of the City or its customers, vendors or employees.

City employees may have access to confidential information about the City's operations, customers and employees that is not subject to public disclosure (such as employee medical conditions, home addresses; customer credit information; and certain preliminary transactional information). Existing City guidelines that restrict the disclosure of such confidential information apply with equal force to social media postings and employees must not divulge such information in social media.

Any social media communication by an employee which includes any information related to the City must make clear to the reader that the views expressed by the employee are the employee's alone, and that they do not reflect the views of the City. For example, "The views expressed in this [blog, posting or article] are my own and have not been reviewed or approved by the City."

Employees should be generally mindful that the things they say and do within social media may reflect poorly on them as an employee and damage the City's credibility and reputation in the community. Employees should also keep in mind that they are more likely to resolve complaints about work by speaking directly with their coworkers, supervisors or managers rather than by speaking publicly or by posting complaints over the Internet.

A violation of this policy shall be grounds for disciplinary action, up to and including termination of employment.

This policy does not prohibit employees from lawfully discussing the terms and conditions of their employment, from exercising their First Amendment rights, or from engaging in any other activity protected by law. Furthermore, nothing in this policy shall prohibit an employee from disclosing or discussing workplace or work-related conduct or conditions which the employee reasonably believes under federal, state or common law to be illegal discrimination, illegal harassment, illegal retaliation, a wage and hour violation, sexual assault or conduct recognized as against a clear mandate of public policy. The City encourages all employees to report any such conduct to the Human Resources Manager, or if the Human Resources Manager is the subject of the concerns, to the City Manager, so that the conduct may be promptly investigated and all appropriate action can be taken.

9.10 USE OF CITY VEHICLES

The City provides vehicles for certain business use to allow employees to drive on City business and to reimburse employees for business use of personal vehicles according to the guidelines below.

Employees operating a City vehicle or their own vehicle for City business must always hold a valid Washington State Driver's License. For employees who drive on City business, the City reserves the right to periodically verify such employee holds a valid driver's license and to request from the employee and/or appropriate governing agency a copy of the employee's current driving abstract (Motor Vehicle Report). Employees who drive on City business are required to promptly inform their supervisor of any changes that may affect either their legal ability to drive or their continued insurability.

CDL holders who operate commercial vehicles on behalf of the City are performing safety-sensitive functions and are subject to USDOT drug and alcohol testing requirements, as set forth in the City's Drug and Alcohol policy.

Employees operating their own vehicle for City business must carry automobile liability insurance for bodily injury and property damage per Washington State minimum requirements as currently set forth in Chapters 46.29 and 46.30 RCW as may be amended from time to time. Employees should consult with their personal insurance agent to determine whether a special endorsement for Business Use is appropriate or necessary in connection with their use of their personal vehicle for City business. Employees must provide the City with proof of such insurance upon initial employment and/or assumption of driving duties and periodically thereafter as requested by the City.

Employees may not drive any vehicles for City business without prior approval of their supervisor or department head.

On call employees may, with the approval of a supervisor or department head, be permitted to take home a City vehicle while on call. In such case, the City vehicle may be used by the employee for incidental commuting purposes to/from the City jobsite, which may include, as examples, running normal household errands and/or transporting children to/from school while the employee is on their way to or from work. Once the vehicle reaches the employee's residence, it may not be used for any personal reason. Employees are responsible for the security of the vehicle while in their possession and must lock the vehicle and safely and securely store any tools carried therein.

Employees must not drive and must promptly notify their immediate supervisor and/or request an accommodation when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes but is not limited to circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of injury, illness, or medication. In the case of medication, an employee should consult with the employee's medical treatment provider or pharmacist to determine whether the medication may impact or impair the employee's ability to safely operate a vehicle and must promptly notify their immediate supervisor if the medication impairs the employee's ability to safely drive.

Employees who drive a vehicle on City business must exercise due diligence, drive safely, follow all traffic laws, and maintain the security of the vehicle and its contents. As required by Washington State law, seat belts must always be worn while driving or riding in a City vehicle or on City business.

