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INTRODUCTION

SCOPE OF HANDBOOK

WELCOME TO SEATAC

Welcome to SeaTac! We are pleased to have you on our team. We hope your employment here will be a source of great personal and professional satisfaction. As an employee of the City, you are part of a team of dedicated and conscientious professionals working for the long-term satisfaction of the residents of the City.

This handbook is intended to be a source of general information concerning City personnel policies and procedures. We have organized the handbook into six sections - Employment; Compensation; Time Off and Benefits; Employee Responsibilities; Health, Safety and Security; and, Changes in Employment - for easy use. If there is a conflict between the provisions of this handbook and a collective bargaining agreement, the collective bargaining agreement will control.

We expect all employees to work in a positive and cooperative manner and to provide quality, cost-effective service to the residents of the City. As management, you can expect us to provide you with accurate and timely information and the resources to do your jobs properly. Working together we can share the challenges and responsibilities of government service in an open and respectful atmosphere.

Please spend the time necessary to review and understand this handbook. It should be kept throughout your employment. It sets out basic personnel policy and procedural guidelines for those of us working for the City. This handbook is intended to reduce any confusion, which may arise from unwritten or inconsistent policies. It may not, however, answer all of your questions. It is impossible for any handbook to cover all events or circumstances that could arise. If you need additional information, talk to your supervisor, department director or a Human Resources Department representative.

This handbook applies to all employees of the City. Employees who are subject to civil service rules and regulations, state laws and/or a collective bargaining agreement should refer to provisions contained therein for possible modification of, or exceptions to, information contained in this handbook.

Information contained in this handbook is subject to modification from time to time by the City Manager. We will keep you advised of changes in the handbook through memos, posted notices, departmental meetings or issuance of revised pages of this handbook.

Mayor's Welcome

The City Council and the citizens of the City of SeaTac would like to welcome you to your new position. The City is a vibrant community, economically strong, environmentally sensitive, and people-oriented. We are pleased that you have chosen to join us.

We envision a municipal government that has a positive, constructive influence on the lives of its citizens. We seek to provide the services that our community desires. It is through the efforts of individual employees that City services are delivered to citizens. Every employee has an impact on the quality of services provided to the residents of the City.

We count on you and your co-workers to coordinate your efforts and apply your talents in a positive and professional manner. With your help, we can enhance the vision the community has set for itself.

Once again, on behalf of the City Council and its citizens, thank you for your service to the City of SeaTac.

Sincerely,

Jake Simpson

Mayor

MESSAGE FROM THE CITY MANAGER

The City of SeaTac was incorporated in February, 1990 as a Non-Charter Code City with a Council-Manager form of government. The City has approximately 110 employees, divided into eight administrative departments and three major service contracts that provide a full range of municipal services. SeaTac's citizens are actively involved in their local government.

The City of SeaTac is unlike any other City of its size in the state of Washington. The Seattle-Tacoma International Airport, run by the Port of Seattle, located completely within the City's borders, brings in well over 100,000 people who work or travel through the City each day. Our unique City has the second largest concentration of hotel and motel rooms in the State.

City employees are committed, hard-working professionals, energized by the many challenges of a growing and changing community. Whether you are located at City Hall, one of our community centers, or our maintenance facility, your employment with the City will be both exciting and rewarding.

Work at the City is fast-paced and varied. You will need to adapt to meet new challenges. You will have the opportunity to contribute to and enhance the vision the community and its leaders have set for themselves.

The City prides itself on its collaborative working relationship with all its employees. Information is openly shared. Opinions are sought, considered and evaluated on their merits. The City's Leadership Team seeks to provide an environment where everyone is treated as a valued and respected member.

I am glad that you have chosen to work at the City of SeaTac. I hope that your employment with the City is personally and professionally fulfilling.

Sincerely,



Carl Cole
City Manager


EMPLOYMENT

EMPLOYMENT

See PP-1.01 Employee Categories Policy.

City of SeaTac

Policies and Procedures

Policy Number:	PP 1.01
Policy Name:	Employment Categories
Department(s):	Citywide
Effective Date:	January 1, 2017
Supersedes:	PP 1.01 Employee Definitions effective May 21, 2012
Prepared by:	Vanessa Audett, Human Resources Manager
Approved by:	Joseph Scorcio, Acting City Manager
Signature:	

Purpose:

The purpose of this policy is to define employment categories used by the City so that employees understand their employment status and eligibility to receive employee benefits.

Policy:

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws.

Non-exempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are *not* exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally city managers, department heads and supervisory or professional staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

The following are defined employment categories used by the City:

Regular Full Time

An employee hired for an indefinite term of employment and regularly scheduled to work 30 or more hours per week. Regular full-time employees shall be eligible for benefits as provided by the Affordable Care Act (ACA). Seniority shall accrue from the date of hire.

Note: Only Regular Full Time employees regularly scheduled to work 40 hours per week are eligible for Employer Paid Group Life and Disability benefits and the ICMA 401(a) employer match.

Regular Part-Time

An employee hired for an indefinite term of employment and regularly scheduled to work 20 or more hours per week but less than 30 hours per week. Regular part-time employees shall be eligible for pro-rated benefits (excluding group life and disability benefits). Seniority shall accrue from the date of hire.

Limited Term

An employee hired for a definite and limited term of employment in excess of 6 months but not longer than 24 months. Limited term employees shall be eligible for pro-rata benefits commensurate with the number of hours worked (a limited term employee may be categorized as part-time limited term or full-time limited term). Seniority does not accrue unless 1) the employee has already passed probation in a regular position, or 2) the employee is later appointed to a regular position with no break in employment, in which case the employee shall be credited for time worked.

Temporary

An employee hired for a limited term of employment not to exceed 6 months who are needed to augment the workforce during absences, peak periods or emergent situations. Seniority does not accrue unless the employee is later appointed to a regular position with no break in employment, in which case the employee shall be credited with time worked. Temporary employees are not eligible for employee benefits.

Represented Temporary

A temporary employee who continues temporary employment beyond 6 months, and who is regularly scheduled to work a minimum of 20 hours per week, becomes a represented temporary employee. Represented temporary employees shall be eligible for pro-rata benefits commensurate with the number of hours worked.

Seasonal

An employee hired for a limited term of employment not to exceed 6 months, and beginning in the same season of each calendar year. Seasonal employees are not eligible for employee benefits.

Casual Worker

An employee hired for an indefinite term of employment and regularly scheduled to work less than 20 hours per week and no less than 1,040 hours per year. Casual workers are not eligible for employee benefits.

Intern

An employee who is a student or trainee and who is hired for a definite and limited term of employment not to exceed 12 months and not to exceed 1,040 hours worked in a calendar year. Interns are not eligible for employee benefits.

Disclaimer:

This policy has been written to generally inform employees of the city's employment categories and the associated eligibility to receive benefits. It is not intended to replace or supersede the

specific provisions of our written contracts or policies with carriers and vendors. All interpretations of coverage must be from the carrier or vendor contract provisions and not this policy.

Collective Bargaining Agreement:

Employees covered by a Collective Bargaining Agreement (“CBA”) will be subject to the specific terms of those agreements applicable to employment categories and benefit eligibility, which supersede this policy. In the event the CBA does not contain any provision related to employment categories and benefit eligibility, then the affected employees covered by same will be governed by this policy.

NEW EMPLOYEE ORIENTATION

We want you to be comfortable and as familiar as possible with the City, its operations and your new job. To help you make the adjustment; the Human Resources Department will conduct an orientation meeting, usually on your first day, to explain your salary and benefit package and union affiliation, if any. You will be asked to complete all necessary forms at this meeting, including a form indicating that you have received a copy of this handbook.

During your first few days with the City, your department will introduce you to your job duties and department-specific policies, procedures and personnel. Be sure to ask any questions you have during these orientation sessions. If you do not receive any of the information described, be sure to notify your supervisor.

THE PROBATIONARY PERIOD

The first six months of employment with the City, and the first six months after a transfer or promotion to a new job within the City, are considered the Probationary Periods for all full-time employees. For Firefighters, the probationary period is one year. For regular part-time employees, it is the first 1,040 hours worked.

The probationary period allows you time to adjust to a new workplace and/or new responsibilities. During this period, you will be assessing your job duties, the standards we expect you to meet, and your ability to meet them. Your supervisor will be going through the same process. It is important that you and your supervisor discuss performance expectations early in this six-month period, so that you will have the best opportunity for a successful career with the City.

Your performance will be reviewed on a continuous basis during this period. When necessary, you will receive feedback and coaching from your supervisor. We encourage you to ask questions and seek feedback from your supervisor and co-workers. You will receive a formal performance review after three months and near the end of your probationary period to determine whether you have successfully met the requirements of your new job.

We encourage you to ask questions and seek feedback from your supervisor and co-workers.

HOURS OF WORK

City offices are open from 8:30 a.m. to 5:00 p.m. Monday through Friday to serve the needs of our citizens. Individual departments such as Public Works and Parks and Recreation establish work schedules based on seasonal workloads and user group needs. The Fire Department works a 24-hour schedule. Consult your labor agreement, if applicable, and be sure to check with your department for their current work schedule.

Work Week

For payroll and accounting purposes, a typical workweek begins at 12:01 a.m. Monday, and ends at midnight on Sunday. Most employees who work Monday through Friday are on this workweek. For some employees working a compressed schedule, the workweek begins at noon on Friday.

Work Day

The normal workday consists of eight hours plus a meal period. Some employees or positions may have different work schedules determined by the needs of the City.

Scheduling

The City recognizes the need for flexibility in scheduling work. Management establishes work schedules. Any requests for changes in schedules or for particular days off should be made in writing in a timely fashion and approved in advance by your Department Director. Some variation in scheduling may be granted by mutual agreement between you and your department, so long as the needs of the City and its residents are met.

Rest Periods

All non-exempt employees receive one 15-minute break during each four hours of working time. The break should occur near the mid-point of each four-hour work period. Scheduling will be done by your supervisor taking into account your needs and the department's needs. Break periods are paid, but normally are not to be used to extend a lunch period or to leave early.

Meal Periods

If you are non-exempt and you work more than five hours in a day, you will have a meal break two to five hours into your shift. The normal meal break is a 30-minute unpaid period, usually near the mid-point of your shift. The exact time of your meal break will be scheduled by your supervisor to ensure appropriate coverage.


Overtime

The regular workweek is 40 working hours for most employees, but on certain occasions, some overtime may be required. Any overtime work must be authorized by a supervisor in advance.

The above applies to all employees except Firefighters, whose hours of operation and schedules are governed by necessity and labor agreement.

City of SeaTac

Policies and Procedures

Policy Number:	PP 1.06
Policy Name:	Flexible and Alternative Work Schedules
Department(s):	Citywide
Effective Date:	March 29, 2017
Supersedes:	Hours of Work and Schedules Memo 05/21/2014
Prepared by:	Vanessa Audett, Human Resources Manager
Approved by:	Joseph Scorcio, City Manager
Signature:	

Purpose:

The City of SeaTac recognizes the value of Flexible and Alternative Work Schedules (FAWS) in effort to meet the needs of the citizens of SeaTac, to accommodate the commute trip reduction program, to staff departments as needed, and to provide a work/life balance for employees. The purpose of this policy is to provide a framework for City employees and department heads to establish and administer FAWS. This policy in no way covers every situation that may arise under FAWS and FAWS shall not be viewed as an entitlement. The availability of FAWS does not alter the responsibility nor diminish the authority of department heads to establish and adjust work schedules.

Definitions:

Alternative Work Schedule: An alternative work schedule is a pre-scheduled, fixed, continuous schedule of hours that deviates from the regular city hours. Exempt employees are required to work additional hours (including flex days) or modify hours in order to meet job expectations and/or emergency situations.

Core Hours: Core hours are determined by the department head as the hours during the workday the department's core services must be provided to other departments or the public. Department heads may further define core hours for their respective department.

Flexible Work Schedule: A flexible work schedule generally allows employees flexibility in the daily start and end times of their schedule provided that the number of workdays per week and hours worked requirements are met.

Full Services: Providing the department's full range of services to customers and other departments.

Job Share: More than one employee shares the duties of one full-time budgeted position. Work hours of each employee may vary.

Minimum Services: Providing in-person responses to customers and other departments.

Regular City Hours: Monday through Friday, 8:30 a.m. – 5:00 p.m.

Telecommuting: Telecommuting is the practice of an employee performing their work-related responsibilities remotely through utilization of information technologies. Remote worksites may include homes, or other remote locations.

Policy:

It is the policy of the City that all employees may be considered for a FAWS on a case-by-case basis. All FAWS must be in compliance with state and federal wage and hour laws.

Department Heads are eligible for City Manager approved flexible schedules. Department Heads are not eligible for alternative work schedules.

Examples of Alternative Work Schedules

4 Day / 9 Hour & 1 Day / 4 Hour*

M	T	W	T	F
9	9	9	9	4

M	T	W	T	F
9	9	9	9	4

9 Day / 80 Hour*

M	T	W	T	F
9	9	9	9	8

M	T	W	T	F
9	9	9	9	F

4 Day / 10 Hour*

M	T	W	T	F
F	10	10	10	10

M	T	W	T	F
F	10	10	10	10

**The examples illustrate varying schedule types and may be altered (varying flex day, etc.) by department heads on a case-by-case basis.*

Job Share (Limited Availability)

In rare circumstances, a job share may be authorized as part of a reasonable accommodation and/or for limited special circumstances, such as one full-time employee holding two part-time positions. For more information please speak with the Human Resources Manager.

Telecommuting (Limited Availability)

In rare circumstances, telecommuting may be authorized for completion of project-based work, as part of a reasonable accommodation, and/or for limited special circumstances. Any telecommuting must be authorized in advance by the City Manager and be memorialized in a formal Telecommuting Agreement. For more information please speak with your supervisor, Department Head or the Human Resources Manager.

Procedure:

Request for a FAWS

The employee must submit a request for FAWS in writing to the department head using the FAWS Request Form (exhibit A).

For positions requiring a FAWS, the department head may submit a completed and approved FAWS Request Form to Human Resources.

Approval/Denial of FAWS

Determining Eligibility

Upon receipt of the FAWS Request Form, the department head shall determine the employee's eligibility. When determining whether an employee is eligible for a FAWS, the department head shall consider:

- Does this FAWS affect customer service or customer needs adversely?
- Will my department be staffed for full services during core department hours?
- Will my department be staffed to meet minimum demands during regular City hours?
- Is this employee currently meeting satisfactory performance standards?
- Has this employee demonstrated the ability (trust, dependability, self-initiative, self-sufficiency) to work unsupervised during work hours outside of regular City hours?
- Does this employee have a satisfactory attendance record?

If approved, the FAWS Request Form must be signed by the employee, the immediate supervisor and/or department head, the Human Resources Manager, and the City Manager and the approved form must be submitted to Human Resources before the FAWS begins.

If denied, the employee will receive the denied FAWS Request Form back with an explanation by the department head as to why the FAWS request was denied.

Review of FAWS

All approved FAWS require annual review by the department head. Individual department heads are authorized by the City Manager to set annual review dates at their discretion.

Termination of FAWS

In the event an approved FAWS is terminated by the City through no fault of the employee, and barring any unforeseen extenuating circumstances, the department head shall provide a 30-day

notice of the FAWS termination. The notice period is intended for the impacted employee(s) to make personal arrangements to enable compliance with a revised schedule. The revised schedule will be effective at the beginning of the first pay cycle following the 30-day notice period.

In the event a FAWS is terminated as a result of a disciplinary action, the change will be effective at the beginning of the next pay cycle or as defined, as appropriate, in the disciplinary action.

The City reserves the right to alter, amend, or revoke FAWS at any time, with or without reason or notice.

Vacation, Sick, Holiday and Leave Usage

Any leave taken during a FAWS will reflect the actual number of work hours scheduled for the workday(s). For example, if an employee is scheduled to work 9 hours and requests to use vacation or sick leave for that day, 9 hours of leave will be recorded on the timesheet. If an employee is scheduled to work 4 hours and requests to use vacation or sick leave for that day, 4 hours of leave will be recorded on the timesheet.

Holidays are paid at 8 hours per day. If a holiday falls on an employee's scheduled 9 hour day, the employee will receive 8 hours of holiday pay and use 1 hour of eligible leave. If a holiday falls on an employee's scheduled 4 hour day, the employee will take 4 hours of holiday pay and take the remaining 4 hours of holiday pay on a scheduled workday within the same week. If a holiday falls on an employee's scheduled flex day off, the employee will take the holiday on a scheduled workday within the same week.

Collective Bargaining Agreements:

Employees covered by a Collective Bargaining Agreement ("CBA") will be subject to the specific terms of the agreement applicable to Flexible and Alternative Work Schedules and are excluded from the provisions of this policy. In the event the CBA does not contain any provision relating to flexible and alternative work schedule policy or procedure, then the affected employees covered by same will be governed by this policy.



Flexible & Alternative Work Schedule Request Form

Employee Name: _____

Today's Date: _____

Position: _____

Effective Date: _____

Department: _____

☐ **Alternative Work Schedule**

Reason for Request:

☐ Facilitate CTR ☐ Adequate Staffing ☐ Work/Life Balance ☐ Customer Service

☐ Other Explain Other: _____

Type of Schedule Requested:

☐ 4 Day / 9 Hour & 1 Day / 4 Hour

☐ 4 Day / 10 Hour

☐ 9 Day / 80 Hour

☐ Other _____

Flex Day: _____

Notes: _____

☐ **Flexible Work Schedule**

Start Time: _____ End Time: _____

Approvals:

Employee*

Human Resources Manager

Supervisor

City Manager

Department Head


FAWS Review Date

ROUTE TO: ☐ PAYROLL

**Employee signature acknowledges that they have received a copy of the City policy on Flexible and Alternative Work Schedules.*

City of SeaTac

Policies and Procedures

Policy Number:	PP-20.001
Policy Name:	COVID-19 Temporary Teleworking Policy
Department(s):	Citywide
Effective Date:	November 17, 2020
Supersedes:	
Prepared by:	Mei Barker, Human Resources Director
Approved by:	Carl Cole, City Manager
Signature:	

1.0 Purpose:

In response to the COVID-19 pandemic and based on the Declaration of Emergency issued by the State of Washington and the City of SeaTac on March 16, 2020, the City is providing employees with temporary teleworking arrangements as outlined in this policy.

This policy sets expectations for temporary teleworking during the COVID-19 pandemic. It reflects the high value the City administration places on providing exemplary public service and creating strong team cohesion while promoting the safety and well-being of City employees. This policy supersedes the teleworking section of CW-023 COVID-19 Emergency Pay and Telecommuting Policy.

This work alternative is mutually agreed upon by the telecommuter and supervisor and is neither a benefit nor an entitlement. In addition, it does not set a precedent nor change the terms and conditions of employment in any way.

Though teleworking is normally voluntary, there may be some incidents when employees are directed to telework.

2.0 Expectation:

The Department Head or Designee will authorize positions for telework based on the specific operational needs of each department.

- 2.1 Teleworkers will perform the functions of their positions as outlined in their job descriptions, work plans, and any other work directed by their manager in support of City operations.
- 2.2 Teleworking employees shall be available by telephone and online during the agreed-upon teleworking schedule outside of required lunches and breaks.

- 2.3 Teleworking employees shall comply with City policies and procedures outlined in Employee Handbook and Collective Bargaining Agreement, as they would in the office.

3.0 Eligibility:

Regular full-time, part-time and limited term positions are eligible for telework as approved by the Department Head or Designee. Employees eligible to request telework must have job duties that are not required to be performed at the City's facilities.

- 3.1 Teleworking is not appropriate for all employees or positions. No employee is entitled to, or guaranteed the opportunity to, telework.
- 3.2 Employees requesting telework arrangements must have and sustain satisfactory performance to begin and continue teleworking. The Department Head or Designee may revoke the teleworking agreement at any time due to unsatisfactory performance.
- 3.3 Due to workload demands and/or emergencies, Department Heads or Designee may require Teleworkers to come into the office on their scheduled telework day.

4.0 Requirements:

Teleworking agreements must be authorized and signed by the employee, immediate supervisor, and the Department Head or Designee. Prior to an employee teleworking, the employees and Department Head or Designee will complete and sign a teleworking agreement and provide a copy to Human Resources.

- 4.1 Work Schedule. The employee shall keep their City Outlook calendar up to date with telework and in-person days, as well as days/times of availability. Any permanent changes to the authorized schedule must be made in writing, approved by the immediate supervisor and Department Head or Designee, and filed with the initial teleworking agreement.
- 4.2 Wage and Hours Laws. Non-exempt teleworking employees will record hours worked in the same manner as if they were working on City premises. All overtime or compensatory hours must be pre-approved by the Department Head or Designee and are subject to Article 13.04 of the current Collective Bargaining Agreement.
- 4.3 Work Report. The teleworking employee's supervisor/manager shall outline a remote work plan. In order to measure productivity, the teleworking employee will provide a status report of completed work to their immediate supervisor on a prearranged schedule. The employee and supervisor shall determine the appropriate work plan and frequency of status updates and both the employee and supervisor shall be held accountable for implementation of the plan.
 - 4.3.1 Status updates should occur bi-weekly at minimum.
- 4.4 Availability and Telework Location. Teleworking employees must designate their primary remote work location on the teleworking agreement.