Employees are strictly prohibited from using cellular phones while operating a motor vehicle (this includes talking, texting, emailing, and/or surfing the internet). Employees should safely pull over prior to using a cell phone for any purpose. Employees are also responsible for any driving infractions or fines as a result of their driving.

9.11 CONTACTS WITH THE NEWS MEDIA

The Mayor or the Mayors designee shall be responsible for all official contacts with the news media regarding city business, including answering of questions from the media. The Mayor may designate specific employees to give out procedural, factual, or historical information on particular subjects.

9.12 SAFETY

Every employee is responsible for maintaining a safe work environment and following the City's safety rules. Each employee shall promptly report all unsafe or potentially hazardous conditions to his/her department head. The City will make every effort to remedy problems as quickly as possible.

In case of an accident involving a personal injury, regardless of how serious, employees shall immediately notify their department head and complete a worker compensation claim form.

Since being exposed to a blood borne pathogen may lead to illnesses such as hepatitis, HIV/ AIDS, or malaria, and since the City wants to assure our employees as safe and health work environment as possible, it is the policy of the City to comply with all statutory obligations for the prevention of exposure to blood borne pathogens.

9.13 SUBSTANCE ABUSE

The City is committed to protecting the safety, health and well-being of its employees, the public it serves, and all people who come into contact with the City and the services it provides. Drug and alcohol abuse pose a direct and significant threat to this goal, and to the goal of providing a productive and efficient work environment in which all employees have an opportunity to reach their full potential. Accordingly, the City is committed to assuring a drug-free work environment for all its employees.

The City strictly prohibits the use, purchase, possession, sale, conveyance, distribution or manufacture of illegal (whether under federal and/or state law) drugs, intoxicants, controlled substances, and/or drug paraphernalia associated with illegal drug use while on the job, while on City property, while operating City vehicles, or while otherwise representing the City. The City further prohibits employees from being under the influence of alcohol (defined as having an alcohol concentration level of 0.04 or greater) or controlled substances (any detectable trace in the body system) while on duty. This policy applies to all City employees.

Prescription medications or nonprescription medications are not prohibited when taken in accordance with a lawful prescription, as applicable, and consistent with standard dosage recommendations. Prescription medication means a drug or medication lawfully prescribed under both federal and state law by a physician or other health care provider licensed to prescribe medication for an individual and taken in accordance with the prescription; but specifically excludes, without limitation, medical marijuana, which remains a controlled substance prohibited by federal law. Employees who are taking a prescription or over-the-counter medication that may impair their ability to perform their duties safely and effectively must notify their supervisor and should provide written notice from their physician or health care provider with respect to the effects of such medication. The City may, at its discretion, send an employee home if the employee appears impaired by the use of prescription and/or over-the-counter medications and such impairment impacts the employee's ability to safely and/or effectively perform his or her duties.

City employees who are assigned primary on-call duty are expected to immediately respond to a City on-call request and perform City business. Assigned primary on-call personnel may not report for duty and conduct City business when their performance may be impaired due to alcohol or drug use. Accordingly, assigned primary on-call personnel must refrain from using alcohol or drugs while on-call.

All City employees shall be subject to pre-employment, reasonable suspicion, post-accident, return to duty and follow-up drug testing, as follows:

Pre-employment: Employees hired into a safety-sensitive position or a position requiring the operation of commercial vehicles must pass a drug and alcohol test as a post-offer condition of employment with the City.

Reasonable Suspicion: Where the City has reason to suspect that an employee has violated or is presently violating or is otherwise under the influence of alcohol or drugs, such employee may be required to immediately submit to an alcohol or drug analysis test. A referral for testing will be made on specific and objective facts and reasonable inferences drawn from these facts by supervisory personnel. Among other things, such facts and inferences may be based upon: (i) an employee showing signs of impairment, such as (but not limited to) difficulty in maintaining balance, slurred speech, inability to visually focus or otherwise appearing unable to perform assigned work in a safe and satisfactory manner; (ii) the smell of alcohol or illicit drugs on the employee's breath or person; (iii) abnormal conduct or appearance or erratic behavior while at work or a significant deterioration of work performance; and/or (iv) a report of alcohol or other drug use provided by a reliable and credible source. Failure to comply with reasonable suspicion testing requirements will be grounds for disciplinary action, up to and including termination.