- 4.4.1 Teleworking under this temporary policy will not be permitted outside the state of Washington. Employees must use approved leave when traveling outside the state and to disconnect from work, which promotes mental health.
- 4.5 Work Environment. Teleworking employee must establish an appropriate and safe work environment for work purposes. The employee will attest that their designated telework area will include:
 - a. Reliable internet connection
 - b. Adequate lighting
 - c. Safe area with minimal distraction and noise
 - d. Adequate workspace: desk, chair, etc.
- 4.5.1 The City will not be responsible for costs associated with setup of teleworking environment.
- 4.6 Equipment and Alternate Work Environment. The City will provide the employee with VPN access and a City-issued laptop for teleworking. All other equipment requests must be submitted to the employee's supervisor for review and consideration. In the event the employee is authorized to use City assets for teleworking, the asset shall be tracked by the immediate supervisor. If City property is damaged outside of normal wear and tear, the employee will be responsible for replacing said item.
 - 4.6.1 Teleworking employee shall only use properly licensed and secured software for City business.
- 4.7 Information Security/Confidentiality. Remote employees will take measures to ensure the security and protection of information accessible from their alternate work location. Employees shall use a City-issued laptop and VPN connection while teleworking. Security issues will be reported to the teleworking employee's supervisor and IT immediately.
 - 4.7.1 No confidential information, including passwords, is to be physically removed or downloaded to any data storage device or taken off City property without prior authorization from immediate supervisor.



Teleworking Agreement & Work Schedule

Employee Name: _____ Date: _____
Department / Division: _____
Direct Supervisor/Manager Name: _____

Daily Work Schedule

Week #1	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Start	a.m.	a.m.	a.m.	a.m.	a.m.		
Stop	p.m.	p.m.	p.m.	p.m.	p.m.		
Lunch	to	to	to	to	to		
Total Hrs							

Week #2	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Start	a.m.	a.m.	a.m.	a.m.	a.m.		
Stop	p.m.	p.m.	p.m.	p.m.	p.m.		
Lunch	to	to	to	to	to		
Total Hrs							

Telework days will be:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday
☐ Other (explain)

If you marked other above, explain:

Designated Primary Work Location: _____

Work Plan

The teleworking employee and their supervisor shall outline a remote work plan. In order to measure productivity, the teleworking employee will provide a status report of completed work to their immediate supervisor on a prearranged schedule. The employee and supervisor shall determine the appropriate work plan and frequency of status updates.

I understand that when the teleworking schedule is approved, the City reserves the right to set and/or amend my schedule as well as revoke teleworking at any time, as it deems necessary.

Employee's Signature

Date

Supervisor/Manager Signature

Date

Director's Signature

Date

ATTENDANCE

Timely performance of your job is essential to maintain the high quality service our City government provides. It also shows respect for your fellow employees who must assume your duties in your absence. You must report to work regularly and on time, in proper attire, with proper equipment, and ready to work. The contribution you make to the City is important.

If you will be unable to report for work, will be late, or need to leave early, notify your supervisor as far in advance as possible. If your supervisor is not available, follow department protocols or notify the Human Resources Department. Always provide a reason for the absence, tardiness or early departure, and, if possible, an estimate of how long your absence or tardiness will be.

An employee who is absent without notification for three consecutive days or shifts will be considered to have voluntarily resigned his/her position.

PERFORMANCE REVIEWS

Regular performance reviews benefit you and the City. They provide a written record of your performance and give you the opportunity to discuss with your supervisor how well you are meeting the City's expectations. They afford you the opportunity to clarify your job responsibilities, to set goals and to explore your possibilities for advancement within the City.

Regular performance reviews are intended to supplement the more frequent feedback and coaching you receive from your supervisor. Two-way communications between employees and supervisors is the best way to improve and maintain performance. We encourage you to ask questions and seek feedback from your supervisor.

Performance reviews are conducted quarterly for the first six months of employment or assignment to a new position, and annually after that. Firefighters receive monthly evaluations during probation. Your performance review is part of your personnel record. You are encouraged to provide written comment on your performance review. You will be asked to sign your performance review to document that you have read it and that you have had an opportunity to comment. You will receive a copy of your review for your own records.

Because performance on the job affects compensation and employment, your performance review deserves your active and constructive participation. Seasonal and temporary employees are coached about work expectations and performance, but normally do not receive formal performance reviews. Firefighter salary increases are separate from the firefighter performance evaluation process.

EMPLOYEE PARKING

Free parking is available to all employees at City Hall. Please do not park in the visitor parking in front of the building. At City facilities other than City Hall, consult your supervisor or department director if you have questions about where you may park.

The City encourages you to support its Commute Trip Reduction Plan by using alternative modes of transportation when and where possible.

PERSONNEL RECORDS & FILES

The City is required by law and labor agreement to maintain current employee records on all employees. Personnel records contain employment information, pay-related actions, licenses and certifications, special actions, financial enrollments, emergency information, medical enrollments, medical history, and investigative reports. While retention requirements vary based on record type, employment records must be retained for a set period of time after an employee leaves City employment. The City takes its job of maintaining accurate, confidential personnel records seriously.

The City is required to comply with valid court orders and government requests directing us to provide information from your personnel records. Generally speaking, without specific written authorization from you, only the following will be released to anyone outside the employ of the City: job title, department, hire date, separation date and base salary. Generally, only you, your supervisor and department director, the Human Resources Department and the City Manager will have access to your personnel file. Represented employees may authorize a Union representative to have access to their files. You will receive a copy of any item placed in your personnel file.

When you move, change your telephone number or experience other changes in your personal information, please make sure you inform the Human Resources Department of such changes. In this way, your personnel records will remain accurate and up-to-date.

You may review your personnel records during normal business hours. Should you wish to do so, please make an appointment with the Human Resources Department so that a specific, mutually convenient time may be scheduled. A representative of the Human Resources Department will be present during any such review. You may include personal comments in your file if you feel it is necessary to clarify file information.

EMPLOYMENT OF RELATIVES

See PP-1.22 City Employee Code of Ethics Policy.


EQUAL EMPLOYMENT OPPORTUNITY

The City is an Equal Opportunity Employer. All employees have the right to work in a discrimination-free environment. The City will not permit or condone any unlawful discrimination in the workplace. All employment decisions will be made without regard to race, color, sex, creed, religion, age, marital status, national origin, disability, veteran status, or any other basis prohibited by state, local or federal laws. Anyone with a protected disability will be reasonably accommodated as appropriate.

If you experience or witness conduct that you feel is discriminatory, please be sure to raise the matter for discussion and review so that the City can investigate and take appropriate action. You are encouraged to approach your supervisor or department director, as you feel necessary, or you may certainly raise it as a matter of concern under our Employee Suggestions & Complaints, described on page 30 in this handbook.

City of SeaTac

Policies and Procedures

Policy Number:	PP 1.22
Policy Name:	City Employee Code of Ethics
Department(s):	Citywide
Effective Date:	01/01/2017
Supersedes:	Employee Handbook: page 9, Employment of Relatives; page 30, Reporting Improper Government Action; page 31, Conflict of Interest and Outside Employment; page 32, Political Activity
Prepared by:	Vanessa Audett, Human Resources Manager
Approved by:	Joseph Scorcio, Acting City Manager
Signature:	

Purpose:

The purpose of this policy is to establish and affirm the City of SeaTac's commitment to the highest standards of legal and ethical conduct in its public service, to provide employees guidance on core ethics and standards, and to encourage employees to seek further clarification and guidance should questions of ethical conduct arise.

Policy:

SMC 2.91A

The City of SeaTac upholds, promotes, and requires the highest standards of ethics from its employees for personal integrity, truthfulness, honesty, responsibility and fairness in carrying out their public duties. Employees must avoid any improprieties in their roles as public servants and must never use their City position or authority for personal gain or in breach of the public trust. Employees shall conduct their personal and professional business and dealings in a manner that shall present no perceived or actual conflict of interest between the public trust and an employee's private interest.

A. Ethical Conduct Standards

Ethical conduct includes, but is not limited to:

- Acting at all times in the best interests of the community and organization we serve.
- Demonstrating excellence, integrity and responsibility in our work.
- Adhering to the laws of the United States, the State of Washington and the City of SeaTac.
- Providing honest, accurate, timely and complete information.

- Identifying problems and helping create solutions.
- Following City and Department policies, procedures and rules.
- Reporting improper conduct.
- Keeping our co-workers safe from retaliation of any kind.
- Abstaining from decisions that could result in a direct benefit to the employee, a relative or co-habitant.

All employees of the City shall:

- Read and understand this Code of Ethics.
- Follow appropriate ethical behaviors as specifically set forth in the Code of Ethics and City Personnel Policies.
- Seek guidance in resolving ethical issues or concerns from their supervisor, Department Head, Human Resources Department or City Attorney's office.
- Report to their supervisor, Department Head, Human Resources Department, City Manager or City Attorney's Office any conduct by other City employees which may violate this Code of Ethics, any other Personnel Policy or the City's values of service, teamwork, accountability and integrity.

Additionally, supervisors of the City shall:

- Monitor and ensure compliance with this Code of Ethics and other Personnel Policies.
- Set an example of exemplary conduct.
- Deal effectively with ethics concerns that arise in their area.
- Prohibit retribution or retaliation against any employee who in good faith reports or supplies information about, or assists an investigation into, an ethics concern.

B. Conflict of Interest

RCW 42.23

Employees shall represent the City in a positive and ethical manner. Employees have an obligation to avoid conflicts of interest or any activity which would give the appearance of a conflict of interest. It is not possible to describe all of the situations that may cause or give the appearance of a conflict of interest. Examples of conflict of interest include, but are not limited to:

- Employees may not accept any employment relationship which competes with or creates a conflict of interest with a duty to the City.
- Accepting gifts, gratuities, loans, entertainment or other items of value from anyone with whom an employee regularly transacts City business, who has or seeks a contract with the City, or who desires other official action from the City.
- Giving, offering or promising anything of value to a customer, a potential customer, or a financial institution in connection with any transaction or business that the City may have with that customer, potential customer, or financial institution.
- Misusing or improperly accessing confidential City information or disclosing such information to any individual.
- Using the City's name, account or credit to purchase merchandise for personal use.
- Using City assets or labor for personal use.

Employees have a duty to report any conflict or potential conflict of interest to the employee's immediate supervisor, Department Head, Human Resources Department, City Manager or the City Attorney's Office as soon as possible.

C. Outside Employment

Employees may engage in paid outside employment, consulting work or self-employment only if the work does not compete with or create a conflict of interest with an employee's duty to the City. Outside employment competes with an employee's duty to the City when the work requires an employee's conduct to be disruptive or damaging to the City and/or the City working environment. Examples of competing outside employment include, but are not limited to, those that:

- May adversely affect job performance at the City, or an employee's ability to fulfill all job responsibilities at the City. Adverse effects may include but are not limited to poor job performance, fatigue, excessive absenteeism or tardiness.
- Interfere with an employee's ability to work his/her normal work schedule at the City, or prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, and when such availability is a regular part of the employee's job.
- Interfere with responsibilities to the City as the primary employer.
- Involve performing services for customers that are normally performed by City employees.
- Involve working for a City grant and/or contract created by the employee.
- May require the use or misuse of City information, property, facilities and/or systems, such as phones, tools, equipment, etc.
- Involve assisting others in transactions with the City in which the employee has participated, or which has been under their official responsibility.

Outside employment creates a conflict of interest with an employee's duty to the City when an employee engages in activities for personal gain that compromises the employee's ability to represent the City's best interest. Examples of activities that may create a conflict of interest include, but are not limited to, those that:

- Require the use or disclosure of confidential City information or other information that would normally require a Public Records Request in which no request was made.
- Impair the objectivity or independent judgment, or create an impression of conduct that violates the public trust.
- Involve activities which may appear to conflict with the City's Core Ethics and/or other related personnel policies.
- Negatively impact the normal course of the employee's official duties.

Employees have a duty to report in writing to their supervisor and/or Human Resources Department any outside employment that may create a real or perceived conflict of interest to the City for the purposes of discussion, consideration, evaluation and remedy. Failure to report such outside employment will be considered a violation of this policy.

Employees are strictly prohibited from performing any tasks related to outside employment during the hours they are on duty working for the City. If an employee accepts outside employment, the City may request information about the employment at any time.

D. Acceptance of Gifts

A gift is defined as a rendering of money, property, services, discount, loan forgiveness, payment of indebtedness, reimbursements from or payments by persons, other than the City of SeaTac for expense reimbursement, or anything else of value in return for which legal consideration of equal or greater value is not given and received, excluding:

- Non personal items of minimal value (\$50 or less annually – examples include pens, calendars, notepads, raffles or drawings at professional events and promotional items received at a conference).
- Any symbolic presentation or award not intended to financially benefit the recipient.
- Things of value received in the normal course of private business or social interaction or from family that are not related to public policy decisions or City actions.
- The acceptance of a gift on behalf of the City pursuant to City rules regarding gift acceptance.

Employees may not accept personal gifts or gifts of cash in any amount at any time. If an employee receives an improper gift, they should give the gift to their immediate supervisor with an explanation of the receipt. If possible, the supervisor shall return the gift to the sender with a brief thank you letter and an explanation of the City policy concerning gifts.

If an employee receives a gift of minimal value, or that is not suitable for return, such as flowers or food items, the employee should give the gift to their immediate supervisor with an explanation of the receipt. The supervisor shall then place the gift in an area where it may be enjoyed by all employees or in an area where it may be enjoyed by all employees and the members of the public, such as a customer service counter.

E. Personal Gain or Profit

Employees shall not knowingly use his or her office or position for personal or family gain or profit. Employees shall not use City-owned property or City services (e.g. phones, computers, cars, data, programs, labor, etc.) for personal or family gain or profit. Employees shall not use information acquired in confidence from any City customer, supplier, lessee or contractor for other than City purposes.

F. Employment of Relatives

The City of SeaTac defines “relative” as defined as one of the following:

- Relationships by blood (including but not limited to parents, siblings, cousins).
- Relationships by marriage (including but not limited to spouse, in-laws, spouse/partners of relatives).
- Cohabiting couples or unmarried significant others.

Due to the potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, the City of SeaTac will hire or consider other employment actions concerning relatives of persons currently employed only if:

- The candidate for employment or employment action will not be working directly for or directly supervising a relative.
- The candidate for employment or employment action will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests.

This policy applies to all current employees and to all candidates for employment.

In addition, the City may refuse to employ relatives of City supervisors and managers as suppliers, vendors and/or any other relationship affiliated with the City where such relationship may result in a perceived or actual conflict of interest and/or to protect confidential information. Conflicts arising from the employment of relatives will be addressed pursuant to the procedures outlined in the Employment of Relatives Personnel Policy.

G. Political Activities

RCW 42.17A

Employees shall not use or authorize the use of City facilities, property or assets for working on campaigns for the election of any person to any office or for the promotion of, or opposition to, any ballot proposition, except as authorized by the provisions of RCW 42.17A.555. City employees shall not use their official position to unlawfully influence, interfere with, or affect the results of an election. Therefore, no employee or group of employees, representing themselves as City employees, shall campaign for or against any political candidate or ballot measure, or endorse or oppose a political advertisement, broadcast, statement or campaign literature except as allowed by state labor law. Employees shall not display or distribute campaign or partisan literature, political buttons, stickers, banners, etc. during work hours or on City property or in City vehicles. Nothing in this section prohibits a City employee from personally supporting or opposing any candidate for public office during off-duty hours.

H. Solicitation for Charities and Non-Profit Fundraisers

Most forms of solicitation on City property or during work hours are prohibited. The City may, at its sole discretion, make exceptions to this policy when it is determined to be in the best interest of the City (e.g. community food drive). Employees may solicit other employees to charitable or non-profit community, youth or educational fundraisers so long as it does not cause undue disruption on the work environment. The use of City facilities or equipment to solicit contributions requires prior authorization by the City Manager.

I. Improper Government Action & Whistleblower Protection

RCW 42.40

Improper government action is action by a local official or an employee that is undertaken in the performance of their duties that violates any federal, state or local law or rule, is an abuse of authority, is a substantial and specific danger to public health or safety, or is a gross waste of public funds. It generally does not include personnel actions.

Public employees have an obligation to assure that government in general, and their departments in particular, perform ethically, as well as efficiently and effectively. City employees are prohibited from engaging in improper governmental action and are obligated to report suspicious, unethical or illegal conduct or any other suspected improper governmental action taken by other employees, supervisors, or officers. Any employee who makes a good faith report of improper governmental action will be protected from intimidation or retaliation for making a report.

Employees have a duty to report improper government action pursuant to the procedures outlined below. To report improper government action:

- Report it immediately, in writing, to your supervisor, Department Head, Human Resources Department, City Attorney's Office, or City Manager. Be thorough in your written report and include all pertinent information including dates, witnesses, documents, etc. You may also report directly to an outside agency responsible for investigation and enforcement of the law you believe has been violated. Employees are encouraged to exhaust internal reporting procedures prior to escalating to an outside agency.

All reports of improper government action will be promptly investigated and the reporter will receive feedback on the results of the investigation.

If you feel you have experienced retaliation after reporting an improper government action, provide written notice to the Human Resources Department, City Attorney's Office or City Manager within thirty (30) days of the occurrence. The City will conduct an investigation and issue a response in writing to you within 30 days from the receipt of your written notice. If you are dissatisfied with the response, within 15 days you may apply to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge as allowed and described in full in RCW 42.41.040.

J. Enforcement Provisions

The City Manager shall promulgate rules relating to progressive discipline applicable in instances where an employee did not comply with this ethics policy. However, such rules relating to progressive discipline shall be consistent and in accordance with the Collective Bargaining Agreement, other policies and procedures and municipal, state and/or federal laws.

K. Annual Report

SMC 2.91E

The City Manager shall provide an annual report to the City Council by the end of each January, in summary form, on ethics complaints, investigations and resolutions from the previous year.

L. Employee Attestation and Annual Distribution


All City employees are required to attest to their review and compliance of the Employee Code of Ethics and SMC 2.91 upon adoption and thereafter at the time of hire. The Human Resources Department shall redistribute this Policy no less than annually to all City employees.

Collective Bargaining Agreement:

Employees covered by a Collective Bargaining Agreement (“CBA”) will be subject to the specific terms of those agreements applicable to ethical conduct, which supersede this policy. In the event the CBA does not contain any provision related to ethical conduct, then the affected employees covered by same will be governed by this policy.

City of SeaTac

Policies and Procedures

Policy Number:	PP 1.12
Policy Name:	Employment of Relatives
Department(s):	Citywide
Effective Date:	04/19/2017
Supersedes:	Employee Handbook, page 9, Employment of Relatives
Prepared by:	Vanessa Audett, Human Resources Manager
Approved by:	Joseph Scorcio, City Manager
Signature:	

Purpose:

The City of SeaTac is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives. In addition, the City applies this policy to vendor/suppliers and others who may affiliate with the City.

Policy:

For the purposes of this policy, the City of SeaTac defines “relative” as one of the following:

- Relationships by genetics (including but not limited to parents, siblings, cousins, etc.)
- Relationships by marriage (including but not limited to spouse, in-laws, spouse/partners of relatives, etc.)
- Cohabiting couples or unmarried significant others

Due to the potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, the City of SeaTac will hire or consider other employment actions concerning relatives of persons currently employed only if:

- The candidate for employment or employment action will not be working directly for or directly supervising a relative.
- The candidate for employment or employment action will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests.

This policy applies to all current employees and to all candidates for employment.

In addition, the City may refuse to employ relatives of City supervisors and managers as suppliers, vendors and/or any other relationship affiliated with the City where such relationship may result in a perceived or actual conflict of interest and/or to protect confidential information.

Procedure:

Ultimately, the hiring supervisor is responsible for ensuring policy compliance. Department Heads are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy. Employees are responsible for immediately reporting any changes relative to this policy to their supervisor.

If any employee, after employment or change in employment, enters into a relative relationship, as defined above, one of the affected individuals must seek a transfer to a vacant position for which they are qualified. Such changes must be approved by the Human Resources Manager and Department Head(s). If no suitable vacancy exists, the affected employees will be given 5 business days to determine which of them will voluntarily resign employment. If a decision cannot be made by the affected employees within 5 business days of reporting, reassignment and/or termination of employment will be determined at the discretion of the Department Head, Human Resources Manager and City Manager.

No exception to this policy will be made without written consent of the City Manager.

Collective Bargaining Agreement:

Employees covered by a Collective Bargaining Agreement (“CBA”) will be subject to the specific terms of those agreements applicable to employment of relatives, which supersede this policy. In the event the CBA does not contain any provision related to employment of relatives, then the affected employees covered by same will be governed by this policy.

WORKPLACE HARASSMENT

The City will not permit workplace harassment based on an employee's sex, race, religion, age or other protected status. All employees are expected to deal fairly, honestly and tactfully with one another to ensure a work environment free of intimidation and harassment. The City insists on maintaining a productive work environment, which provides equal opportunity to all employees.

Harassment can take many forms, and can include unwelcome slurs, comments, jokes, innuendoes, compliments, pictures, cartoons, pranks and/or other verbal or physical conduct which create an intimidating, hostile or offensive working environment or interfere with an individual's work performance or employment opportunities. Sexual harassment is a type of harassment that occurs when the types of verbal and physical conduct described above are sexual in nature or directed at a person because of their gender. Sexual harassment also occurs when employment opportunities or benefits are conditioned on an employee granting sexual favors to, or having a romantic relationship with, a supervisor or manager.

No employee shall be subjected to unwelcome verbal or physical advances or any other on-the-job conduct that could be interpreted as harassment. This protection against harassment includes conduct by co-workers, managers, vendors, guests or customers.

What You Should Do

If you at any time feel that you are being harassed, please confront the harasser and ask that the conduct stop. If you are uncomfortable doing this, or the conduct does not stop, be sure to bring this to the attention of your supervisor or other appropriate department officials, the Human Resources Director, the City Attorney, or the City Manager immediately. If you ever feel you have witnessed harassment of others, you should also bring it to the attention of management or the Human Resources Director.

What The City Will Do

The City will investigate the matter as discreetly as possible and inform you of the results of the investigation. If the investigation shows that the accused employee did engage in harassment, the City will take appropriate disciplinary action, up to and including discharge. There will be no reprisal or retaliation for raising harassment concerns. Workplace harassment is improper conduct and it will not be tolerated in our City government.


Workplace harassment is improper conduct and it will not be tolerated in our City government.

COMPLAINTS AGAINST THE CITY MANAGER

See Ordinance No. 16-1029

City of SeaTac

Policies and Procedures

Policy Number:	PP 1.16
Policy Name:	Equal Opportunity Employment
Department(s):	Citywide
Effective Date:	March 8, 2017
Supersedes:	Employee Handbook, page 9, "Equal Opportunity Employment" Employee Handbook, page 10, "Workplace Harassment" Employee Handbook, page 29 "Employee Complaints"
Prepared by:	Vanessa Audett, Human Resources Manager
Approved by:	Joseph Scorcio, Acting City Manager
Signature:	

Purpose:

The purpose of this policy is to affirm the City's commitment to Equal Opportunity Employment and ensure full and equal opportunities for participation in the City's workforce, regardless of the protected class status of the individual. This policy does not require the hiring or promotion of unqualified persons, nor does it require that qualified employees be terminated to create jobs for the unqualified. Rather, it is a commitment to continually examine the City's practices and to measure and report the outcomes of efforts to provide equal employment opportunity.

Policy:

The City of SeaTac is an equal opportunity employer and prohibits discriminatory employment practices. All employment decisions will be made without regard to actual or perceived race, creed, color, national origin, sex, marital status, age, sexual orientation, gender expression/identity, genetic information, pregnancy, veteran status, the presence of any sensory, mental or physical disability, or any other class protected by state, local or federal laws. The City will not permit nor condone any unlawful discrimination in the workplace.

Types of Prohibited Conduct

Decisions and practices based on an individual's protected class that unlawfully affect employment or the compensation, terms, conditions, or privileges of an individual's employment or potential employment with the City of SeaTac are prohibited by this Policy. This includes unlawful decisions, actions, and practices that occur in the course of recruitment, testing, hiring, work assignments, salary and benefits, working conditions, performance evaluations, promotions, training opportunities, career development and advancement, transfers, discipline, discharge, or any other application or selection process relating to employment.

The Policy also prohibits sexual harassment and harassment based on gender or any other protected class. Forms of harassment may include, but are not limited to, the use of vulgar language, abusive acts or language, hostility, physical aggression, intimidation, or unequal treatment. The Policy prohibits conduct which unreasonably interferes with an employee's job performance or creates an intimidating, hostile, or offensive working environment, or creates an abusive working environment based on any protected class.

Harassment and/or retaliation against a person who opposes or complains about prohibited conduct or participates in any way in the complaint, investigation, or reasonable accommodation processes are strictly prohibited. The Policy also prohibits the denial of reasonable accommodations for disabilities; pregnancy, childbirth, and related medical conditions; religious beliefs, observances, and practices; or for victims of domestic violence, sex offenses, or stalking that do not create an undue hardship.

Some offensive acts or remarks may violate this Policy even if they are not so severe that they violate federal, state, or local discrimination laws. The City and its agencies may discipline conduct that violates this Policy even if the conduct does not violate a law prohibiting discrimination.

The Policy also prohibits any City employee from aiding, abetting, inciting, compelling, or coercing any person present in a City facility, whether or not that person is an employee of the City, from engaging in any conduct prohibited by this Policy, including, but not limited to, conduct that creates a hostile work environment based on any protected class.

Applicability

Everyone who works within the City of SeaTac government or its workplaces, or who seeks employment within City government, is covered by federal, state, and local employment laws, and this Policy. This includes all current employees, supervisors, managers, department heads, co-workers and job applicants.

This Policy not only protects individuals from prohibited conduct because of their own protected class but also protects individuals from conduct motivated by the actual or perceived protected class of other persons with whom they are associated. For example, this Policy applies to individuals who are subjected to adverse actions because of their marriage to, or domestic partnership or association with, persons of a particular racial, religious, or national origin group, or persons who have a disability. Moreover, discrimination based on an individual's name(s) or spouse's or domestic partner's name(s) that is associated with a particular racial, religious, or national origin group is prohibited. These protections apply to actions, whether or not intentionally offensive or directed at a particular person or group, which violate this Policy.

This Policy extends to conduct which occurs at any location that could be reasonably regarded as an extension of the workplace, such as any field location, offsite business-related social function, City vehicle, or facility where City government business is being conducted and discussed.

Specific Protections

The following sections are provided to enable individuals to understand the unique definitions, issues, rights, and responsibilities under this Policy pertaining to sexual harassment and discrimination based on disability, religion, retaliation, and status as a victim of domestic violence, sex offenses, or stalking.

A. Sexual Harassment

Sexual harassment is a form of employment discrimination which is prohibited by law. The federal government created guidelines which define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when 1) submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment may involve individuals of the same or different gender(s). A broad range of behavior may be considered sexual harassment, including sexually suggestive remarks and/or emails, pictures or gestures, jokes, cartoons, pranks, verbal abuse or harassment of a sexual nature, subtle or direct propositions for sexual favors, and any unnecessary touching, patting, or pinching. Protection against sexual harassment includes conduct by co-workers, supervisors, managers, department heads, council members, vendors, guests and customers.

B. Disabilities

Discrimination against a person based on that person's actual or perceived disability, record of disability, or relationship with a person with a disability will not be tolerated by the City of SeaTac. For the purpose of this Policy, a disability is: 1) a physical, medical, mental, or psychological impairment; 2) a history or record of such impairment; or 3) being regarded as having such impairment. The City of SeaTac will take appropriate action to provide reasonable accommodations to qualified employees and job applicants with disabilities, unless providing such accommodations creates an undue hardship. Reasonable accommodations include the provision of equipment, changes in workplace policies and practices, and other forms of assistance that allow people with disabilities to apply for a position, perform their jobs, or enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities.

Whether an accommodation is reasonable will depend upon the circumstances of the particular request and determinations will be made on a case-by-case basis. Some examples of accommodations that may be reasonable include: making facilities physically accessible to, and usable by, persons with disabilities; job restructuring; modifying work schedules; providing or modifying equipment or devices; providing qualified readers, interpreters, auxiliary aids, and/or other support services; and providing leave and/or arranging for transfer or reassignment to a vacant position, if such transfer or reassignment does not violate City policy or applicable laws, or regulations and/or collective bargaining agreements. Undue hardship may exist when an accommodation is significantly difficult, unduly costly, extensive, substantial, disruptive, or would change the nature or operation of the City's business.

C. Religion

The Policy prohibits adverse employment actions based on a person's religion. This includes discriminatory practices and decisions, harassment, hostility, or other adverse actions because of a person's actual or perceived creed, religious affiliation, religious beliefs, observances, or practices. In addition, depending on the circumstances, the City will try to reasonably accommodate the religious observances, beliefs, or practices of an employee or job applicant, unless the accommodation creates an undue hardship. A reasonable accommodation for religion may be a change in a workplace rule or practice that allows an individual to respect his or her religious observances, beliefs, or practices. Departments may be required to provide accommodations for religion such as flexible arrival and departure times, and/or leave; voluntary exchanges of shifts or assignments; time and/or place to pray; accommodations relating to appearance and dress; and modifying workplace practices, policies, and/or procedures. The City is not required to provide accommodations that are too costly or difficult to provide, that would be disruptive, or would interfere with job performance.

D. Non-Retaliation

It is a violation of the Policy to retaliate against or harass any person who asserts his or her rights regarding employment discrimination by: 1) opposing discriminatory practices in the workplace; 2) complaining about prohibited conduct; or 3) participating in any way in the complaint, investigation, or reasonable accommodation processes. It is also a violation of this Policy to retaliate against or harass someone because of his or her association with such an individual. Behaviors which may be considered retaliatory include, but are not limited to: threats, reprimands, negative evaluations, harassment, refusal to hire, denial of promotion or job benefits, demotion, suspension, discharge, negative references to prospective employers, or other actions affecting the terms, conditions, or privileges of employment. Examples of behavior that are protected against retaliation under this Policy include, but are not limited to: expressing an intent to file a charge or complaint alleging prohibited conduct; participating as a witness in an EEO investigation, administrative proceeding, hearing, or trial; and/or seeking a reasonable accommodation.

Procedure:

Reporting Violations

Anyone who believes that he or she has been subjected to any action, decision, or harassment in violation of this Policy, or who witnesses others being subjected to improper conduct, is urged to promptly report the incident(s) to his or her supervisor or Department Head or directly to the Human Resources Manager. Supervisors, managers, or human resources personnel who receive harassment or discrimination complaints, or otherwise become aware of any improper harassment or discrimination, must notify the Human Resources Manager promptly.

An individual who believes that this Policy has been violated may report the incident orally or in writing. Where the report is taken orally, the Human Resources Manager shall document the report and launch an internal investigation.

If any employee knowingly makes a false accusation of discrimination or knowingly provides false information in the course of an investigation of a complaint, such conduct may be grounds for discipline up to and including termination of employment. A complaint made in good faith, even if found to be unsubstantiated, will not be considered a false accusation.

Withdrawing Complaints

A complaint of discrimination may be withdrawn at any time by the person who filed the complaint. Withdrawal of a complaint must be made or confirmed in writing. In some instances, the Human Resources Manager will find it appropriate to end the investigation when the complaint is withdrawn. Prior to ending the investigation, the Human Resources Manager must determine whether the agency should take corrective action to address inappropriate conduct. If the Human Resources Manager determines that corrective action is required, it may be necessary for the investigation to continue in order to recommend action to remedy inappropriate behavior.

Concluding the Investigation

The Human Resources Manager will complete a confidential report of the complaint investigation to the City Manager at the conclusion of the investigation. If the Human Resources Manager concludes that a violation of this Policy has occurred, they will recommend appropriate corrective action to the City Manager. The City Manager will review the Human Resource Manager's report and promptly issue a determination adopting, rejecting or modifying the recommended action. Such determination shall be in writing and may be issued electronically. The Human Resources Manager and/or the City Manager will advise all parties in writing of the outcome of a complaint.

Any person found to have engaged in conduct or practices in violation of this Policy may be subject to discipline which may include a reprimand, suspension, probation, demotion, transfer, termination, or any other measures permitted by law and/or collective bargaining agreements. In addition to implementing such disciplinary action, agencies may take such steps as may be necessary to address the impact that any violation of this Policy has had on the complainant or within the agency.

Confidentiality

All complaints, investigations, requests for accommodations, and records will be handled, to the extent possible, in a manner that will protect the privacy interests of those involved. EEO matters may be discussed with other persons who may have information about a complaint or who are necessary to implement reasonable accommodations for disability, religion, status as victims of domestic violence, sex offenses or stalking, and pregnancy, childbirth, or a related medical condition. Therefore, it may be necessary to disclose information to persons with a legitimate need to know about the matter.

Enforcement and Accountability

Human Resources

Human Resources employees have primary responsibility for assisting the City Manager in implementing the City's personnel policies and shall be knowledgeable regarding the interplay of EEO-related laws and other work-related legal regulations including Family Medical Leave Act,

Family Care Act and Workers' Compensation Law. Human Resources will also: 1) ensure that all employees have access to information regarding job responsibilities, performance evaluation standards, examinations, training opportunities and job postings; 2) ensure that all new employees are advised of the Policy, standards, and procedures, the employees' rights and responsibilities under such policies, and the discrimination complaint procedures; and 3) promptly consult with the Human Resources Manager if he or she knows, has been informed of, or suspects that a violation of this Policy has occurred. For any reported Policy violations, the Human Resources Manager will promptly receive, investigate and issue recommendations to the City Manager for consideration.

Supervisors, Managers and Department Heads

Managers and supervisors will make every effort to maintain a work environment that fosters sensitivity and respect for the diversity of all individuals. Specifically, each manager or supervisor shall: 1) be accountable to the department head for effectively implementing EEO-related policies; 2) perform managerial or supervisory responsibilities in a non-discriminatory manner; 3) receive training in EEO laws; 4) cooperate with the Human Resources Manager in the implementation of the Policy, standards, and procedures (including training, complaint resolutions, processing, recording, and reporting reasonable accommodation requests, EEO-related recruitment, and selection standards; and modifying department procedures to ensure equal employment opportunity for applicants and employees); 5) promptly consult with the Human Resources Manager if he or she observes, learns about, or suspects that a violation of this Policy has occurred; 6) where appropriate, encourage subordinates to consult with the Human Resources Manager; and 7) maintain confidentiality with respect to EEO-related matters.

Collective Bargaining Agreement:

Employees covered by a Collective Bargaining Agreement ("CBA") will be subject to the specific terms of the agreement as applicable to equal opportunity employment, which supersede this policy. In the event the CBA does not contain any provision related to equal opportunity employment, then the affected employees covered by same will be governed by this policy.

ORDINANCE NO. 16-1029

AN ORDINANCE of the City Council of the City of SeaTac, Washington, setting forth a process to address employment complaints by City employees against the City Manager.

WHEREAS, the City Council finds that there is no formal policy to address employment complaints by City employees against the City Manager; and

WHEREAS, the City Council believes that a formal process should be adopted;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON, DO ORDAIN as follows:

Section 1. A new Chapter 2.95 of the SeaTac Municipal Code, entitled "Employment Complaints against the City Manager" is created as follows:

2.95.010. Purpose. The purpose of this Chapter is to set forth a process to address employment complaints against the City Manager by City employees.

2.95.020. Process. The following process is established to address employment complaints against the City Manager by City employees:

A. An employee may submit to the entire City Council or to their Department Director a written employment complaint against the City Manager. In addition, a copy of the written complaint shall be provided to the City Attorney and the Human Resources Manager. If a complaint is submitted to a Department Director, the Director shall forward the complaint to the City Council by the next business day after receipt.

B. Within two business days of receipt of the complaint, or as soon as practicable, the Mayor (or Deputy Mayor in the case of absence or temporary disability of the Mayor) shall acknowledge receipt of the complaint in writing to the complainant, which shall include a non-retaliation affirmation on behalf of the City Council. The City Attorney and/or the Human Resources Manager shall make attempts to notify the Mayor of any received complaints so an acknowledgement can be processed.

C. The employment complaint shall be addressed by the Council in executive session at the next regularly scheduled Council Meeting. However, a special meeting of the Council may be called by the Mayor to discuss the complaint in executive session. Alternatively, a majority of the City Council may call for a special meeting in accordance with RCW 42.30.080 (1) and Section 4 (D) of the City Council Administrative Procedures.

D. The Mayor may, but is not required, to place the City Manager on paid administrative leave until the next business meeting of the City Council following receipt of the complaint by delivering written notice to the City Manager. Written notice may be delivered by someone other than the Mayor, either in person, by mailing to the City Manager's home address that is on file with the City, or other reasonable means. Paid administrative leave is temporary leave, with pay and benefits, and with or without restrictions of duties.

E. At the next business meeting of the City Council following receipt of the complaint, the City Council may, but is not required, to place the City Manager on paid administrative leave by taking formal Council action, which may be accomplished by Motion or Resolution. If the Mayor placed the City Manager on paid administrative leave in accordance with SMC 2.95.020 (D), the City Council must take formal Council action in order for such leave to continue.

F. The City Council will, as soon as practicable, determine whether the complaint should be investigated, and who should conduct the investigation. Investigations may be conducted by the City staff (such as the City's Legal Department or Human Resources Department), or by someone not employed by the City. However, in no event shall a City Councilmember conduct an investigation.

G. After completion of the investigation, or within 30 calendar days if no investigation has been undertaken, the City Council shall make a final decision through formal Council action, including what, if any, steps should be taken with regard to the resolution of the complaint. If the City Council determines that removal of the City Manager is appropriate, the procedures set forth in RCW 35A.13 must be followed.

H. Once a final decision has been made by the City Council, the Mayor shall communicate to the complainant the resolution of the complaint.

2.95.030. Advice and assistance to the City Council. The Mayor and the City Council are encouraged to seek the advice and assistance of the Legal Department and/or Human Resources with any part of the process outlined in SMC 2.95.020.

2.95.040. Other remedies available. The provisions of this Chapter is not intended to limit any other remedies available by law.

Section 2. Effective Date. This Ordinance shall be in full force and effect five (5) days after passage and publication as required by law.

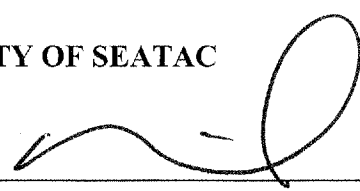
Section 3. Distribution of this Ordinance to City Employees. No later than seven (7) calendar days after the effective date of this Ordinance, the City Manager shall ensure that a copy of this Ordinance is distributed to all City employees. A copy of this Ordinance shall also be provided to all new employees.

Section 4. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or

otherwise invalid for any reason, the validity of the remaining portions of this Ordinance or its application to other persons or circumstances shall not be affected.

ADOPTED this 15th day of December, 2016, and signed in authentication thereof on this 15th day of December, 2016.

CITY OF SEATAC



Michael Siefkes, Mayor

ATTEST:



Kristina Gregg, City Clerk

Approved as to Form:



Mary E. Mirante Bartolo, City Attorney

[Effective Date: 12/24/16]

[City Manager Employment Complaints]

COMPENSATION

COMPENSATION

This section of the handbook contains information that will help you understand how your wages, benefits and job duties are affected by your classification and your job description or title. The City has a classification system that groups positions based on their required knowledge, complexity, and accountability. Pay for each classification is based on external salary surveys and internal salary comparisons. More information about classification and compensation systems is available from the Human Resources Department.

YOUR PAYCHECK

Pay periods are from the first through the fifteenth day of the month, and the sixteenth through the last day of the month. Normally you will receive your paycheck on the fifth and twentieth days of the month, except that the paycheck for the final pay period of the year is issued on or before December 31. If a payday falls on a weekend or a holiday, you are paid the last workday prior. You may sign up for automatic deposit of your paycheck by contacting the Finance Department. If you are a non-exempt employee, you must complete an individual time record showing daily hours worked in order to be paid properly. Exempt employees do not fill out hourly time records, but must account for daily attendance.

Deductions from your paycheck are those required by law (i.e., Medicare, workers' compensation premiums, court-ordered garnishments) and those approved by you in writing (i.e. union dues, insurance premiums, etc.).

OVERTIME/COMPENSATORY TIME OFF

The regular workweek is 40 working hours, except for firefighters, who work a 54-hour week. On certain occasions overtime may be required to meet the needs of the City and its residents. You may request not to work overtime, but you may not refuse to work assigned overtime. Your department will schedule overtime in advance, when possible, and try to minimize any inconvenience required overtime may cause. Any overtime work must be authorized by your supervisor or department director.

If overtime is required, nonexempt employees are paid at one and one-half times the regular rate of pay for all hours worked over 40 hours in one workweek. Nonexempt employees who work overtime have the option to choose compensatory time off at the overtime rate in lieu of pay. Compensatory time can be used at times mutually agreed to by you and your supervisor. Any compensatory time not used before separation of employment will be paid at your current rate of pay. The number of compensatory hours that you may accrue is governed by your labor agreement.

MANAGEMENT TIME

See PP-3.04 Management Time Policy.

TEMPORARY ASSIGNMENT PAY

On occasion, you may be asked to fill a position on a temporary basis. How you are paid depends on the position. If the position is in the same or a lower pay range as your regular position, or if temporary assignment to that position is part of the duties of your current job description, you will continue to be paid at your current rate of pay. If the temporary position is in a higher pay range, you will be paid the greater of five percent above your current pay or Step A of the temporary position's pay range.

Your department director must authorize temporary assignment pay in writing. Temporary assignment pay applies only to assignments of five consecutive working days or more, unless otherwise provided in a labor agreement. AFSCME employees should refer to their labor agreement for additional procedures relating to temporary assignments. Temporary assignment for Fire Department personnel covered by the IAFF contract is controlled by the provisions of their labor agreement.

SALARY STEP INCREASES


Normally new employees are paid at the first step of the salary range for their positions. Employees are eligible for a step increase at the end of the probationary period, and annually after that, conditioned on acceptable performance.

LONGEVITY PAY

See PP-2.11 Longevity Pay Policy

City of SeaTac

Policies and Procedures

Policy Number:	PP 3.04
Policy Name:	Management Time
Department(s):	Citywide
Effective Date:	February 15, 2017
Supersedes:	
Prepared by:	Vanessa Audett, Human Resources Manager
Approved by:	Joseph Scorcio, Acting City Manager
Signature:	

Purpose:

The City's management time policy has been developed to provide uniform and objective procedures for administration pursuant to SeaTac Municipal Codes (SMC): 2.65.050.