Post-Accident: Following an accident involving a City vehicle or City equipment, the driver/operator of such vehicle or equipment is required to submit to an alcohol and drug test when (1) the driver receives a citation under state or local law for a moving traffic violation; (2) an injury or fatality occurs as a result of the accident; (3) the accident results in damage to one or more vehicles or equipment which requires the removal of the vehicle/equipment by towing or otherwise is estimated to exceed $2,000; or (4) management deems it appropriate under the particular circumstances. Testing shall occur as soon as possible and must occur within eight (8) hours after the accident for alcohol testing and 32 hours after the accident for drug testing. An employee required to take a post-accident alcohol test may not use alcohol for eight (8) hours following the accident, or drugs for thirty-two (32) hours following the accident, or until a post-accident test is given, whichever comes first. An employee who is subject to post-accident testing must remain readily available for such testing and may not take any action to interfere with testing or results of testing. Failure to comply with post-accident testing requirements will be grounds for disciplinary action, up to and including termination.

Return to Duty: Employees who have violated this policy, including those who have tested positive on a drug or alcohol test, and who under the City's disciplinary policy can return to work, must test negative prior to being released for duty.

Follow-up: An employee who is referred for assistance that is related to alcohol misuse and/or use of drugs is subject to unannounced follow-up testing for a period not to exceed 60 months as directed by a substance abuse professional and the City. The number and frequency of follow-up testing will be determined by the substance abuse professional and the City but will not be less than six tests in the first 12 months following the employee's return to duty.

Employees who are directed to submit to a drug and/or alcohol test must promptly report to the testing agency—under most circumstances, this will mean that the employee must report for testing no later than one hour after having received notice of the testing. In reporting for testing, the employee must report to the nearest testing facility and may not make any detours or stops enroute to the testing facility. A City representative may accompany the employee to the testing

facility, where the management deems it appropriate. The City retains a qualified third-party administrator as its service agent to provide and coordinate the drug and alcohol testing services referenced in this policy. Employees are expected to cooperate with the administrator and to comply with the directives issued by the administrator in administering and coordinating the tests required pursuant to this policy.

Employees who test positive for drugs may request a second test of the remaining portion of the split sample within 72 hours of notification of a positive test result by the medical review officer responsible for receiving and interpreting the drug test.

A refusal to take a drug and/or alcohol test as required by the City, an undue delay in reporting for testing as instructed by the City and/or utilizing any means designed to "cheat" adulterate or substitute the sample or otherwise render a false negative report shall be deemed the equivalent of a positive result and an employee engaging or assisting in such measures shall be subject to disciplinary action, up to and including termination.

Employees violating this policy will be subject to discipline, up to and including discharge. At a minimum, employees who test positive for alcohol or drugs shall be immediately removed from safety sensitive functions and may be suspended without pay, pending further evaluation and recommendation from a substance abuse professional (SAP).

Employees who are found to have violated this policy but who are allowed to return to work under the City's disciplinary process shall be required to first submit to an Employee Assistance Program (EAP) evaluation and shall receive a one-time opportunity to enter a treatment program, if so recommended by an SAP. Upon return to work, the employee will be required to accept, and comply with, the terms of a "last chance agreement" and will be subject to the follow-up testing requirements as set forth above.

The City considers drug addiction and alcoholism to be treatable diseases. Employees are encouraged to seek treatment voluntarily and to utilize the City-provided EAP before an alcohol or drug abuse problem affects their job performance or employment status and before they are asked to submit to a drug and alcohol test. All alcohol or drug inpatient and outpatient treatment programs paid through the City's health care plan should be accessed through the EAP. The City will accommodate employees who voluntarily seek treatment for a drug or alcohol addiction before they are requested to submit to a drug and alcohol test and/or are otherwise the subject of an investigation and/or disciplinary action for a potential violation of this or any other policy or other performance issue(s). Assistance will be provided on a confidential basis. Employees are encouraged to "self-report," and their job status with the City will not be jeopardized as a result of such report; provided, that the report is made prior to the City requesting a drug and alcohol test from the employee or otherwise initiating an investigation and/or disciplinary action into suspected policy violations or related performance issues. Any employee who self-reports under these guidelines will be given a sufficient opportunity to seek evaluation, education and/or treatment to establish control over the employee's substance abuse problem. However, self-reporting employees will not be permitted to perform safety-sensitive functions until the City is satisfied that the employee has been evaluated and has successfully completed education or treatment requirements recommended by an SAP or other drug and alcohol abuse evaluation expert. Prior to allowing an employee to return to safety-sensitive functions, the City shall require a return-to-duty test.