Policy:

Fair Labor Standards Act "exempt" classified employees are eligible for time off with pay in lieu of overtime and compensatory pay as management time.

Annual Award of Management Time

Management time is awarded annually on January 1st and is to be used in the year of accrual. The amount of management time awarded is as follows:

Department Heads & Above	6 days
Assistant Department Heads & Equivalent	5 days
Other FLSA Exempt	3 days

Exempt Employees Hired Mid-Year

For employees hired into an exempt position mid-year, the accrual of management time shall be pro-rated based on the number of pay periods remaining in the calendar year, and rounded up to the next full day of management leave.

Additional Authorized Management Time

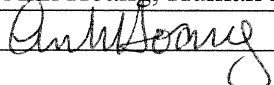
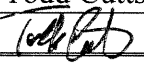
For exceptional, unusual and/or heavy workloads, the Department Head and City Manager may authorize additional management time off with pay as warranted. Management time cannot be carried over into the following year and cannot be cashed out. Upon separation of employment, any accrued management time is forfeited.

Procedure:

Management time is available for use with approval of the employee's supervisor. Employees will make a request to their Department Head, or designee, to use management time and complete the require absence request form.

City of SeaTac

Personnel Policies and Procedures

Policy Number:	PP-2.11
Policy Name:	Longevity Pay
Department(s):	Citywide
Effective Date:	January 1, 2013
Supersedes:	N/A – New Policy
Prepared by:	Anh Hoang, Human Resources Director
Signature:	
Approved by:	Todd Cutts, City Manager
Signature:	

2.11.01 **PURPOSE:**

In accordance with SeaTac Municipal Code (SMC) 2.65, the City Manager is authorized to promulgate and implement personnel rules and regulations, administrative policies, manuals or directives including, but not limited to, those necessary to implement the provisions of SMC Chapter 2.65. In recognition of employees' long-term dedication to the City, in an effort to attract, motivate and promote retention of skilled employees, and in accordance with the budget approved by the City Council, the City Manager hereby implements the following longevity pay policy.

2.11.02 **POLICY:**

It is the policy of the City to provide financial recognition for employees who have dedicated their service to the City for an extended period of time.

A. **Eligible Employees:**

Employees in the following classifications are eligible for longevity pay benefits after they have met the years of service requirements within this policy:

1. All budgeted regular full time employees.
2. All budgeted regular part-time employees.
3. All job share employees who normally work at least fifty percent (50%) of a regular full time position.

B. Ineligible Employees:

All Temporary/Seasonal employees (as defined in Employee Definition Policy #PP-1.01) are not eligible to receive longevity pay benefits.

C. Longevity Pay:

Eligible employees shall receive longevity pay upon completion of the following years of continuous service as a regular employee with the City of SeaTac:

1. After completion of ten (10) years of service: \$35.00 per month;
2. After completion of fifteen (15) years of service: \$45.00 per month; or
3. After completion of twenty (20) years of service: \$60.00 per month.

Employees shall receive longevity pay for the highest level of longevity with the City. There shall be no pyramiding of longevity pay.

2.11.03 PROCEDURES:

The Finance department will be responsible for the payroll implementation of the longevity pay amounts for eligible employees as provided for in this policy.

2.11.04 COLLECTIVE BARGAINING AGREEMENTS/CIVIL SERVICE LAWS:

Employees covered by collective bargaining agreements (CBA) or Civil Service laws and/or rules, will be subject to the specific terms of those agreements, laws and/or rules applicable for longevity benefits and are excluded from the provision of this policy. In the event the CBA or Civil Service laws and/or rules do not contain any provision related to longevity benefits, the affected employees covered by same will be governed by this policy.

RECLASSIFICATION/PAY ADJUSTMENT


Each position in the City is allocated (assigned) to a classification. A classification is a group of positions with similar duties and levels of responsibility. For example, Administrative Assistant II is a classification containing several different positions. Each classification is assigned to pay range.

Occasionally, an employee will assume higher level duties over a period of years, even though he/she remains in the same position. If the department director concurs, the employee may submit a request for a reclassification of his/her position. Reclassifications should be requested when the employee, supervisor and department director believe the responsibilities of the employee's position exceed those described in his/her current classification. The Human Resources Department reviews the request and determines if a reclassification is appropriate. If the employee's position is reclassified to a classification with a higher pay range, the employee's salary is increased to the first step on the new pay range that provides a minimum five percent (5%) increase, effective thirty (30) days after receipt by the Human Resources Department.

Occasionally, a group of positions will be appropriately described in its classification, but changes in relevant market data and other factors will suggest the need for a pay range review. For represented classifications, pay range reviews are conducted in conjunction with the collective bargaining process during contract negotiations. The Human Resources Department may review the pay range of a non-represented classification at the request of the department director and City Manager.

City of SeaTac

Policies and Procedures

Policy Number:	PP 2.02
Policy Name:	Job Audit Policy
Department(s):	Citywide
Effective Date:	March 1, 2017
Supersedes:	HR-2.06 Job Audit Procedures 05/01/2013 Reclassification/Pay Adjustment, Employee Handbook, page 12.1
Prepared by:	Vanessa Audett, Human Resources Manager
Approved by:	Joseph Scorcio, Acting City Manager
Signature:	

Purpose:

The City's Job Audit Policy has been developed to provide uniform and objective procedures for administering job audits pursuant to the PP 2.01 Classification and Compensation Policy. The purpose of this policy is to provide an overview and explanation of the job audit process.

Policy:

The City's Human Resources Department works collaboratively with the City's employees and managers to ensure all employees are equitably compensated within the context of City policy. The City's Classification and Compensation Policy, PP 2.01 dictates the Human Resources Department to conduct job audits in accordance with the procedures defined herein.

Procedure:

Job Audits

A job audit is a formal review process in which the Human Resources Manager meets, usually several times, with the employee and supervisor to discuss and explore the position's current responsibilities. During the initial interview, the job audit work plan and timeline will be established.

A job audit is required only when:

- Creating a new position and assigning the position to a classification.
- A position is being reclassified in a new classification series.
- The audit is part of a classification review process in which a specific set of positions is examined to ensure that the position descriptions are accurate and that the classification standards are applied consistently across the City.

- The employee in the position or the employee's supervisor specifically requests an audit due to a significant and permanent change in the nature and/or scope of the employee's position.

Participants

The Human Resources Manager, employee and the employee's supervisor are the primary players in the audit process. Interviewing the employee's supervisor is a fairly common and widely recommended practice; interviewing outside subject matter experts is usually not necessary, except in the case of highly technical or scientific occupations. Ultimately any changes resulting from a job audit must be authorized by the City Manager and/or the City Council.

Requesting a Job Audit

An employee or the employee's supervisor may request an audit at any time, provided significant and permanent changes have taken place within the position to merit such a review. Ideally, the audit process will begin with a series of discussions. First, the employee should sit down to discuss their concerns with their supervisor. Frequently problems associated with job assignments or job descriptions can be resolved informally at the department level, preempting the need for a formal audit. If such discussion does not resolve the employee's concerns, the employee's request for an audit shall be forwarded to Human Resources. Supervisory approval is required for any job description updates or any other modification.

Documents Required Prior to the Job Audit

The following documents must be submitted to the Human Resources Manager before a job audit will be initiated:

- Fully completed and approved Job Audit Request Form (Appendix A)
- Current job description
- Supervisor and/or department head approved proposed job description

Conducting the Job Audit

Initial Interview

Upon receipt of the required documents referenced above, the Human Resources Manager will schedule a meeting with the employee and the employee's supervisor to conduct a fact-finding interview and clarify, as needed, the information contained in the Job Audit Request Form. Employees and supervisors can expect to be asked questions relating to the essential job functions as outlined in the job descriptions. The employee may be requested to provide work samples to illustrate and clarify the work being performed. The job audit work plan and timeline will be established.

Evaluation

Evaluation is essentially a matter of comparison. The Human Resources Manager will review the essential job functions assigned to the position and how those duties are performed and compare that information against the various existing City classifications. By internal comparison, and considering existing departmental and City organizational structure, the Human Resources Manager can recommend the appropriate classification and position title.

Basic Principles of Evaluation

The results of the evaluation process used are sometimes poorly understood, not because the process is especially complex, but because certain basic classification principles are either unknown or misunderstood. It is important that employees and supervisors acknowledge and understand the following concepts as they relate to classification:

Classification of Duties

Each classification level in the City Salary Schedule represents a range of essential job functions. Positions grouped within the same classification may or may not appear to be similar in nature, however positions sharing a classification typically share the represented range of essential job functions with respect to range of duties and level of responsibilities. To some extent, the essential job functions of a position may expand without necessarily affecting the position classification.

Amount of Work

Quantity alone does not equal a change in classification. An employee may be doing *more* work than previously assigned, however unless the additional duties and responsibilities are more difficult and more complex than those performed previously, the classification of the position will likely not be affected. An employee performing “more of the same” at the same level of complexity, even when it is a lot more, may not result in a change in classification.

Performance

A position is classified, not the employee assigned to the position. Classification actions neither measure nor reward performance. An employee’s performance in a position has no direct relationship with the classification of that position. Classification measures *what* the employee is asked to perform rather than *how well* the employee performs it.

Admittedly, an exceptional employee (by virtue of performance) may take on more complex duties and responsibilities just as a poor performer may cause the position to deteriorate as duties normally assigned to the position are assigned elsewhere. Either of these scenarios may result in a change in classification, because the position changed, *not* by virtue of performance alone. Therefore a position reclassification should never be viewed as a promotion or a demotion. Performance may have changed the position, but it is the changed position that may change the classification.

Length of Service

An employee’s length of service has no bearing on a position reclassification.

Technology or Automation

The use of computers or computer programs may increase a position’s productivity, but increased productivity does not affect classification. If the nature of duties and responsibilities change due to new technology, the classification is as likely to decrease as it is to increase. Automation may simplify the work, thereby lowering the classification of duties and responsibilities. Alternatively, automation may allow an employee additional time to tackle more complex duties and responsibilities, in this case a higher classification may be contemplated.

Accretion of Duties

Any position may evolve over time. When new and more complex level duties and responsibilities are *permanently* added to a position, and the additional duties and responsibilities constitute a substantial portion of the employee’s overall workload, the classification of the position may be adjusted to reflect this change. The action in this instance may result in a classification change, based on accretion of duties over time.

Compensation Changes as a Result of Classification Changes

Position Reclassified to Existing City Classification

If the appropriate classification currently exists within the City's classification system, the recommendation will be to place the position in the existing classification and salary range.

Position Reclassified to a New City Classification

If the appropriate classification does not exist within the City's classification system or if the position is classified in a classification of its own, the Human Resources Manager will conduct a survey of the City's comparable market to determine the appropriate compensation level for the recommended position classification. The employee's supervisor will be asked to meet with the Human Resources Manager to assist in determining which comparable cities have good matches for the position and classification being surveyed. The City's Council's compensation directive is to pay at 50% of the comparable market. The City's list of comparable cities is approved by the City Council and reviewed and/or revised periodically.

Finalizing the Job Audit Recommendations

The Human Resources Manager will analyze all relevant information and prepare a written document providing a classification analysis, classification recommendation and compensation recommendation, including any comparable city salary survey results, for presentation to the City Manager.

Next, the Human Resources Manager will schedule a meeting with the employee and the employee's supervisor to present the classification analysis, classification recommendation and compensation recommendation, including any comparable city salary survey results.

Next, the employee and their supervisor have ten days to review the Human Resource Managers written recommendations and submit a statement of their agreement, disagreement and/or any additional information they wish to be considered to the Human Resources Manager.

Finally, the Human Resources Manager will present their recommendations, along with the employee's and/or supervisor's statement(s) and any other relevant information to the City Manager for consideration.

Job Audit Decision Process

After reviewing the Human Resources Manager's recommendations and statements/information submitted by the employee or supervisor, the City Manager will render a final decision.

City Manager's decisions impacting non-represented employees will be forwarded to the Council Study Session for ratification. If Council does not ratify the City Manager's decision, Council's rejection is final. If Council ratifies the City Manager's decision, the decision will be implemented as outlined below.

Decisions impacting AFSCME employees will be implemented per the bargaining agreement.

Decision Implementation

If a position is reclassified to a classification with a higher salary range, the employee's salary shall be increased to the step of the new classification's salary range that provides a minimum 5% increase.

For the purpose of future performance reviews, employees who have been reclassified will have their anniversary date changed to the effective date of the reclassification. Therefore, if a step increase is

applicable in the new salary range for the employee, the employee will be eligible for such step increase, conditioned on acceptable performance, twelve (12) months after the effective date of the reclassification.

Collective Bargaining Agreement:

Employees covered by a Collective Bargaining Agreement (“CBA”) will be subject to the specific terms of those agreements applicable to job audits, which supersede this policy. In the event the CBA does not contain any provision related to classification and compensation, then the affected employees covered by same will be governed by this policy.

City of SeaTac
Human Resources Department
JOB AUDIT REQUEST FORM

Audit Request By Employee or Department Head Name:

Current Job Classification:

Please attach a copy of the current job description or classification specification.

Please clearly specify the significant and permanent changes in the position that merit a job audit review.

1. Job Description Basic Functions.

☐ OK as written, no change is needed.

☐ Change the summary to reflect that:

The position is no longer responsible for:

The position is now responsible for:

2. Representative Duties (Essential Duties). In this section, review each essential function listed on the current job description. If the function has changed, describe how. If you no longer perform the function. If you now perform functions not listed, please add them, giving as much detail in your description as you can and using extra paper if needed. **Here's an example for an office position.**

Essential Function #		Add/Delete	Description (comment)
Example	#1	Delete	Prepare final copy of letters from drafts written by supervisor and other staff.
	#1	Add	Prepares monthly newsletter by gathering information, writing copy, editing, preparing for publication and overseeing distribution.
	#2	No Change	

Begin your comparison below:

Essential Function #	Add/Delete	Description (comment)

<p>3. What are the most essential duties of the job?</p>		
<p>4. Review the knowledge and skills section and describe any changes. Specify any new knowledge, skills, and abilities that are required now and which of the current ones no longer apply to the work of the position.</p>		
<p>5. What certifications or licenses are required for the position?</p>		
<p>6. Have there been changes to the experience and training requirements required to perform this job at entry? If yes, please describe. How is this experience and training typically acquired? Once appointed, how long does it take to become proficient in this job?</p>		
<p>DEPARTMENT HEADS COMMENTS: Department heads may assign this review to the supervisor or division manager, but must sign that this is an accurate description of the position.</p>		
<p>1. Does the Job Audit Request Form accurately reflect the information requested, including duties and responsibilities assigned to the position? If not, carefully note your corrections and discuss with the</p>		

incumbent.

2. Did the changes in the job result from:

☐ New work assigned to the department

☐ Moving work from another position in the department to this position.

Note other position(s) affected.

☐ Increasing complexity of tasks/assignments given to the position.

Who handled the more complex assignments prior to this time?

Please describe the reasons for the changes in the job.

DEPARTMENT HEAD SIGNATURE

DATE

EMPLOYEE SIGNATURE

DATE

FOR HUMAN RESOURCES USE:

Date the completed job audit request form received in HR: _____.

Incomplete form, returned to employee/department on_____.

Bargaining unit current position is assigned to:

☐ AFSCME

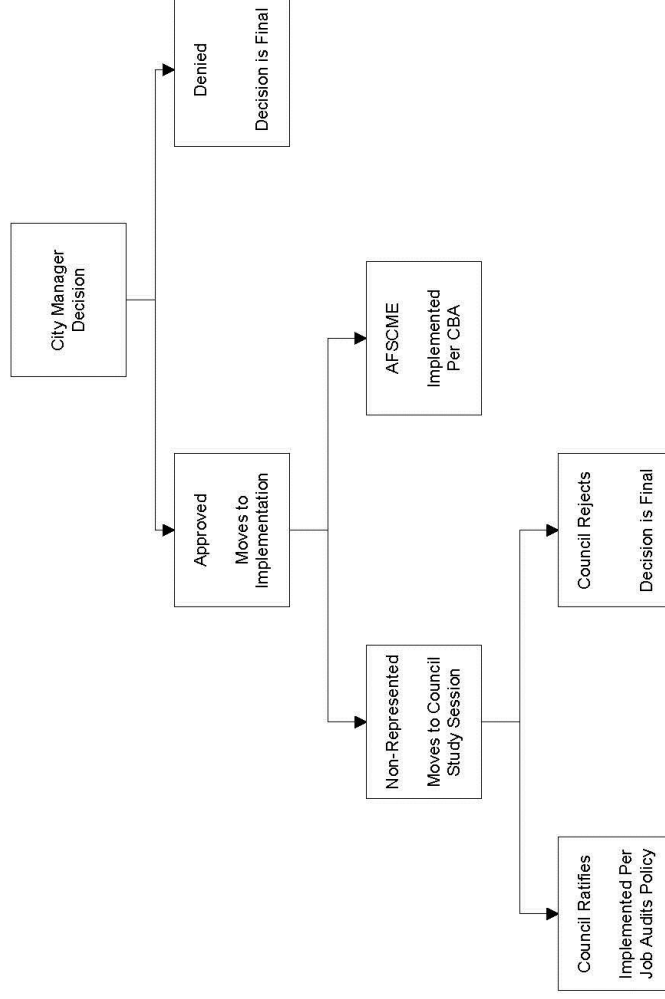
☐ Non-Represented

Appendix B

Job Audit Process



Decision & Implementation



EXPENSE REIMBURSEMENT

If you incur authorized expenses while on City business, you will be reimbursed subject to the travel policies, regulations and procedures set forth by the City Council. Such expenses include mileage for use of your personal vehicle, or meals, lodging and transportation, if traveling in connection with officially assigned duties or other approved public purpose. If you have the option to fly to your destination but choose to drive your personal vehicle instead, you will be reimbursed for mileage expenses up to the cost of an advance purchase airline ticket. Expenses for purchase of alcoholic beverages are not reimbursable.

You are encouraged to use a City vehicle and to carpool when you are traveling on City business. Your spouse may accompany you provided the City vehicle is used for City business only, and provided there is no additional cost to the City. Your supervisor must approve use of your personal vehicle for City business in advance. If you should use your personal vehicle for travel outside the City on City business, you will be reimbursed at the rate set by the City Council.

In order to be reimbursed, you must certify the claim for reimbursement on a City Travel Authorization and Expense Claim form with attached receipts. Your reimbursement claim must be approved by your department director and submitted to the Finance Department within 30 days after completion of the travel or activity. City Travel Authorization and Expense Claim forms are available in your department.

UNION ACTIVITIES

The City works closely with its unions to ensure its labor agreements are administered fairly and impartially. Union representatives may do mutually beneficial work related to the administration of the collective bargaining agreement on work time so long as services provided the residents of the City are not adversely affected. Union representatives must first give notice to and obtain approval from their department heads when they need time during the normal work day for mutually beneficial union business. Reasonable time off with pay will be granted when possible. Meetings with City Management, investigation of grievances, and representing employees during disciplinary and discharge procedures shall be conducted on work time.

The City works closely with its unions to ensure its labor agreements are administered fairly and impartially.

TIME OFF AND BENEFITS

TIME OFF AND BENEFITS

This section of the handbook contains information that will help you understand your time off and benefits options. The City offers an excellent benefit package including vacation and sick leave; medical, dental and other insurance; and retirement. The City's benefit package has been set up so that you have the flexibility to select the options that most closely meet your needs.

SICK LEAVE

The City provides paid sick leave to continue your normal pay during absences due to your illness or injury, or illness or injury of a family member that requires your presence. Full-time employees accrue sick leave at the rate of eight hours per month, beginning the first day of employment. Unused leave may be carried over to following years. Sick leave may not be used during the first 30 days of employment nor during the pay period in which it is earned. Sick leave does not accrue during unpaid leaves of absence or layoff. Sick leave may be taken in increments of one hour or more. Sick leave of more than three consecutive days normally requires a note from a health care provider indicating the reason for your absence. Paid sick leave may be used only for the following purposes:

- Personal illness or injury;
- Medical or dental care that could not reasonably be scheduled during off work time;
- Care of an immediate family member (spouse, child, grandchild, parents, grandparents, brother or sister) or any family member or other person dependent upon the employee, with a health condition that requires the employee's care;
- Pregnancy and/or childbirth;
- Medical quarantine; or
- Death of an immediate family member if more than three days are required.

If you exhaust your sick leave, you may request vacation, leave of absence or use of accrued compensatory time from your department director.

If you separate from City employment, you or your beneficiary will receive payment equal to 25% of your accrued and unused sick leave, provided that the total cash-out of sick leave does not exceed 64 hours. This cash-out does not apply to any employee who leaves employment during the new hire probationary period.