****Employees are specifically notified that the passage of Initiative 502, which amends*

Washington state law effective December 6, 2012, to decriminalize the possession and private use of a limited amount of marijuana by persons over the age of 21, shall have no effect or impact upon this policy. Pursuant to the Controlled Substances Act of 1970, 21 U.S.C. § 801 et seq., "marijuana" remains a "Schedule I" controlled substance, and its possession and/or use is illegal under federal law. Employees should recognize and understand that the "legalization" of marijuana under state law (for both medical and recreational purposes) will not excuse or otherwise constitute a "defense" to a positive drug test administered by the City in accordance with this policy. A positive test for marijuana may- constitute a violation of this policy and shall be grounds for disciplinary action, up to and including termination.

9.14 COMMERCIAL DRIVER'S LICENSES

Those employees who are required to operate commercial vehicles, and therefore are required to hold a commercial driver's license (CDL), are subject to additional policies, restrictions, and requirements regarding their employment.

A job candidate hired into a position that requires a CDL will be required to submit to a post-offer, pre-employment drug and alcohol test. Initial employment is conditioned upon that person satisfactorily passing such test.

Additionally, if a job candidate is to be hired for a position that requires a CDL and has a prior commercial driver history, they must authorize a request from all former employers to release information regarding positive alcohol or drug tests and refusals to be tested for the past 2 years of employment. This information should be obtained before the person is employed by the City. If the information is not obtained by the anticipated hire date, and if the person has passed the pre-employment drug and alcohol test (as applicable), the person may be hired and the requested information must be obtained from the previous employer(s) within 14 calendar days of the date of hire. If the information is not received within the 14 calendar days, the person shall not be permitted to drive commercial vehicles until the information has arrived. If the information does not timely arrive, or if the information obtained from a previous employer(s) indicates either a positive test or a refusal to be tested, or if the employee obstructs or interferes with the release of the information, the employee shall not be permitted to drive commercial vehicles and may be terminated.

CDL holders are also subject to random drug and alcohol testing, in accordance with USDOT guidelines.

CDL holders must also report accidents, traffic convictions, and/or licenses suspensions/revocations (whether on or off the job) in accordance with USDOT requirements. CDL holders are responsible for knowing, understanding and complying with their licensing obligations. The City will perform an annual check of the status of each employee's CDL, as applicable.

In addition to the drug and alcohol policy set forth above, those employees who are required to have and maintain a CDL in order to perform their duties are further subject to the drug and alcohol testing requirements and regulations established by the United States Department of Transportation (USDOT) and its designated agencies. City employees holding a CDL or otherwise occupying a safety-sensitive position will be subject to USDOT Drug and Alcohol Testing Regulations, 49 CFR Part 40. To the extent that the USDOT policy conflicts with the general

policy set forth above, the USDOT policy shall govern employees holding a CDL or otherwise occupying a safety-sensitive position. Employees may request a summary of the USDOT policy from Human Resources.

Additionally, the City is registered with the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse and shall comply with the Controlled Substances and Alcohol Use and Testing regulations set forth in 49 CFR Part 382. As part of these requirements, the City shall automatically report to the Clearinghouse, any of the following events or occurrences:

- A verified positive, adulterated or substituted drug test result.
- An alcohol confirmation test with a concentration of 0.04 or higher
- An employee's refusal to submit to a drug or alcohol test
- The City's actual knowledge (as defined by 49 CFR § 382.107) of an employee's:
- An employee's pre-duty, on-duty or post-accident use of alcohol as prohibited by 49 CFR §§ 382.207, .205 and .209.
- An employee's controlled substance use as prohibited by 49 CRFR § 382.213.
- Verification from a SAP that an employee has successfully completed the return-to-duty process
- The employee's negative return-to-duty test; and
- The City's report of completion of any required follow-up testing.