VACATION TIME

Vacation time is accrued from the day you start working for the City, and it may be used after successful completion of the new hire Probationary Period. Vacation time may not be used during the pay period in which it is earned. You may schedule vacation at any time provided it is approved by your department director or City Manager and does not interfere with the operations of the City. Vacation accrues according to the following schedule:

AFSCME represented and non-represented employees:

First Year	12 days
Second Year	13 days
Third Year	14 days
Fourth and Fifth Year	15 days
Sixth and Seventh Year	17 days
Eighth and Ninth Year	18 days
Tenth and Eleventh Year	19 days
Twelfth and Thirteenth Year	20 days
Fourteenth and Fifteenth Year	21 days
Sixteenth Year and thereafter	23 days

Maximum accrual that may be carried over into the following year is the amount of vacation that you could have earned in two years. Time in excess of this amount will expire, unless you were prevented from using requested vacation time due to the demands of the City.

Upon termination or retirement, you will be compensated for unused vacation up to the amount of vacation time earned over a period of two years, at your current rate of accrual.

LEAVE SHARING

See 1.10 Leave Sharing Policy.



City of SeaTac Leave Sharing Policy

Date Issued:	July 25, 2006
Issued by:	Steve Mahaffey, Human Resources Director
Approved by:	Craig Ward, City Manager
Policy Number:	1.10

Purpose:

The City recognizes the emotional and financial difficulties that an employee may experience as a result of a serious long term illness or injury in which an employee has exhausted all of his/her accrued leave. Therefore, a leave sharing program is established for the purpose of permitting City employees, at no additional cost to the City other than administrative costs of administering the program, to donate leave to a co-worker who has a serious health condition that has caused an extensive absence from work.

Policy:

The City shall provide a process to allow employees to share sick leave and vacation leave with a co-worker who is suffering from or has an immediate family member who is suffering from a serious health condition that has caused or likely will cause the employee to take leave without pay or to terminate employment.

Scope:

All regular full-time and part-time employees are covered by this policy except Fire Fighters who are currently covered by City Ordinance.

Eligibility to Request Leave Donation:

- An employee who is suffering from, or has an immediate family member who is suffering from a serious illness or injury. Examples of serious health conditions include life threatening or major illnesses or accidents that require extensive time off from work.
- The employee has exhausted, or will soon exhaust all sick leave, vacation, compensatory and all other leave time.
- The employee has complied with the City's sick leave policy and has no record of discipline for sick leave abuse in his/her personnel file.
- The employee is not eligible for long term disability insurance payments at the time he/she requests leave donation.
- The employee has diligently pursued and has been found to be ineligible for State Industrial insurance benefits.
- The employee must have a demonstrated need for at least 40 hours to be eligible for the leave donation program.
- Normal childbirth and adoption leave are not valid reasons to request leave donation.

Process to Request Leave Donation:

- An employee shall make a written request to the Human Resources Director for leave donation. The request shall contain the reason for the request, estimated return to work date and supporting documentation from the employee's physician or health care provider. If an employee is not capable of making a request on their own behalf, a family member or co-worker may make the application for the employee. The employee shall also note specifically the medical or personal information he/she authorizes the City to release to fellow employees in the leave request.
- Leave donations shall be turned in to the HR Department.
- The Human Resources Director shall review the application and determine if the request meets the requirements for shared leave. The Human Resources Director will notify the person requesting leave whether the request is approved or denied.
- If the request is approved, the Human Resources (HR) Department will send a request to City employees for leave donation on behalf of the requesting employee.

Donation of Shared Leave:

An employee requesting to donate leave time to a fellow employee shall fill out a leave donation request form and return it to the HR Department. An employee may donate vacation or sick leave as long as the following minimum balances are maintained:

- An employee must have a minimum of 80 hours of sick leave after a donation is given.
- An employee must have a minimum of 40 hours of vacation leave after a donation is given.
- All leave donations shall be strictly voluntary. No employee shall be pressured to donate leave.
- Leave time shall be transferred hour for hour with no consideration given to the relative value of leave donated to the leave used.
- All leave donations shall be kept confidential.
- While the amount of sick leave donated shall be deducted from the sick leave balance of the person donating the leave, it shall not be considered sick leave used during the year. Therefore, donated leave shall not affect the calculation for the amount of leave to be cashed out in the annual sick leave cash out program.

While on Shared Leave:


While utilizing shared leave an employee shall be considered on paid leave and receive the same salary, wages and employee benefits as he/she would normally receive if using their own accrued leave.

Maximum of Donated Leave:

The maximum amount of shared leave hours that an employee shall be eligible to receive is 1040 hours.

City of SeaTac

Policies and Procedures

Policy Number:	PP 3.03
Policy Name:	Holiday Leave
Department(s):	Citywide
Effective Date:	01/01/2020
Supersedes:	Employee Handbook, page 17 – Holidays, Revised 6/02
Prepared by:	Vanessa Audett, Human Resources & Risk Management Director
Approved by:	Carl Cole, City Manager
Signature:	

Purpose:

The purpose of this policy is to establish uniform guidelines for providing holiday leave pursuant to SeaTac Municipal Code (SMC) 2.65.050.

Policy

The City of SeaTac recognizes ten (10) scheduled holidays per calendar year. On scheduled holidays, eligible employees shall be granted up to eight (8) hours' time off with pay in observance of the scheduled holiday. Additionally, eligible employees shall receive up to two (2) eight (8) hour floating holidays annually.

Eligibility

All regular (and limited-term) full-time (RFT) employees are eligible to receive holiday pay. Regular (and limited-term) part-time (RPT) employees are eligible to receive holiday pay on a pro-rata basis commensurate with their budgeted FTE. Seasonal, variable hour and temporary employees are not eligible to receive holiday pay.

Scheduled Holidays

The City of SeaTac recognizes the following observed legal holidays as paid scheduled holidays:

- New Year's Day,
- Martin Luther King Day,
- President's Day,
- Memorial Day,
- Independence Day,

- Labor Day,
- Veteran's Day,
- Thanksgiving Day,
- Day after Thanksgiving, and
- Christmas Day.

If a scheduled holiday falls on a Saturday, the holiday shall be observed on the Friday before. If a scheduled holiday falls on a Sunday, the holiday shall be observed on the Monday after.

Therefore, there may be years in which the New Year Holiday is observed on December 31st of the prior year resulting in nine (9) observed scheduled holidays in the current year and eleven (11) observed scheduled holidays in the prior year.

Floating Holidays

RFT employees shall receive two (2) eight (8) hour floating holidays awarded annually on January 1. RPT employees shall receive pro-rata floating holiday hours commensurate with their budgeted FTE. Floating holidays must be used in the year they are awarded, and shall be non-cumulative and non-compensable upon separation of employment.

RFT employees hired before June 30 shall receive two (2) floating holidays. RFT employees hired on or after July 1 shall receive one (1) floating holiday. Hourly employees may request to use floating holiday hours in minimum fifteen (15) minute increments. Any available floating holiday hours may be used during a new employee's probationary period.

Pay While Working on an Observed Holiday

Hourly RFT employees who work on an observed holiday will be paid at one and one-half times their normal rate of pay in addition to eight (8) hours holiday pay for the holiday.

Seasonal, variable hour or temporary employees who work on an observed holiday will only receive overtime (one and one-half time) compensation if they work more than forty (40) hours during the work week.

FLSA exempt employees will not receive additional pay for working on a scheduled holiday. However, they may observe the holiday on another day within the same payroll period, if such observation is approved by the employee's Department Head, City Manager or designee.

Unpaid Holidays

Under RCW 1.16.050 employees are entitled to up to two (2) unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization. These unpaid leave requests shall be forwarded to the Department Head for approval and do not require City Manager approval.

Timely advance notice whenever possible is required. The City shall grant the request so long as there is not an undue hardship to the operations of the Department. Undue hardship in this case, is defined by Washington RCW 43.41.109.

Procedure:

Observed holidays are accrued in eligible employees' holiday leave bank in the same pay period in which it is used. Employees are not required to fill out an absence request form for observed scheduled holidays. On their timesheets, employees shall enter the number of holiday hours accrued to account for their holiday off, up to a maximum of eight (8) hours per scheduled holiday. Employees out of work on Leave Without Pay (LWOP) the day before a holiday are not eligible to receive holiday pay.

Use of an accrued floating holiday will require pre-approval from the employee's Department Head, or designee, and the floating holiday shall be reflected on the employee's timesheet.

Holiday pay for employees working a Flexible or Alternative Work Schedule (FAWS) shall be administered in accordance with Personnel Policy 1.06 Flexible and Alternative Work Schedules.

Collective Bargaining Agreements:

Employees covered by a Collective Bargaining Agreement ("CBA") will be subject to the specific terms of those agreements, applicable to Holiday Leave and are excluded from the provisions of this policy. In the event the CBA does not contain any provision related to holiday leave, then the affected employees covered by same will be governed by this policy.

HOLIDAYS

Regular full-time employees receive paid time off on the following holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after, and Christmas Day. If a holiday falls on Saturday, you will receive Friday off; if on Sunday, you will receive Monday off.

AFSCME employees who work on an observed holiday will be paid at one and one-half times their normal rate of pay in addition to pay for the holiday.

Shift Firefighters receive 5.5 shifts off per year with pay in lieu of the normal holidays. Scheduling of those holidays is governed by the labor agreement.

Upon completion of one year of employment, you receive a paid "floating holiday" annually. It may be used at any time approved by your department director, but must be used within a year of the date it is accrued.

BEREAVEMENT LEAVE

See 3.05 Bereavement Leave Policy.


JURY DUTY LEAVE

Serving on a jury is a fundamental responsibility of citizenship, and the City supports this important role in our society. However, to ensure that we can provide proper service to the public, if you receive a notice for jury duty service, please contact your department director as soon as possible so that appropriate scheduling needs can be met. If your absence would pose a significant hardship for the City, you may be asked to request a postponement of jury duty from the court. Employees who serve on jury duty are paid at their regular rate of pay less any money received for performing jury duty. Since you are being paid your full salary, you are required to sign over any pay received for jury duty to the Finance Department. Note: You are allowed to keep any mileage or parking reimbursements associated with your jury duty. You are expected to report to work on any day that you are released from service with four or more hours left in your regular shift.

Serving on a jury is a fundamental responsibility of citizenship, and the City supports this important role in our society.

City of SeaTac

Policies and Procedures

Policy Number:	PP 3.05
Policy Name:	Bereavement Leave
Department(s):	Citywide
Effective Date:	April 12, 2017
Supersedes:	March 1, 2011
Prepared by:	Vanessa Audett, Human Resources Manager
Approved by:	Joseph Scorcio, City Manager
Signature:	

Purpose:

The purpose of this policy is to establish uniform guidelines for providing bereavement pay pursuant to SeaTac Municipal Code (SMC) 2.65.080.

Policy:

It is the policy of the City of SeaTac to provide regular full and part time employees of the City with Bereavement Leave with pay for employees to arrange and/or attend funerals of immediate family members and other family members. Bereavement leave is not sick leave or vacation leave; however, sick leave, compensatory time, management leave and vacation leave may be used to extend paid leave beyond approved bereavement leave as eligible and as approved by the employee's supervisor.

A. Definitions:

For the purposes of this policy, the following definitions shall be applicable:

1. "Immediate Family" is defined as the employee's spouse or State registered domestic partner, parent, step-parent, sibling, child, stepchild, grandparent, grandchild, or the employee's spouse or domestic partner's parent or sibling.
2. "Other Family Member" is defined as any other person whose association with the employee was similar to immediate family, such as a significant other or close distant family member.

B. Eligibility:

All regular full time employees are eligible for paid bereavement leave. All regular part time employees are eligible for pro-rated paid bereavement leave. Grandfathered regular part time employees receiving premium pay are not eligible for bereavement leave.

Procedures:

Use of Leave: The following procedures are uniform guidelines for bereavement pay.

1. Immediate Family & Other Family Members – In the event of a death eligible for bereavement pay, the employee is to notify their supervisor immediately. The employee shall document bereavement leave on their timecard for supervisor approval and processing. If proper notification is not given, the employee will not receive bereavement leave. Up to twenty-four (24) hours of paid bereavement leave may be provided as approved by the employee's supervisor. Bereavement leave will not be provided when a death occurs during an employee's unpaid leave of absence. The City reserves the right to request substantiation of any death and/or confirmation of funeral attendance from any employee requesting or receiving paid bereavement leave.
2. Close Friends and Other Relatives – Employees may request the use of vacation, sick, compensatory time, or management leave to attend the funeral service of close friends, former co-workers, and other relatives who do not meet the definitions of immediate family or other family member.
3. Current Employee's Passing – When a current employee of the City passes away, and the funeral service for the deceased employee is scheduled during work hours, employees may request up to eight (8) hours of paid bereavement leave to attend the funeral. Paid bereavement leave may be taken for only the actual time required to attend the funeral service. Employees must receive their supervisor's approval prior to attending such funeral service(s) on City time to ensure the operations of the City shall not be interrupted.

Collective Bargaining Agreement:

Employees covered by a Collective Bargaining Agreement ("CBA") will be subject to the specific terms of those agreements applicable to bereavement leave, which supersede this policy. In the event the CBA does not contain any provision related to bereavement leave, then the affected employees covered by same will be governed by this policy.

FAMILY AND MEDICAL LEAVE

Eligibility for Leave

In conformance with the federal Family and Medical Leave Act, if you have been employed for at least 12 months and have worked for the City for at least 1,250 hours during the previous 12-month period, you may receive up to 12 workweeks of leave every 12-month period to care for:

- Your newborn child, newly adopted child, or foster care child;
- Your spouse, child, or parent with a serious health condition; or
- Your own serious health condition that leaves you unable to perform the functions of your job.

A serious health condition is one that affects one's health to the extent that inpatient care is required or absences are necessary on a recurring basis for more than a few days for treatment or recovery.

If you and your spouse are employed by the City, the City may restrict your leave to a combined total of up to 12 workweeks of leave in a 12-month period for the birth or adoption of a child or care of a parent with a serious condition. In addition, the City may, in certain situations, grant family leaves to only one of you at a time.

Parental leave taken to care for a newborn or newly adopted child must be completed within 12 months of the child's birth or placement for adoption.

Notice and Confirmation of Leave

If you have a need to take an extended absence from your job for any of the above reasons, you must inform your Department Director, in writing, of your specific reasons for the leave at least 30 days prior to the anticipated date of delivery or placement for adoption, or 30 days prior to pre-scheduled medical treatment of yourself or sick family member. If circumstances do not allow you to give the required notice, you must give notice as soon as possible.

Prior to approving your request for medical leave, the City may require you to provide confirmation from a health care provider of the need for and probable duration of the leave requested for a serious health care condition. Such notice must be provided within 15 days of the date it is requested by the City. If planned medical treatment is required, please make a reasonable effort to schedule treatment so as not to unduly disrupt City operations.

Continued on next page.

Duration of Leave and Methods of Taking Leave

If you apply for and are granted a family leave, you will normally be given up to 12 consecutive weeks off your regular job. However, in situations where the reason for the leave is to care for your sick family member or for your own serious health condition, you may be permitted to use up to the 12 total weeks of leave on an intermittent basis or on a reduced workweek schedule, if it is medically necessary to do so.

If you request to take family leave on a reduced or intermittent work schedule, you must provide additional medical certification by a qualified health care provider which states that such accommodation is medically necessary and for how long. If you request and are granted such a leave, you may be required to transfer temporarily to an available alternative position with equivalent pay and benefits that is better able to accommodate your recurring periods of leave or your reduced work schedule.

While on family leave, the City may require that you periodically report regarding your status and intention to return to work. The City may also require that you obtain subsequent re-certification of the need for continued leave.

Benefits While on Leave

You will be allowed to have your medical and dental coverage continued under the same conditions as before your leave commenced. However, the City's payment of the employer-paid portion of your premiums is conditioned upon your return to work. Except in certain circumstances, if you do not return from a family leave, the City may recover from you all insurance premiums it paid to continue your coverage while on leave.

If you take a family or medical leave, the City asks that you exhaust your accrued vacation, sick leave and compensatory time at the beginning of the leave.

Taking a family leave will not cause you to lose any employment benefits that accrued before the start of your leave (e.g., seniority). However, you will not accrue these benefits during your family leave.

Return from Leave

Upon returning from a family leave, you will normally be assigned the same position held when the leave commenced or to a position with equivalent pay, benefits, and other conditions of employment.

It is impossible to cover all the details concerning family leave in this Handbook. If you believe you want to take family leave, please discuss it with your department director or the Human Resources Manager.

ON-THE-JOB INJURY

The City has a special benefit to assist employees who are injured on the job. If you are injured on the job, you will be paid an amount by the City which, when combined with time loss payments, will equal 85% of your normal salary for up to 120 days per separate injury. Since this amount is not subject to taxation, this amount will differ little from your regular take home pay.

You must use sick leave for the first three days of absence after an on-the-job injury. If your absence continues for more than 14 days, you will receive credit for the three days of sick leave you used.

The City will charge your sick leave account until you become eligible for time loss payments as determined by the State Department of Labor and Industries, Industrial Insurance Division (L&I). You must turn your L&I time loss payments over to the City. Your sick leave will be credited back based on these time loss payments.

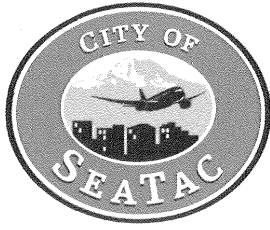
Employees who are injured on the job will be required to sign a waiver stating that deductions will be made to their pay in the event they do not turn over their L&I time loss checks to the City.

After 90 days you may be eligible for Long Term Disability benefits. For additional information about this program, consult the Human Resources Department or your labor agreement.


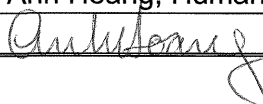
If you are injured on the job, you will be paid during any resulting period of disability up to 120 days per separate injury.

LEAVE WITHOUT PAY

See 3.09 Leave Without Pay Policy.



City of SeaTac Personnel Policy

Policy Number:	3.09
Policy:	Leave Without Pay
Effective Date:	January 1, 2010
Supersedes:	Employee Handbook, page 20, <u>Leave Without Pay</u> , Revised 1/99
Approved by:	Todd Cutts, Acting City Manager
Signature:	
Issued by:	Anh Hoang, Human Resources Director
Signature:	

3.9.1 Purpose:

The City recognizes that on occasion, an employee may need time off from work for personal reasons that are not covered by any other benefit or leave type. In these circumstances, the City may grant an employee leave without pay for a specified period of time. This policy is intended to provide guidelines to employees and managers when such leave is requested.

3.9.2 Policy:

It is the policy of the City of SeaTac to provide a specified period of leave time up to, but not to exceed, six months where circumstances warrant such leave. Leave without pay is a privilege the City may extend to employees at its discretion. It allows an employee to take time off from work for personal reasons, as well as to assist the City during times of financial difficulty.

3.9.3 Eligibility:

All regular full-time and regular part-time employees are eligible to request and, if approved, use leave without pay within the scope of this policy.

3.9.4 Use of Leave:

- A. Employees may request the use of leave without pay for any personal need of the employee. All accrued leave, i.e. vacation, holiday, sick leave (if the circumstances qualify the employee to use of sick leave), management leave, etc., must be exhausted before any leave without pay shall be granted. The only exception to the approval of leave without pay prior to the employee's exhaustion of all accrued leave shall be for

periods during which the use of leave without pay would be encouraged as a means to save fiscal resources during declared financial difficulties.

- B. A leave of absence without pay may not exceed six months in duration. However, the employee may be granted a leave of absence without pay or an extension to a leave of absence without pay beyond the six-month month limit without a guarantee of return to the employee's job at the time of departure. This limitation period may apply per incident of leave or per twelve-month period as determined at the City Manager's discretion.
- C. Under no circumstance will leave be authorized for the employee to "hold" their City job while on a probationary status with a newly-acquired position.

3.9.5 **Benefits While on Leave Without Pay:**

- A. In general, benefits shall not accrue while the employee is on a leave without pay when such leave is taken under any circumstance other than during declared City financial difficulties.
 - 1. Specifically, for regular full time employees:
 - a. For each partial calendar month the employee is on leave without pay:
 - 1) Health care insurance will continue for the entire calendar month. The employee shall be responsible to continue paying the employee's portion of health insurance premiums.
 - 2) Leave benefits (vacation, sick, and holiday) will be accrued based on the proration of the employee's hours of compensation for that month.
 - b. For each full calendar month the employee is on leave without pay:
 - 1) Health care insurance coverage will cease. The employee may continue medical, dental and vision coverage for the employee and eligible dependents on a self-paying basis by pre-paying premiums through COBRA. Life and long term disability insurance coverage will cease.
 - 2) Leave benefits (vacation, sick, and holiday) will not be accrued.
 - 2. Specifically, for regular part-time employees:
 - a. For each partial calendar month the employee is on leave without pay, health care insurance will continue for the entire calendar month. However, the employee shall be responsible for paying the employee's prorated portion of health insurance premiums based on actual hours compensated for the previous month.
 - b. For each full calendar month the employee is on leave without pay, health care insurance coverage will cease. The employee may continue medical, dental and vision coverage for the employee and eligible dependents on a self-paying basis by pre-paying premiums through COBRA.
 - c. Regular part-time employees generally do not accrue leave benefits (vacation, sick, and holiday). They will continue to not accrue leave benefits.

- B. Approved leave without pay taken during declared City financial difficulties shall not affect the employee's accrual of leave benefits. The City will continue to cover the employee's health care insurance at the benefit level prior to the employee's leave without pay. However, the employee agrees to fill out the appropriate forms required for the City to administer such continuation of coverage. Full time employees' life and long term disability insurance will be administered according to the terms of those policies.