All employees are expected to read and understand the contents of this policy. Any questions regarding the policy should be directed to Human Resources.

9.15 WORKPLACE SEARCHES

For the safety of employees and the welfare of the City, the City may, in its discretion, search and inspect both City property and personal items brought onto City property, which includes owned or leased facilities, surrounding grounds and parking areas (but excludes employee personal vehicles). Refusal to cooperate in a search, inspection or investigation will result in disciplinary action, up to and including discharge.

All City property is eligible for search and shall include but is not limited to: individual lockers, desks, filing cabinets and computers. Personal property brought onto City property is subject to search and shall include but is not limited to: pockets, purses/wallets, briefcases, lunch boxes, toolboxes, shopping bags/boxes and coats. ***Employees have no reasonable expectation of privacy as to the City's premises and/or property brought thereupon***.

CHAPTER 10

DISCIPLINE AND TERMINATIONS

10.1 ACTIONS SUBJECT TO DISCIPLINARY ACTION

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

1. Misrepresentation or withholding of pertinent facts in securing employment.

2. Unauthorized use or possession of City facilities/property.

3. Unauthorized use of position with the City for personal gain or advantage. Accepting unlawful gratuities or bribes.

4. Smoking in any unauthorized posted area or creating fire hazards in any area.

5. Violation of dress standards.

6. Failure to report an occurrence causing damage to the City, customer, or public property. Failure to properly secure the City facilities or property.

7. Vending, soliciting, or collecting contributions for any purpose whatsoever during working time or in City workspaces without the permission of your supervisor.

8. Unauthorized operation or use of machines, tools, or equipment to which the employee has not been specifically assigned.

9. Absence from work without first notifying their supervisor.

10. Habitual absence or tardiness.

11. Making malicious or false statements or derogatory statements on or off duty that are intended or could reasonably be expected to impact the work environment, impede the performance of the employee's duties or interfere with the regular operation of the City.

12. Disorderly conduct, including fighting on the premises. Rudeness, discrimination, intimidation, coercion, use of profanity or obscene language, gestures, or lack of courtesy to the public or fellow employees. Immoral conduct while on duty.

13. Intentional falsification of records/paperwork required in the transaction of the City business.

14. Inability, inefficiency, negligence, or insubordination, including a refusal or failure to perform assigned work.

15. Failure to observe safety practices, rules, regulations, and instructions. Negligence that results in injury to others. Failure to wear required safety clothing and equipment.

16. Failure to promptly report to your immediate supervisor an on-the-job injury or accident involving an employee, equipment, property, or visitor.

17. Dishonesty or theft, including deliberate destruction, damage or removal of the City's or other property from the premises, or any job site.

18. Violation of the City's Substance Abuse Policy.

19. Possession of explosives or weapons on the premises or at any job site. Public safety employees may carry weapons.

20. Violation of the city's anti-discrimination, harassment, and retaliation policies.

21. Insubordination or failure to perform assigned duties.

10.2 POSSIBLE DISCIPLINARY ACTIONS

If discipline is necessary, the following types of disciplinary actions may be used, depending on the situation:

Verbal Warning

Written Reprimand

Suspension
Demotion
Termination.

The choice of what discipline to apply in any particular case is solely the City's, and the City may implement advanced discipline when it determines warranted under the particular circumstances.

10.3 PRE-DISCIPLINARY HEARING

In the case of suspension, demotion or termination of an employee (other than probationary employees), the City will conduct a pre-disciplinary hearing. The pre-disciplinary hearing serves as a check against mistaken decisions and as an opportunity for an employee to furnish additional facts before a suspension, demotion or termination decision is finalized.

In the event a department head desires to suspend, demote or terminate an employee, the employee shall be provided with a notice of the recommendation for the action. The notice shall include an explanation of the charges on which the recommendation is based, and the time and date for a pre-disciplinary hearing. If the employee fails or refuses to appear, the suspension, demotion or termination may proceed.