3.9.6 Procedures to Request Leave Without Pay:

- A. All leave taken by regular part-time employees are considered leave without pay. Therefore, the following procedures to request leave without pay would only apply to regular part-time employees for leave of absence requests for 30 calendar days or more. Requests to use leave for less than 30 calendar days shall follow procedures for the applicable sick or vacation leave. The following procedures are also applicable for all regular full time employees for any request for leave without pay, regardless of duration.
 - 1. A request for leave without pay must be submitted to the employee's immediate supervisor and Department Director in writing and must specify the reason for the leave and the length (dates) of leave requested.
 - 2. The Department Director shall review and approve or deny the request in writing. If the request is denied, the Department Director shall notify the employee of his/her decision. If the request is approved by the Director, the Department Director shall forward the written request to the Human Resources Director, or designee, for review.
 - 3. The Human Resources Director, or designee, shall forward the request to the City Manager for final approval.
 - 4. Leaves without pay are granted at the discretion of the City Manager. In general, the circumstances will determine the length of leave. The City Manager's approval or denial of the leave request shall be final.
- B. If approved, and the leave without pay is for a full calendar month or longer, the employee will arrange a meeting with the Human Resources Department prior to the commencement of their leave. During the meeting with Human Resources, the employee will make arrangement for continuation of insurance coverage, including method(s) for payment of such premiums.

3.9.7 Return to Work:

- A. Employees on leave without pay may return to work early if they notify and obtain approval from their supervisor in advance of such return.
- B. Once the leave without pay has been approved by the City Manager, and the leave has commenced, if a Department Director needs the employee to return to work prior to the end of the approved period, the Director may request the employee to return early. Early return to work at the Director's request will only apply with mutual agreement between the employee and the Director. No disciplinary action will be taken against an

employee who declines a request to return to work early from an approved leave of absence.

- C. Employees returning from a leave of absence without pay, during which their insurance benefits have ceased or switched over to COBRA coverage, will be responsible to complete the necessary paperwork to re-enroll into benefit programs for which they are eligible. Upon re-enrollment on the City's health care insurance programs, the employee's effective date of enrollment shall be determined by the health care program's underwriting eligibility rules.
- D. An employee who fails to return to work on or before the end of the agreed upon date may be terminated from employment with the City of SeaTac.
- E. Upon returning from an approved leave of absence without pay for a period of six months or less, the employee is entitled to return to the same position providing the employee returns from leave on or before the date approved by the City.
- F. An employee returning from an extended leave of absence without pay of more than six months may, at the City's discretion, be returned to the employee's job at the time of departure or to a different position for which the employee qualifies if such position is vacant and eligible to be filled.

3.9.8 Collective Bargaining Agreement or Civil Service Laws/Rules:

Employees covered by a Collective Bargaining Agreement ("CSA"), Civil Service laws and rules, or the Law Enforcement Officers and Firefighter's plan 1 ("LEOFF 1") disability provisions, will be subject to the specific terms of those agreements, laws, rules or regulations applicable to leave use and are excluded from the provisions of this policy. In the event the CSA, Civil Service laws/rules, or LEOFF 1 regulations do not contain any provision related to leave without pay policy or procedure, then the affected employees covered by same will be governed by this policy.

MILITARY LEAVE

Employees who are ordered to attend annual military reserve training or other short-term active military duty may take up to 15 days per calendar year as paid leave. Employees are entitled to return to their jobs as provided by law. All benefits continue to accrue during military leave of less than 30 days.

An employee who enters the state or federal armed services for an extended tour of duty is eligible for an extended military leave of absence, which may continue up to five years, unless otherwise provided under federal law. Employees will receive all accrued but unused vacation benefits as soon as their extended military leave begins. All insurance benefits will end on the last day of the month in which the extended military leave begins but the employee may extend medical coverage in accordance with applicable state and federal laws.

Employees who leave work to serve in the military are entitled to reemployment and benefit resumption consistent with relevant state and federal laws.

INSURANCE BENEFITS

See PP-5.01 Health Care Insurance Policy.

Section 125 Flexible Benefits Plan


Section 125 of the IRS Code allows for the use of pre-tax dollars to pay for certain qualifying expenses, including medical insurance premiums, many non-covered medical expenses, and dependent care.

Section 457 Deferred Compensation Plan

This optional program allows you to build for retirement by deferring a tax-free portion of your salary through payroll deduction. You may choose one of two plans offered by the City. Each plan has several investment options. Law sets the maximum amounts that you can defer each year. For employees not eligible for overtime payments, the City will match the employee's contribution up to 2% of the employee's gross annual wage. Additional information is available from the Human Resources Department.

City of SeaTac

Policies and Procedures

Policy Number:	PP 5.01
Policy Name:	Health Care Benefits
Department(s):	Citywide
Effective Date:	January 1, 2017
Supersedes:	PP 5.01 Effective January 1, 2013
Prepared by:	Vanessa Audett, Human Resources Manager
Approved by:	Joseph Scorcio, Acting City Manager
Signature:	

Purpose:

The purpose of this policy is to establish uniform guidelines for providing health care benefits pursuant to SeaTac Municipal Code (SMC) 2.65.050.

Policy:

All employees of the City shall receive benefits required to be provided by the City as provided under State or Federal law. Bargaining unit employees of the City shall receive benefits as set forth in their respective collective bargaining agreements. Non-represented employees of the City shall receive benefits as set forth in the City's personnel policies or manuals or as set by resolution, administrative directive, or as authorized by the City Council in the City's adopted budget.

A. Eligible Employees and Dependents:

The following employment categories, as defined by PP 1.01 Employment Categories, are eligible to enroll in the City's health care benefits:

- a. Regular Full-Time Employees
- b. Regular Part-Time Employees
- c. Limited Term Employees
- d. Retired LEOFF1 Employees
- e. Eligible Dependents include:
 - a. Employee's Legal Spouse
 - b. Employee's Registered Domestic Partner
 - c. Dependent Child Under Age Twenty Six (26)
 - d. Incapacitated Dependent Child Age Twenty-Six (26) or Older

B. Ineligible Employees

The following employment categories, as defined by PP 1.01 Employment Categories, are ineligible to enroll in the City's health care benefits:

- a. Temporary Employees
- b. Seasonal Employees
- c. Casual Workers
- d. Interns

C. Medical Insurance & Premiums

Eligible employees may elect one of the following health care insurance plans offered by the City through the Employer's Healthcare Coalition of Washington:

- a. Premiera Blue Cross Preferred Provider Organization (PPO)
- b. Premiera Blue Cross High Deductible Health Plan (HDHP)

The City shall maintain a premium share in which the City contributes 90% of health care premiums and the employee contributes 10% of health care premiums. Part-time employees shall contribute a pro-rated premium contribution based on the number of hours worked in the preceding month.

D. Health Savings Account (HSA)

Employees enrolled in the HDHP are eligible to enroll into the associated HSA per the Internal Revenue Service (IRS) codes. The City may provide 2:1 matching contribution to the employee's HSA contribution, with the total contribution not to exceed the IRS allowed maximums.

E. Dental and Vision Insurance

The City provides dental and vision insurance and pays 100% of premiums for all regular and limited term full-time and regular and limited term part-time employees and their dependents.

F. Effective Date of Coverage

Health care coverage for eligible new hires and their dependents will commence the first day of the month following the date of hire, provided the employee's enrollment forms are submitted to the Human Resources Department within thirty (30) days of the employee's eligibility date.

The effective date for changes made during open enrollment will be January 1st of the enrollment period. The effective date of eligible changes outside of the open enrollment period will be as specified by the Plan documents.

G. Continuation of Coverage

a. Coverage While on Paid Leave

Employees on approved paid leave will continue to receive payment of premiums by the City and will continue to be responsible for their portion of the monthly premium for themselves and their enrolled dependents.

b. Coverage While on FMLA or FLA Leave

Employees on approved FMLA or FLA leave will continue to receive payment of premiums by the City and will continue to be responsible for their portion of the monthly premium for themselves and their enrolled dependents.

c. Coverage While on Leave Without Pay

Employees on approved leave without pay for a full calendar month or more, which is not FMLA or FLA covered, may continue healthcare coverage through COBRA (Consolidated Omnibus Reconciliation Act) by self-paying the full cost of the group insurance plan.

d. LEOFF1 Retirees

All LEOFF1 retirees will be maintained on the City's LEOFF1 group insurance for life.

e. Service Retirement and Separation of Employment; COBRA Continuation

Employees who retire or separate from the City have the option of continuing their health care insurance through COBRA. Information is available through the Human Resources Department.

H. Cancellation of Coverage

An employee's insurance will automatically be cancelled on the last day of the month in which the employee separates from employment.

Procedure:

All insurance enrollments and/or changes must be processed through the Human Resources Department. Employees may enroll for health insurance coverage at the time of their hire and may only make changes to their health insurance during designated open enrollment periods or for qualifying life events.

Detailed information on health care plans are available through the Human Resources Department. Questions concerning coverage should be directed to the Human Resources Department.

Policy Disclaimer:

This policy has been written to generally inform employees of the city's health insurance benefits. It is not intended to replace or supersede the specific provisions of our written contracts or policies with carriers and vendors. All interpretations of coverage must be from the carrier or vendor contract provisions and not this policy.

Collective Bargaining Agreement

Employees covered by a Collective Bargaining Agreement ("CBA") will be subject to the specific terms of those agreements applicable to benefit eligibility, which supersede this policy. In the event the CBA does not contain any provision related to employment categories and benefit eligibility, then the affected employees covered by same will be governed by this policy.

RETIREMENT BENEFITS AND DEFERRED COMPENSATION

The City of SeaTac has three separate programs to help you save for your retirement. Consult Human Resources or your Plan documents for details.

Retirement Plans

As a regular City employee, you participate in PERS or LEOFF, whichever is applicable by law. State law governs eligibility and procedures for retirement. Details are provided during orientation. Additional information is available from the Human Resources Department.

Section 401(a) Social Security Replacement Program

When the City incorporated, it had the option to enroll in Social Security or in an approved social security replacement program. The City chose a social security replacement program administered by the International City Management Association Retirement Corporation (ICMA). This program operates much like a mutual fund. Because this is a replacement for social security, law mandates it. The City must contribute a percentage of your wages and you must contribute a percentage of your paycheck into your account. You choose how your funds are to be invested from investment options ranging from conservative, low-risk to aggressive, high-risk.

Enrollment in the Section 401(a) program does not affect your ability to receive Social Security benefits. If you accumulate or have accumulated 40 quarters of coverage, you will be eligible for Social Security retirement benefits.

Section 457 Deferred Compensation Plan

This optional program allows you to build for retirement by deferring a tax-free portion of your salary through payroll deduction. You may choose one of two plans offered by the City. Each plan has several investment options. Law sets the maximum amounts that you can defer each year. For employees not eligible for overtime payments, the City will match the employee's contribution up to 2% of the employee's gross annual wage. Additional information is available from the Human Resources Department.

CONTINUING EDUCATION

The City provides educational assistance to regular, full-time employees to attend higher education courses that will improve their current and future job-related skills. Employees must first apply for tuition reimbursement and have the prior approval of their supervisor and department director. A Tuition Reimbursement Committee will approve or deny the request based upon predetermined selection criteria and availability of funds. If an employee voluntarily leaves City employment, he/she will be required to repay the City for the cost of any tuition reimbursed during the six (6) months prior to resignation.

PART-TIME EMPLOYEES BENEFITS

Those employees who work 20 hours or more on average per week in the preceding month may choose pro-rated medical, dental and vision coverage based on the number of hours worked in the preceding month. Regular part-time employees receive a 10% salary supplement in addition to their base pay in lieu of vacation and sick leave benefits. Regular, part-time employees are eligible for unpaid leave as outlined in the Leave Without Pay section.

OTHER BENEFITS

The services of a Credit Union are available to all regular employees. The City sponsors a variety of other programs and activities, including an Employee Assistance Program and a Wellness Program. There are employee social activities at different times throughout the year, including an annual awards program. Participation in all such activities is voluntary.

EMPLOYEE RECOGNITION PROGRAM

Policy currently under revision.

EMPLOYEE RESPONSIBILITIES

EMPLOYEE RESPONSIBILITIES

This section of the handbook contains information that will help you understand what your responsibilities are as a City employee and what the City expects of you. If you have any questions about what is appropriate in terms of your appearance, conduct, actions, use of City property, or related issues, please contact your supervisor or the Human Resources Department.

PERSONAL APPEARANCE

It is important for City employees to project a professional, business-like image, especially when dealing with the public. How you look is the image the public has of the City of SeaTac. Your dress, grooming and personal hygiene must be appropriate to the work situation.

Traditional business clothing is always appropriate office attire, especially at professional gatherings and Council meetings. Casual business attire is acceptable provided it projects a professional, business-like image. The following information is intended to serve as a guide to help define minimally acceptable casual business attire for the office.

Slacks - Casual cotton slacks are acceptable provided they are clean, pressed or wrinkle-free. Jeans are acceptable on Fridays.

Shirts - Casual shirts with collars, polo shirts, sweaters and turtlenecks are acceptable.

Dresses and skirts - Casual dresses and skirts and mid-length split skirts are acceptable.

Footwear - Loafers, boots, flats and casual leather shoes are acceptable.

Aim for a classic and understated look when selecting your casual businesswear for the day. Pick clothing that is comfortable yet communicates a professional attitude. Take your day's schedule into account when you are dressing.

It is never appropriate for City employees to wear stained, wrinkled, frayed or revealing clothing to work. When in doubt, leave it home or ask your supervisor ahead of time if you have any questions.

Employees who work in the field or in recreation should be groomed and dressed appropriately for the working conditions. Shirts and jackets should identify you as a City of SeaTac employee. Pants or shorts should be clean and not excessively worn or faded. Appropriate safety equipment must be worn.


Uniformed employees are subject to the dress requirements stipulated in your department's operating procedures and labor agreement.

Supervisors will be expected to provide feedback to employees who need additional guidance. Any employee whose dress, grooming or personal hygiene is inappropriate will be required to take corrective action and may not be compensated for any work time missed because of failure to be appropriately groomed or attired.

How you look is the image the public has of the City of SeaTac.

City of SeaTac

Policies and Procedures

Policy Number:	PP 1.18
Policy Name:	Personal Appearance
Department(s):	Citywide
Effective Date:	06/17/19
Supersedes:	06/14/17
Prepared by:	Vanessa Audett, Human Resources & Risk Management Director
Approved by:	Carl Cole, City Manager
Signature:	

Purpose:

The purpose of this policy is to establish standards for employee appearance and acceptable workplace attire.

Policy:

Employees are expected to dress for work in a manner that does not detract from their ability to perform assigned duties safely and efficiently, while at the same time conveying an image of service and professionalism to City residents, customers and coworkers. All employees should be neat and clean in grooming, hygiene and attire. Recognizing that dress standards vary depending on the type and location of work performed, Department Heads are ultimately responsible for setting the personal appearance standard within their department, in accordance with the standards set forth below:

A. Standards:

- Work clothes and grooming must meet required safety rules and regulations.
- Work clothes, footwear, and grooming shall always project a professional image as determined by Department Heads on a case-by-case basis. Work clothing and grooming must be clean and well maintained.
- Work clothing and grooming must be appropriate for the working conditions of the job.
- Leggings are acceptable, providing they are paired with a top that reaches the fingertips when arms are relaxed at the employee's sides.

B. Examples of Unacceptable Appearance:

Unless specifically allowed elsewhere in this policy, the following are not acceptable for the work environment:

- Lack of attention to personal hygiene; unclean, poorly groomed and general inattention to personal appearance
- Tattered, frayed, stained, unlaundered or excessively wrinkled clothing
- Revealing clothing (sheer, low cut, exposed midriff, etc.)
- Excessively tight-fitting or baggy clothing
- Tattoos and/or body art that is sexually explicit, racist, immoral, express radical social statements, or discriminate against any protected class by virtue of including words, symbols, or pictures in the tattoo or body art must be covered. Visible body piercings will be evaluated on a case-by-case basis by the Department Head.

C. Reasonable Accommodation of Religious Beliefs

The City of SeaTac recognizes the importance of individually held religious beliefs to persons within the workplace. The City will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the Human Resources Department.

Procedures:

Employees are responsible for ensuring their personal appearance and hygiene meet the standards set forth in this policy. Employees with questions regarding personal appearance should ask their supervisor or Department Head ahead of time. Department Heads are responsible for the oversight and enforcement of this Policy within their respective departments. Any employee whose dress, grooming or personal hygiene is inappropriate for the workplace will be required to take corrective action and may not be compensated for any work time missed because of failure to be appropriately groomed or attired. Supervisors and Department Heads should consult the Human Resources Director or City Manager prior to sending any employee home.

Collective Bargaining Agreement:

Employees covered by a Collective Bargaining Agreement ("CBA") will be subject to the specific terms of those agreements applicable to personal appearance, which supersede this policy. In the event the CBA does not contain any provision related to personal appearance, then the affected employees covered by same will be governed by this policy.

COMPUTER USAGE

While the City encourages the use of computer technology, the following ensures that everyone can get the maximum benefit from the City's investment in technology. If you have questions about the computer and/or computer usage, contact your Department Director, Systems Administration, or the Human Resources Department.

Authorized Access

All users must be authorized to open a central computer system user account through the Finance and Systems Department. This user account includes access to the electronic messaging system and the Internet. Use of an unauthorized user account is prohibited. All users are encouraged to protect their passwords and to log out when away from their workstations.

Software

In order to protect SeaTac's computer system from viruses and ensure that the software used is compatible with City computers, only software purchased or approved by the City may be installed on City computers. Before installing any software not purchased by the City, you must check with the Finance and Systems Director. Games and other non-business related software may not be installed on City computers. Software purchased by the City is for legitimate City business use only. It may not be copied or taken home without prior approval.

Copyright Compliance

Software is protected from unauthorized duplication by law. SeaTac respects the legal rights of software developers and expects employees to do the same. No employee may duplicate software, or otherwise use software other than in accordance with the terms of its license. Software that has been duplicated without authorization may not be installed on City computers. Copyrighted material should not be sent via City e-mail or on the Internet.

Electronic Media

Electronic mail, as well as voice mail, may be used only for City business during working hours. All electronic media communications should be professional and business-like in tone. You should not use electronic media for gambling, games, derogatory or discriminatory remarks or humor, or commercial messages. Sending and receiving personal e-mail messages should be limited to before and after work or during lunch or breaks. Remember that City management has access to all e-mail, and you should not consider e-mail or voice mail communications private. In addition, e-mail messages on the system, and hard copies, are subject to public records disclosure requests or discovery in court proceedings. Confidential or sensitive communications via e-mail are not advised. As a matter of courtesy to other system users, please try to keep e-mail messages brief, limit general broadcasts, and delete unneeded messages.

Internet Access

The Internet is an important source of information. Access is limited to legitimate City business purposes only. Internet access for your personal use, even during lunch or breaks or before or after work, is inappropriate. The City randomly monitors Internet usage. Please keep this in mind when you access the Internet. Misuse of the Internet may result in disciplinary action. With regard to Internet e-mail, the same rules apply as to inter-office e-mail.

USE OF CITY PROPERTY

City vehicles, supplies and equipment must be used for the authorized conduct of official business and for such services as are available to the public generally. By state law, they are not for personal use. City stationery, supplies and postage may not be used for personal mail. You should have all personal mail, including packages, delivered to you at your home address. The City cash drawer shall not be used for cashing personal checks.

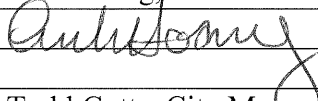
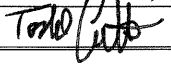
If you are entrusted with a City vehicle, equipment, materials or property to use in your job, you are responsible for its proper use and maintenance. If you need to borrow or take home City property for City business, you must have authorization from your supervisor.

All communications technology owned by the City is the property of the City. Please limit incoming and outgoing personal phone calls to necessary calls and keep them to a minimum. When personal, long distance use is unavoidable, you should call collect or charge the call to a home telephone or personal credit card, if possible, or log the user charges and reimburse the City for them. Use of the City's telephone lines for personal commercial business purposes is prohibited.

The City may provide a locker, cabinet, or desk for your personal belongings. Only City-provided locks may be used on these facilities. The City reserves the right to inspect City-owned property with or without notice, for legitimate business reasons. The City is not responsible for employee valuables, vehicles, or personal possessions brought onto City property.

City of SeaTac

Policies and Procedures

Policy Number:	PP-4.04
Policy Name:	Standards of Conduct and Discipline
Department(s):	Citywide
Effective Date:	May 21, 2012
Supersedes:	Employee Handbook, page 28-29, Revised 1/99
Prepared by:	Anh Hoang, Human Resources Director
Signature:	
Approved by:	Todd Gutts, City Manager
Signature:	

Purpose:

The City believes that certain guidelines regarding employee behavior are necessary for efficient business operations and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the City, or is offensive to citizens or coworkers will not be tolerated.

Policy:

A. Appropriate Conduct:

Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of the City.

Appropriate employee conduct includes:

- Treating all citizens, visitors, and coworkers in a courteous manner;
- Refraining from behavior or conduct that is offensive or unprofessional, or which is contrary to the City's best interests;
- Reporting to management suspicious, unethical, or illegal conduct by coworkers, citizens, or suppliers;
- Cooperating with City authorities;
- Complying with all City safety and security regulations;
- Wearing clothing appropriate for the work being performed;
- Performing assigned tasks efficiently and in accord with established quality standards;
- Reporting to work punctually as scheduled and being at the proper work station, ready to work, at the assigned starting time;
- Giving proper advance notice whenever unable to work or report on time;

- Smoking only at times and in places not prohibited by City rules or local ordinances;
- Eating meals only in designated eating areas or areas out of public view; and
- Maintaining cleanliness and order in the workplace and work areas.

B. Inappropriate Conduct:

City management believes in progressive discipline in most cases. The decision to use progressive discipline in a given case is an attempt to improve one's performance or behavior. The City will review each situation independently and make a decision on what it deems to be appropriate discipline in all cases, up to and including discharge. Progressive discipline may include coaching, counseling, written reprimand, disciplinary probation, suspension or discharge. For represented employees, procedures are set forth in their applicable labor agreements. For at-will employees, the use of progressive discipline is at the full discretion of the City, and such shall not alter the nature of the at-will employment relationship between the City and the employee.

Some examples of conduct that may lead to corrective action include:

- Falsifying or altering any City record or report, such as applications for employment, medical reports, time records, expense accounts, absence requests, or other records;
- Stealing, destroying, defacing, or misusing City property or another employee's or citizen's property;
- Neglect of duty, inattention to duty, or dereliction of duty;
- Unauthorized absence (including patterns of continual tardiness);
- Insubordination, including refusing to follow management's instructions concerning a job-related matter;
- Possession, consumption, or being under the influence of alcohol or a controlled substance while on duty or on City premises;
- Discrimination or harassment;
- Smoking or the use of smokeless tobacco in a City vehicle, facility or when representing the City in public;
- Conviction of a crime;
- Disorderly conduct, immoral conduct, or discourteous treatment of the public, co-workers or suppliers while on duty;
- Failure to wear assigned safety equipment or failure to abide by safety rules and policies;
- Physical unfitness for the position held;
- Bringing a dangerous weapon onto City property (unless it is secured in a private vehicle parked in a City lot);
- Playing pranks, practical jokes, or engaging in horseplay;
- Wearing improper attire or having an inappropriate personal appearance; and
- Personal fiscal irresponsibility that adversely impacts the City.

These examples are not all-inclusive. Conduct unbecoming a City employee, and other behavior, may also be grounds for discipline or discharge.

Procedure:

Procedures are not applicable.

EMPLOYEE SUGGESTIONS & COMPLAINTS

The City recognizes the need for employees to hear and be heard on issues that affect them. It believes that SeaTac citizens are best served by effective, two-way communications between employees and management. Toward this end, the City encourages an atmosphere conducive to the exchange of information and ideas.

Employee Suggestions

The City benefits when employees have an opportunity to share suggestions for improving operations. If you have an idea for improving the way that things are accomplished at the City, please share it. It is always appropriate to share such ideas informally with your co-workers and/or supervisor. We also encourage you to write your suggestion down on the appropriate form and submit it to the Human Resources Director.

Employee Complaints

It is the intent of the City to do what is fair and reasonable at all times. Employees are welcome to express any concerns that they may have to their supervisors, department directors, the Human Resources Director or the City Manager. All employees, including supervisors, are urged to address work-related complaints. A “complaint” is any question or dispute regarding the interpretation or application of the City’s policies and procedures, or other work-related situations. It is always appropriate to share your complaints with your supervisor and/or department head. The Human Resources Department is available to listen to your complaints, as well. You will not be retaliated against for raising concerns or complaints.

When your work-related complaints go unresolved, you may take the following steps. Steps must be taken in succession. Represented employees may use this procedure, but must use the grievance procedure in their labor agreements when grieving matters addressed by that agreement.

Step One: Your Supervisor

Each employee is encouraged to take up his/her complaint with his/her immediate supervisor. Try to raise any complaints within ten (10) working days of the occurrence or date that you become aware of it. If the complaint is resolved at this step, your supervisor will provide you with a memo regarding the resolution. If your complaint is one that you are reluctant to discuss with your supervisor, contact the Human Resources Department or go directly to Step Two. If your supervisor does not respond or his/her response seems unreasonable or not satisfactory, you may go on to Step Two.

Step Two: Department Director

If your complaint is not resolved at Step One, you should present your complaint in writing to your Department Director as soon as possible, and no later than five (5) working days later. The Department Director (or designee) will investigate, meet with those involved, or take other appropriate action, and respond in writing no more than ten working days after receiving the complaint. If the concern is resolved at this step, your supervisor will provide you with a memo regarding the resolution.

Step Three: City Manager

If the complaint cannot be resolved at Step Two, you or the Department Director may refer it to the City Manager. After your matter has been studied, and the City Manager takes whatever steps s/he deems appropriate, s/he will then issue a written response to you, generally within twenty (20) working days of receipt of your complaint at Step Two. The decision of the City Manager will be final and binding.

REPORTING IMPROPER GOVERNMENT ACTION

See PP-1.22 Employee Code of Ethics

CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT


See PP-1.22 Employee Code of Ethics

POLITICAL ACTIVITY

See PP-1.22 Employee Code of Ethics

City of SeaTac

Policies and Procedures

Policy Number:	PP 1.22
Policy Name:	City Employee Code of Ethics
Department(s):	Citywide
Effective Date:	01/01/2017
Supersedes:	Employee Handbook: page 9, Employment of Relatives; page 30, Reporting Improper Government Action; page 31, Conflict of Interest and Outside Employment; page 32, Political Activity
Prepared by:	Vanessa Audett, Human Resources Manager
Approved by:	Joseph Scorcio, Acting City Manager
Signature:	

Purpose:

The purpose of this policy is to establish and affirm the City of SeaTac's commitment to the highest standards of legal and ethical conduct in its public service, to provide employees guidance on core ethics and standards, and to encourage employees to seek further clarification and guidance should questions of ethical conduct arise.

Policy:

SMC 2.91A

The City of SeaTac upholds, promotes, and requires the highest standards of ethics from its employees for personal integrity, truthfulness, honesty, responsibility and fairness in carrying out their public duties. Employees must avoid any improprieties in their roles as public servants and must never use their City position or authority for personal gain or in breach of the public trust. Employees shall conduct their personal and professional business and dealings in a manner that shall present no perceived or actual conflict of interest between the public trust and an employee's private interest.

A. Ethical Conduct Standards

Ethical conduct includes, but is not limited to:

- Acting at all times in the best interests of the community and organization we serve.
- Demonstrating excellence, integrity and responsibility in our work.
- Adhering to the laws of the United States, the State of Washington and the City of SeaTac.
- Providing honest, accurate, timely and complete information.

- Identifying problems and helping create solutions.
- Following City and Department policies, procedures and rules.
- Reporting improper conduct.
- Keeping our co-workers safe from retaliation of any kind.
- Abstaining from decisions that could result in a direct benefit to the employee, a relative or co-habitant.

All employees of the City shall:

- Read and understand this Code of Ethics.
- Follow appropriate ethical behaviors as specifically set forth in the Code of Ethics and City Personnel Policies.
- Seek guidance in resolving ethical issues or concerns from their supervisor, Department Head, Human Resources Department or City Attorney's office.
- Report to their supervisor, Department Head, Human Resources Department, City Manager or City Attorney's Office any conduct by other City employees which may violate this Code of Ethics, any other Personnel Policy or the City's values of service, teamwork, accountability and integrity.

Additionally, supervisors of the City shall:

- Monitor and ensure compliance with this Code of Ethics and other Personnel Policies.
- Set an example of exemplary conduct.
- Deal effectively with ethics concerns that arise in their area.
- Prohibit retribution or retaliation against any employee who in good faith reports or supplies information about, or assists an investigation into, an ethics concern.

B. Conflict of Interest

RCW 42.23

Employees shall represent the City in a positive and ethical manner. Employees have an obligation to avoid conflicts of interest or any activity which would give the appearance of a conflict of interest. It is not possible to describe all of the situations that may cause or give the appearance of a conflict of interest. Examples of conflict of interest include, but are not limited to:

- Employees may not accept any employment relationship which competes with or creates a conflict of interest with a duty to the City.
- Accepting gifts, gratuities, loans, entertainment or other items of value from anyone with whom an employee regularly transacts City business, who has or seeks a contract with the City, or who desires other official action from the City.
- Giving, offering or promising anything of value to a customer, a potential customer, or a financial institution in connection with any transaction or business that the City may have with that customer, potential customer, or financial institution.
- Misusing or improperly accessing confidential City information or disclosing such information to any individual.
- Using the City's name, account or credit to purchase merchandise for personal use.
- Using City assets or labor for personal use.

Employees have a duty to report any conflict or potential conflict of interest to the employee's immediate supervisor, Department Head, Human Resources Department, City Manager or the City Attorney's Office as soon as possible.

C. Outside Employment

Employees may engage in paid outside employment, consulting work or self-employment only if the work does not compete with or create a conflict of interest with an employee's duty to the City. Outside employment competes with an employee's duty to the City when the work requires an employee's conduct to be disruptive or damaging to the City and/or the City working environment. Examples of competing outside employment include, but are not limited to, those that:

- May adversely affect job performance at the City, or an employee's ability to fulfill all job responsibilities at the City. Adverse effects may include but are not limited to poor job performance, fatigue, excessive absenteeism or tardiness.
- Interfere with an employee's ability to work his/her normal work schedule at the City, or prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, and when such availability is a regular part of the employee's job.
- Interfere with responsibilities to the City as the primary employer.
- Involve performing services for customers that are normally performed by City employees.
- Involve working for a City grant and/or contract created by the employee.
- May require the use or misuse of City information, property, facilities and/or systems, such as phones, tools, equipment, etc.
- Involve assisting others in transactions with the City in which the employee has participated, or which has been under their official responsibility.

Outside employment creates a conflict of interest with an employee's duty to the City when an employee engages in activities for personal gain that compromises the employee's ability to represent the City's best interest. Examples of activities that may create a conflict of interest include, but are not limited to, those that:

- Require the use or disclosure of confidential City information or other information that would normally require a Public Records Request in which no request was made.
- Impair the objectivity or independent judgment, or create an impression of conduct that violates the public trust.
- Involve activities which may appear to conflict with the City's Core Ethics and/or other related personnel policies.
- Negatively impact the normal course of the employee's official duties.

Employees have a duty to report in writing to their supervisor and/or Human Resources Department any outside employment that may create a real or perceived conflict of interest to the City for the purposes of discussion, consideration, evaluation and remedy. Failure to report such outside employment will be considered a violation of this policy.

Employees are strictly prohibited from performing any tasks related to outside employment during the hours they are on duty working for the City. If an employee accepts outside employment, the City may request information about the employment at any time.

D. Acceptance of Gifts

A gift is defined as a rendering of money, property, services, discount, loan forgiveness, payment of indebtedness, reimbursements from or payments by persons, other than the City of SeaTac for expense reimbursement, or anything else of value in return for which legal consideration of equal or greater value is not given and received, excluding:

- Non personal items of minimal value (\$50 or less annually – examples include pens, calendars, notepads, raffles or drawings at professional events and promotional items received at a conference).
- Any symbolic presentation or award not intended to financially benefit the recipient.
- Things of value received in the normal course of private business or social interaction or from family that are not related to public policy decisions or City actions.
- The acceptance of a gift on behalf of the City pursuant to City rules regarding gift acceptance.

Employees may not accept personal gifts or gifts of cash in any amount at any time. If an employee receives an improper gift, they should give the gift to their immediate supervisor with an explanation of the receipt. If possible, the supervisor shall return the gift to the sender with a brief thank you letter and an explanation of the City policy concerning gifts.

If an employee receives a gift of minimal value, or that is not suitable for return, such as flowers or food items, the employee should give the gift to their immediate supervisor with an explanation of the receipt. The supervisor shall then place the gift in an area where it may be enjoyed by all employees or in an area where it may be enjoyed by all employees and the members of the public, such as a customer service counter.

E. Personal Gain or Profit

Employees shall not knowingly use his or her office or position for personal or family gain or profit. Employees shall not use City-owned property or City services (e.g. phones, computers, cars, data, programs, labor, etc.) for personal or family gain or profit. Employees shall not use information acquired in confidence from any City customer, supplier, lessee or contractor for other than City purposes.

F. Employment of Relatives

The City of SeaTac defines “relative” as defined as one of the following:

- Relationships by blood (including but not limited to parents, siblings, cousins).
- Relationships by marriage (including but not limited to spouse, in-laws, spouse/partners of relatives).
- Cohabiting couples or unmarried significant others.

Due to the potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, the City of SeaTac will hire or consider other employment actions concerning relatives of persons currently employed only if:

- The candidate for employment or employment action will not be working directly for or directly supervising a relative.
- The candidate for employment or employment action will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests.

This policy applies to all current employees and to all candidates for employment.

In addition, the City may refuse to employ relatives of City supervisors and managers as suppliers, vendors and/or any other relationship affiliated with the City where such relationship may result in a perceived or actual conflict of interest and/or to protect confidential information. Conflicts arising from the employment of relatives will be addressed pursuant to the procedures outlined in the Employment of Relatives Personnel Policy.

G. Political Activities

RCW 42.17A

Employees shall not use or authorize the use of City facilities, property or assets for working on campaigns for the election of any person to any office or for the promotion of, or opposition to, any ballot proposition, except as authorized by the provisions of RCW 42.17A.555. City employees shall not use their official position to unlawfully influence, interfere with, or affect the results of an election. Therefore, no employee or group of employees, representing themselves as City employees, shall campaign for or against any political candidate or ballot measure, or endorse or oppose a political advertisement, broadcast, statement or campaign literature except as allowed by state labor law. Employees shall not display or distribute campaign or partisan literature, political buttons, stickers, banners, etc. during work hours or on City property or in City vehicles. Nothing in this section prohibits a City employee from personally supporting or opposing any candidate for public office during off-duty hours.

H. Solicitation for Charities and Non-Profit Fundraisers

Most forms of solicitation on City property or during work hours are prohibited. The City may, at its sole discretion, make exceptions to this policy when it is determined to be in the best interest of the City (e.g. community food drive). Employees may solicit other employees to charitable or non-profit community, youth or educational fundraisers so long as it does not cause undue disruption on the work environment. The use of City facilities or equipment to solicit contributions requires prior authorization by the City Manager.

I. Improper Government Action & Whistleblower Protection

RCW 42.40

Improper government action is action by a local official or an employee that is undertaken in the performance of their duties that violates any federal, state or local law or rule, is an abuse of authority, is a substantial and specific danger to public health or safety, or is a gross waste of public funds. It generally does not include personnel actions.

Public employees have an obligation to assure that government in general, and their departments in particular, perform ethically, as well as efficiently and effectively. City employees are prohibited from engaging in improper governmental action and are obligated to report suspicious, unethical or illegal conduct or any other suspected improper governmental action taken by other employees, supervisors, or officers. Any employee who makes a good faith report of improper governmental action will be protected from intimidation or retaliation for making a report.

Employees have a duty to report improper government action pursuant to the procedures outlined below. To report improper government action:

- Report it immediately, in writing, to your supervisor, Department Head, Human Resources Department, City Attorney's Office, or City Manager. Be thorough in your written report and include all pertinent information including dates, witnesses, documents, etc. You may also report directly to an outside agency responsible for investigation and enforcement of the law you believe has been violated. Employees are encouraged to exhaust internal reporting procedures prior to escalating to an outside agency.

All reports of improper government action will be promptly investigated and the reporter will receive feedback on the results of the investigation.

If you feel you have experienced retaliation after reporting an improper government action, provide written notice to the Human Resources Department, City Attorney's Office or City Manager within thirty (30) days of the occurrence. The City will conduct an investigation and issue a response in writing to you within 30 days from the receipt of your written notice. If you are dissatisfied with the response, within 15 days you may apply to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge as allowed and described in full in RCW 42.41.040.

J. Enforcement Provisions

The City Manager shall promulgate rules relating to progressive discipline applicable in instances where an employee did not comply with this ethics policy. However, such rules relating to progressive discipline shall be consistent and in accordance with the Collective Bargaining Agreement, other policies and procedures and municipal, state and/or federal laws.

K. Annual Report

SMC 2.91E

The City Manager shall provide an annual report to the City Council by the end of each January, in summary form, on ethics complaints, investigations and resolutions from the previous year.

L. Employee Attestation and Annual Distribution

All City employees are required to attest to their review and compliance of the Employee Code of Ethics and SMC 2.91 upon adoption and thereafter at the time of hire. The Human Resources Department shall redistribute this Policy no less than annually to all City employees.

Collective Bargaining Agreement:

Employees covered by a Collective Bargaining Agreement (“CBA”) will be subject to the specific terms of those agreements applicable to ethical conduct, which supersede this policy. In the event the CBA does not contain any provision related to ethical conduct, then the affected employees covered by same will be governed by this policy.

DRIVING ON CITY BUSINESS

City of SeaTac has a number of motor vehicles that employees may be permitted or required to use from time to time for City business. Your supervisor may authorize you to drive your own vehicle on City business. Be sure your insurance covers you and your vehicle if you drive on City business. To avoid injury or liability to you or the City, please observe the following rules.

- Present a valid Washington driver's license to Human Resources before driving a City vehicle. Human Resources will keep a copy of your driver's license in your personnel file. You must have the license and proof of insurance when driving on City business.
- Do not loan out a City vehicle to others inside or outside of the City without permission.
- Drive in a safe and legal manner, including complying with Washington seat belt laws. The City may periodically check the driving records of individuals authorized to drive on City business.
- Report any problems with any City vehicle to the Maintenance Division immediately.
- Do not drive on City business under the influence of drugs and/or alcohol.
- Do not drive on City business if you are experiencing any adverse mental or physical effects from prescription or non-prescription medication.
- Do not affix bumper stickers or other signs or stickers to a City vehicle unless prior approval from the City Manager has been obtained.
- Notify the Human Resources Department immediately if your license has been suspended or revoked.

CITY PRESENTATIONS

As a City employee, you may be called upon to make presentations to the City Council, community groups and/or advisory committees. If so, please feel free to ask for guidance from your supervisor or department director regarding your presentation. In general, employees making presentations should be well prepared and professional in dress, appearance and presentation. Handouts or overheads are often helpful to accompany your presentation. Allow time to answer questions, but adhere to the scheduled time allotted.

HEALTH SAFETY AND SECURITY

HEALTH SAFETY AND SECURITY

This section of the handbook contains important information about your health, safety and security. If you have any questions about workplace health, safety and security, including the City's policy on substance abuse and drug testing, inclement weather, emergency and disaster preparedness, and 9-1-1 calls, please contact your supervisor or the Human Resources Department.

WORKPLACE HEALTH & SAFETY

It is the City's policy to comply with all applicable safety and health regulations and to provide a workplace free from recognized hazards. Employees are expected to comply with all safety and health requirements and to follow the basic safety information outlined below. Consult your department director or Human Resources if you need more information.

- Learn and follow all safety procedures promulgated by the City's Safety Committee. Know and follow the safety rules established for your job. When in doubt, ask before proceeding.
- If you are injured on the job, you must let your supervisor know, and fill out an accident report as soon as possible.
- Report unsafe conditions or damaged property to your supervisor.
- Do not allow unauthorized persons to operate equipment or have access to restricted areas.
- Use the protective clothing and equipment appropriate for your job. Always dress in a way that will not invite job-related injuries.
- Keep your individual work area clean and orderly. Untidiness and clutter invite accidents.
- Store all materials and equipment in their proper areas.
- Learn proper lifting procedures and adhere to them.
- Become familiar with any Hazardous Material Safety Data Sheets applicable to your job.
- Do not smoke in any City building, on City property or in City vehicles. Smoking is permitted only during lunches and scheduled breaks and only outside in designated smoking areas.

CELL PHONE USE WHILE DRIVING

In the interest of safety, the City prohibits the use of hand held cellular telephones while driving a City owned vehicle. Employees are permitted to use cell telephones only with the use of a hands free device while driving a City vehicle. The hands free device must be put on by the driver before he/she puts the vehicle in motion if a cell phone will be used. Passengers in City owned vehicles may use a hand held cellular phone at any time.

INJURY AND ACCIDENT REPORTING

State and federal laws require all employees to report to their supervisors, any occupational incidents causing injury, illness or disease. Further the City requires employees to report all occupational incidents and all vehicular accidents to their supervisors. In most cases, you must submit the completed report before the end of your duty period and not later than twenty-four hours after the incident. The City has created forms for this purpose. Use the form entitled *Employee Report of Injury, Illness or Disease* to report an occupational injury, illness or disease. Use the *Accident Reporting Kit* to report all vehicular accidents.

In the event of an occupational incident causing injury, illness or disease, complete a copy of the *Employee Report of Injury, Illness or Disease* form and submit it to your supervisor as soon as possible after the incident. If the occupational incident requires medical treatment, complete the Washington State Department of Labor and Industries' *Report of Industrial Injury or Occupational Disease*. Copies of this form are available from your treating physician or medical facility. Be sure to use the City's main mailing address when completing this form.

In the event of a vehicular accident, complete the *Accident Reporting Kit* located in your vehicle. If you sustain an injury as a result of the vehicular accident, complete both the *Employee Report of Injury, Illness or Disease* and the *Accident Reporting Kit* forms and submit both forms to your supervisor as soon as possible after the accident.