Except as may be modified by an applicable collective bargaining agreement, pre-disciplinary hearings will be presided over by the Mayor or Clerk/Treasurer or a designated representative. The hearings are intended to be informal.

The employee may show cause why they should not be suspended, demoted, or terminated. The employee may bring one person to the hearing as a representative; provided that that representative must be reasonably available to attend the hearing.

Usually within two (2) working days after the pre-disciplinary hearing, the Mayor or Clerk/Treasurer will issue a decision on whether there are reasonable grounds to believe the charges against the employee are true and support suspension, demotion, or termination. A longer review period may be required in more complex situations.

10.4 LAYOFF

From time to time, it may be necessary to reduce the City's workforce based upon the changing needs of the City. To determine whether the employees to be laid off or terminated, the City normally considers relevant factors such as the employee's position, the needs of the City, work experience, skills, productivity, job performance, and length of service with the City. In no event are such selections based upon any prohibited criteria, such as age, gender, race, religion, national origin, or disability. The City is not legally obligated to provide severance pay under any circumstance.

Employees who are laid off may reapply for positions within the City that may become available. The City may send out notices of each new position that becomes open, so employees who have been laid off are encouraged to contact the City periodically to determine if there are suitable open positions available for which they may apply. Employees who have been laid off are eligible to apply for all such positions, and the hiring decisions for such positions will be made based on the usual criteria such as qualifications, experience, and work history.

10.5 RESIGNATION

If possible, an employee should provide four (4) weeks' or as much time as possible with a minimum of two (2) weeks' notice of resignation.

CHAPTER 11

COMPLAINT PROCEDURES

11.1 COMPLAINT PROCEDURES

The City recognizes that sometimes situations arise in which employees feel that they have not been treated fairly or in accordance with City policies. For this reason, the City provides its employees with procedures for resolving complaints.

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

Step 2: When normal communication between an employee and the supervisor is not successful, or when an employee disagrees with the application of City policies and procedures, the employee should attempt to resolve the problem with the Clerk/Treasurer. The Clerk/Treasurer will usually respond to the employee within five (5) working days after meeting with him/her, if possible.

Step 3: If the employee is not satisfied with the response from the Clerk/Treasurer, the employee may submit the problem, in writing, to the Mayor. The written complaint must contain, at a minimum:

1. A description of the problem and summary of discussion with their supervisor.
2. A specific policy or procedure which the employee believes has been violated or misapplied.
3. The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances.
4. The remedy sought by the employee to resolve the complaint.

The Mayor or the Mayor's designee may meet with the parties, either individually or together, and

will usually respond in writing to the aggrieved employee within ten (10) working days of the meeting. The Mayor's or Designee's response and decision shall be final and binding.

Under no circumstances shall an employee have the right to utilize both this process and any other complaint or appeal procedure that may be available to an employee.

"At-will" employees may not use the grievance procedure to grieve employment termination.

EMPLOYEE ACKNOWLEDGMENT

I have received a copy of the City of Raymond Personnel Policies and Procedures. I understand that the personnel policies and procedures contained in this manual are intended to be general guidelines only and do not constitute an express or implied employment agreement. I further understand that the policies and procedures contained herein may be amended, deleted or revised by the City, in its sole discretion, at any time.

I have read the Personnel Policies and Procedures and understand my obligation to comply with the rules and procedures set forth therein. I also understand that, except as provided by a collective bargaining agreement, no communication or practice by any City official shall limit my at-will relationship with the City or the City ability to terminate my employment for any reason, with or without cause, at any time.

I further understand that I have no right to or expectation of privacy with respect to my use of City provided or owned equipment, supplies and programs, including but not limited to computer, voice mail, email, text mail, cell phones and the Internet. I understand that all information contained on City provided or owned equipment, supplies and programs remain at all times the exclusive property of the City, and that the City may monitor and review my electronic usage and any information transmitted and/or stored on City provided or owned equipment at any time, in the City's sole discretion.

DATED this ____ day of _____, 20____.

_____

Name of Employee:_____