In the event of an occupational incident and/or vehicular accident, your supervisor will conduct an investigation to determine the incident or accident's cause. He/she will then complete a *Supervisor's Report of an Accident* and forward all forms to the Human Resources Department.

It is your responsibility to complete the City and the Department of Labor and Industries' forms accurately and thoroughly. If you have any questions about these forms or the reporting procedure, contact your supervisor or the Human Resources Department.

Copies of these forms are available from your department or from the Human Resources Department. The City's *Employee Report of Injury, Illness or Disease*, *Accident Reporting Kit* and *Supervisor's Report of an Accident* forms must be completed even if you have completed other medical or insurance forms.

All occupational incidents and vehicular accidents, no matter how slight, must be reported to your immediate supervisor for evaluation and investigation.



City of SeaTac Accident Prevention Policy

Date Issued:	October 10, 2008
Issued by:	Steve Mahaffey, Human Resources Director
Approved by:	Craig Ward, City Manager <i>CW</i>
Policy Number:	2.00

Purpose:

The City has established an Accident Prevention Policy to ensure a safe and healthy workplace free from recognized hazards. Employees shall follow safety policies as they complete their assigned duties to ensure their own safety, the safety of fellow employees, the safety of the public and the protection of City property.

Scope:

All City employees are covered by this policy. Fire Fighters are also covered by provisions of their written safety program. The success of this program depends on the commitment and cooperation of every City employee. The City Manager and Department Directors have responsibility for promoting safety policies and ensuring their implementation. The Human Resources Department in conjunction with the Safety Committee shall coordinate and evaluate the program and assist supervisors and employees in their efforts to comply with all applicable rules, laws and regulations pertaining to employee health and safety.

L&I, WISHA and WAC

In 1973, the legislature passed the Washington Industrial Safety and Health Act (WISHA). WISHA requires employers to provide safe and healthful workplaces for all employees. The Department of Labor and Industries (L&I) is a state agency that has the responsibility to establish and enforce workplace safety and health rules. These rules are the Washington Administrative Code (WAC).

Element 1 - Safety Orientation:

Each employee will be given a safety orientation by their supervisor upon hire. The orientation will cover the following items:

1. A description of the accident prevention program:

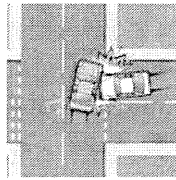
The City of SeaTac has a formal written accident prevention program as described in WISHA regulations (WAC 296-800-140). It consists of this safety orientation and a safety committee that is described in Element 2 below. Employees will be asked to sign a checklist (*attachment 1*) once their safety orientation is complete. We also have basic safety rules that all employees must follow. They are:

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
- Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Use your personal protective equipment (PPE) whenever it is required.
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited. Make your supervisor aware when prescription or over-the-counter drugs are being used that may have potential side effects that could affect the ability to safely perform duties (refer to City of SeaTac Policy 1.00 – Drug Free Workplace). Fire Fighters are covered by the provisions of their bargaining agreement.
- Employees shall not bring firearms into any City building or facility. Note: this does not apply to police or military personnel engaged in official duties.
- Smoking is only permitted outside the building away from any entry or ventilation intake.
- Horseplay, running and fighting are prohibited.
- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.
- Wear suitable clothing for the job, including clothing provided by the City. Avoid torn or loose fitting clothing, jewelry, footwear or apparel which may endanger self or another's safety.
- Keep aisles and walkways clear of all obstructions and foreign objects including water, oil or grease.
- Ensure materials are stacked, blocked, interlocked or limited in height so that they cannot slide or collapse.

2. How and when to report accidents, incidents and injuries.

If you are in an accident, injured or become ill on the job, report this to your supervisor immediately. If required, emergency assistance may be accessed by dialing 9-1-1.

If the occupational incident requires medical treatment, employees are encouraged to report to the Highline Work Clinic 13030 Military Rd. S. Suite 100, Tukwila, WA 98168; Phone: (206) 243-9675. Employees have the option of reporting to a physician of their choosing. Employees will be asked if the injury occurred on the job and will be asked to complete the *L&I Report of Industrial Injury or Occupational Disease Form*. Copies of this form are available from your treating physician or medical facility.



Accident Involving a City of SeaTac Vehicle

Call 9-1-1 immediately to report the accident and request that a law enforcement officer investigate the accident in the following circumstances:

- Any accident involving a City vehicle and another vehicle(s) where there is any damage to either vehicle(s).
- Any accident involving an injury to a person.

Note: Identify yourself to the 9-1-1 dispatcher as a City of SeaTac employee driving a City vehicle. Next, follow the instructions in the *Accident Reporting Kit (attachment 2)* located in each City vehicle including reporting the accident to your supervisor as soon as possible and complete the *Accident Reporting Kit*.

The City has created forms for documenting and reporting all accidents, incidents and injuries. Use the form titled *Injury Report Form (attachment 3)* to report an occupational injury, illness or disease. Use the form titled *Risk Management Incident Report (attachment 4)* to report all vehicular accidents and incidents. We ask that you complete the necessary forms before the end of your shift and not later than twenty-four (24) hours after the occurrence.

It is your responsibility to complete the City and L&I forms accurately and thoroughly. If you have questions about forms or the reporting procedure, contact your supervisor or the Human Resources Department. All completed forms shall be given to your supervisor. Forms must be completed even if you have completed other medical or insurance forms. Copies of all forms are available from your department, from the Human Resources Department or located at G:/Group/HR Forms & Info.

Supervisors will conduct an investigation to determine the incident or accident's cause. He/she will then complete their portion of the *Injury Report* or *Risk Management Incident Report Form(s)* and forward all forms to the Human Resources Department.

All employees injured in the course of their employment who lose time shall obtain a Return to Work slip from their attending physician before returning to work. There may be occasions when a Return to Work slip may be necessary from an attending physician when injury or illness occur off the job. Such instances include, but are not limited to:

- Employee accidents resulting in broken bones, head injuries, vision problems, or any other condition in which could conceivably affect job safety or be aggravated by the work situation.
- Employee illness such as heart conditions, diabetes, multiple sclerosis, nervous or psychiatric conditions, or any conditions affecting hearing and vision.
- Illness requiring surgery.

The confidentiality of medical records shall be maintained in the Human Resources Department.



Location of First Aid supplies.

<i>City Hall -</i>	1 st and 3 rd floor Kitchens
<i>Community Center -</i>	Staff Office and Kitchen
<i>Maintenance Facility -</i>	Bldg 1 – Office area between Parks & Public Works
	Bldg 2 – Between the Bay and Storage areas

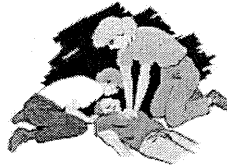
Each workstation and City vehicle is supplied with an Emergency Disaster Supply Bag (Red Bag). These bags also provide minimal first aid supplies.

If the first aid kits or red bags are missing items, please contact the Human Resources Department.

The City will ensure that all employees are afforded quick and effective first-aid attention in the event of an on the job injury (WAC 296-800-150). A minimum of one (1) First-aid trained employee shall be available during working hours at all job locations.

All persons in the following position classifications are required to have valid First-aid certifications:

- Custodian
- Facilities Maintenance Worker 1
- Facilities Maintenance Worker 2
- Maintenance Worker 1
- Maintenance Worker 2
- Park Operations Lead
- Park Operations Worker



All persons in the following position classifications are required to have valid CPR and First-aid certifications:

- Beach Manager
- Assistant Beach Manager
- Lifeguard
- Preschool Instructor
- Recreation Leader 1
- Recreation Leader 2
- Recreation Attendant
- Recreation Program Specialist
- Recreation Services Coordinator

The City conducts annual CPR, First-aid and Automated External Defibrillator (AED) training.



Emergency numbers shall be posted near the telephones when feasible. The City Employee Emergency Hotline is 206.973.4995. This hotline is updated during emergent situations and during inclement weather conditions.

3. How to report unsafe conditions and practices.

If you see something that is unsafe or someone working unsafely, immediately report it to your supervisor.

The City has created a *Report of a Workplace Hazard form (attachment 5)*. This is an optional form that an employee can use to report a hazard. Completed forms shall be given to the Human Resources Department or your department safety representative.

Safety concerns should be reported to a department safety representative, the Human Resources Department or safe@ci.seatac.wa.us for those with email access.

4. What to do in an emergency, including how to exit the workplace.

Evacuation maps are posted throughout City facilities. They show the location of exits, fire extinguishers, first aid kits and where to assemble outside.



Fire Emergency

You will be trained on how to use a fire extinguisher as part of your orientation. The Fire Department also conducts periodic fire extinguisher training to employees. If you discover a fire, tell another person immediately. If the fire is very small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher. If the fire grows, or there is thick smoke, do not continue to fight the fire. Activate the fire alarm, call 9-1-1 and exit the building immediately.

When the fire alarm is activated, tell other employees in the area to evacuate with Emergency Disaster Supplies (Red Bag), coats, purses, radios, cell phones, etc. Follow the designated building evacuation routes. **DO NOT USE THE ELEVATORS WHEN EXITING.** Designated Safety Committee Representatives shall check common areas. Assist others as necessary. Go to the designated assembly point outside the building:

<i>City Hall -</i>	Southwest Corner of the Parking lot near Valley Ridge Park
<i>Community Center -</i>	Climbing Rock
<i>Maintenance Facility -</i>	Disc Golf Course Entrance

Designated department representatives shall take attendance of staff and report to the facility reporter so that emergency personnel can be notified of employees who may be trapped in the building. The facility reporter shall be identified by wearing a fluorescent 'Emergency Management' vest (City Hall and Community Center) or shall be identified by carrying a fluorescent flag (Maintenance facility).

Employees that need to leave the designated gathering place must notify the facility reporter.

The Fire Department shall review with the facility reporter whether it is safe to re-enter the building or if an alternate worksite is needed. Please note: Employees may be outside for long periods of time before re-entrance to the building or relocation is determined.

If allowed to return to work area:

- Inspect the structure and condition of working spaces. Report safety concerns to your supervisor who shall report to an Inspector or other staff as appropriate.
- Complete injury report forms if necessary.
- Continue to deliver City services or wait for direction.

Fire Drills will be conducted at least annually.



Earthquake Emergency

DROP COVER AND HOLD UNTIL SHAKING STOPS

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and stay indoors until the shaking has stopped and you are sure exiting is safe.

If indoors

- **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, loadbearing doorway.
- Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- **DO NOT** use the elevators.

If outdoors

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a moving vehicle

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If trapped under debris

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

Wait two minutes after the shaking has stopped. Follow the evacuation procedures of a Fire Drill.

Staff in the field should report their location to their supervisor via radio or phone if able to do so.

- If possible, staff in the field should return to their work facility or wait for direction to report elsewhere.

The facility reporter shall review with the Building Official or designee whether it is safe to re-enter the building or if an alternate worksite is needed. Please note: Employees may be outside for long periods of time before re-entrance to the building or relocation is determined.

If allowed to return to work area:

- Inspect the structure and condition of working spaces. Report safety concerns to your supervisor who shall report to an Inspector or other staff as appropriate.
- Complete injury report forms if necessary.
- Continue to deliver City services or wait for direction.

Tune AM radio to 710 KIRO or 1000 KOMO for emergency information and updates.

Telephone usage should be minimal. Employees will want to check on family and friends to confirm their location and safety. Employees are encouraged to use out-of-state emergency contacts understanding that the ability to use local telephone lines may not be possible.

Earthquake drills will be conducted at least annually.

5. Identification of hazardous chemicals used at City Facilities.

We use several chemicals, including solvents and cleaners. You will receive a separate orientation as part of our Chemical Hazard Communication Program on the hazards of these chemicals before you work with them or work in an area where they are used. This will include safe use and emergency actions to take following an accidental exposure.

Prior to remodeling, renovation or demolishing a City owned or leased building, the City will conduct an asbestos survey. The following general requirements apply to any demolition activities involving buildings with asbestos-containing materials:

- WAC 296-155-775 Preparatory Operations requires an engineering survey, a written demolition plan or method of operation, and a determination whether asbestos and other hazardous materials are present at the work site.
- WAC 296-155-775(9) and WAC 296-62-07721(2) require the identification of asbestos containing materials prior to demolition.
- WAC 296-62- 07721(2)(b)(ii) requires a good faith survey be conducted by an accredited inspector prior to demolition.
- WAC 296-155(9) from Part S of the construction standard requires that apparent or suspected asbestos-containing materials be removed prior to demolition. This applies to other hazardous substances as well. Removal of asbestos-containing material must follow the requirements of WAC 296-62 and 296-65.

6. Use and care of required personal protective equipment (PPE).

A hazard assessment for PPE has been conducted and some positions in the City require an employee to wear PPE to protect against injury. You will be instructed by your supervisor as part of our PPE program using the manufacturer's instructions on how to use and care for PPE before you are first assigned a task requiring the use of PPE.

7. On-the-job training about what you need to know to perform the job safely.

Before you are first assigned a task, your supervisor will show you what to do along with safety instructions and required PPE. We have established safety rules and PPE requirements based upon a hazard assessment for each task. Do not use equipment or attempt to do any of these tasks until you have received the required training and PPE.

Element 2 - Safety Committee:

The City of SeaTac has an established Safety Committee. Our committee consists of management appointed and employee elected representatives. Employees will elect annually from among themselves a representative of each department to be on the committee. The Safety Committee members will elect annually a chairperson or co-chairpersons. The regularly scheduled meeting is the third Wednesday of every month. This may be changed by vote of the committee.

ATTACHMENT 2

What To Do In Case of Accident:

- STOP immediately, investigate, set emergency flares or equipment if necessary, and call police.
- Help anyone who is injured. Call ambulance if necessary.
- Get names of owners and drivers involved, driver's license numbers, registration numbers of vehicles involved, names and addresses of all occupants.
- Check vehicle and load.
- Get names, addresses and telephone numbers of witnesses.
- Take photographs of other vehicle(s) damage, driver and passenger(s) and damage to your vehicle.
- Remember locations of vehicles or pedestrians involved in the accident, both prior to its occurrence and afterward, so that you will be able to draw a diagram.
- Express no opinion as to whom was at fault. Give no information except as required by the authorities. Sign no statement for anyone except an identified representative of the company or as required by authorities.
- When an accident occurs locally, contact your agent. If the accident occurs away from the local area, contact your nearest representative as shown. In case of emergency, telephone or telegraph the nearest office.
- Ascertain from local police what reports of accidents are required by you.
- Your interest will be served best if you are courteous and engage in no controversy at the scene of the accident but leave the entire handling of the claim to the company's representative.
- Report to your Supervisor or Dispatcher at once by phone. If you cannot leave the scene, have someone call for you (if applicable).

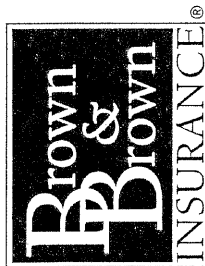
Be courteous. Keep calm.

Notes

Seat Belts Make Sense

Why wear seat belts? Consider this information:

- Newer seat belt design allows for total freedom of motion while driving.
- People who are thrown from vehicles are 25 times more likely to be killed than if they had been held securely in their seats.
- The majority of all vehicle accidents occur within 25 miles of home – in vehicles going 40 miles per hour or slower.
- You may be a good driver, but weather and road conditions (not to mention other drivers) can affect your safety.
- Seat belts, like safety seats for children, can make a life-and-death difference if you or your loved ones are involved in an automobile accident.



ACCIDENT REPORTING KIT



IMPORTANT INSTRUCTION TO DRIVERS

Keep in vehicle at all times
for use in case of accident.

CLAIMS
800 897-4787 Fax (206) 956-9695

TACOMA
1301 "A" St., Suite 200 Tacoma WA 98402
(253) 396-5500 Fax (253) 396-4500
800-562-8171

SEATTLE
2101 Fourth Ave., Suite 600 Seattle WA 98121
(206) 956-1600 Fax (206) 956-9600
800-755-6470

ATTACHMENT 2

ACCIDENT REPORT

YOUR VEHICLE

Your Name _____
 Phone Number _____
 Driver's Lic. No. _____
 Lic. Plate No. _____
 Make of Vehicle _____
 Model _____ Yr. _____

ACCIDENT

Date _____ Time _____ ☐ AM ☐ PM
 Place of Accident _____

Vehicle Speed _____ Direction ☐ N ☐ S ☐ E ☐ W

CONDITIONS

Pavement ☐ Dry ☐ Wet ☐ Ice ☐ Snow
 Weather _____
 Visibility _____
 Traffic Control ☐ Lights ☐ Sign ☐ None
 Police Investigation ☐ Yes ☐ No Report # _____
 Police ☐ City ☐ County ☐ State ☐ Other
 Summons Issued ☐ Yes ☐ No
 To whom? _____

OTHER VEHICLE

Driver's Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone Number _____
 Driver's Lic. No. _____
 Lic. Plate No. _____
 Make of Vehicle _____
 Model _____ Yr. _____
 Owner _____
 Ins. Co. _____
 Vehicle Speed _____ Direction ☐ N ☐ S ☐ E ☐ W

OTHER PEOPLE INVOLVED IN ACCIDENT

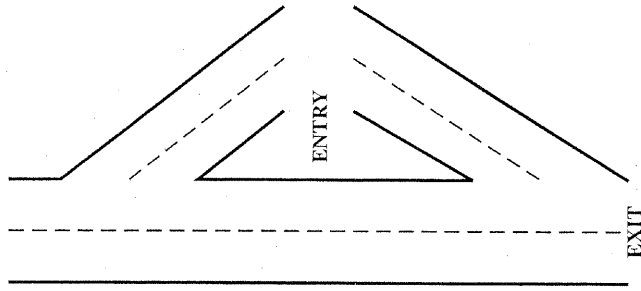
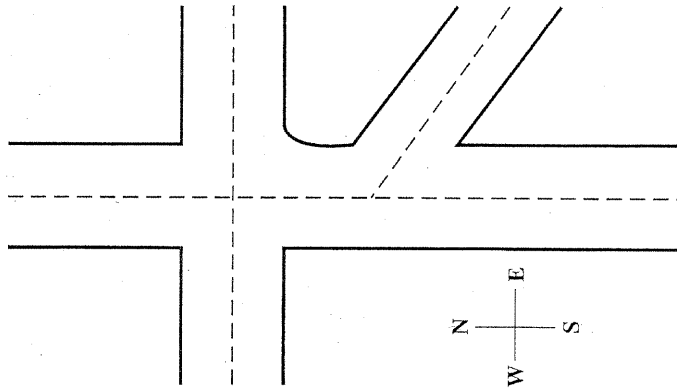
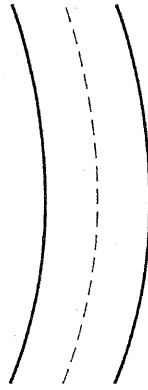
Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone Number _____
 In ☐ Your vehicle ☐ Other vehicle ☐ Pedestrian
 Injured? ☐ No ☐ Yes, Describe _____

WITNESSES

Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone Number _____
 Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone Number _____
 Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone Number _____

Describe what happened _____

Draw a rough diagram of accident - measure or step off distances, including skid marks and distances between vehicles. Draw squares to show position of all vehicles involved. Indicate by arrows the direction each was traveling. Show names of streets or highways and widths. Show your vehicles as "A", other party as "B", etc.



**CITY OF SEATAC
EMPLOYEE INJURY REPORT**

Employee's Name: _____ Date of Report: _____

Department: _____ Job Title: _____

Date and time of accident: _____

Person to whom accident reported: _____

Location of accident: _____

Did you seek medical attention for your injury? ☐ Yes ☐ No

If not, why? _____

Name & location of medical facility: _____

Is this a new injury? ☐ Yes ☐ No If re-injury, date of original injury? _____

(If re-injured) Former Employer _____

(If former injury) L&I Claim # _____

Body part/ type & location of injury: _____

Summary of what happened to cause the injury: _____

Do you think the accident could have been avoided? ☐ Yes ☐ No

If yes, how? _____

Witness(es) who observed the incident: If not City employee(s), include address and phone #(s)

Name

address & phone

Name

address & phone

Name

address & phone

Employee Signature: _____

Date: _____

Immediately submit this form to your Department Supervisor. We ask that you complete this form before the end of your shift and not later than twenty-four (24) hours after the occurrence.

**CITY OF SEATAC
SUPERVISOR REPORT OF INJURY**

Injured Employee's Name: _____

Supervisor's Name: _____ Department: _____

Additional Witness(es) who observed the incident (if any) not noted in employee report:

Name address & phone

Name address & phone

Is employee's "summary of what happened" complete? ☐ Yes ☐ No

If no, what would you add? _____

Corrective Action recommended: _____

Corrective Action taken: _____

Date Report Received: _____ Date Report Reviewed: _____

Determination: Preventable? ☐ Yes ☐ No Employee Follow-up needed? ☐ Yes ☐ No

Explain: _____

Signature: _____ Job Title: _____

Date: _____

(This area to be completed by the City of SeaTac Safety Committee)

Reviewed by Safety Committee? ☐ Yes ☐ No Date: _____

Comments to Supervisor: _____

ATTACH ADDITIONAL PAGES IF NECESSARY

*Forward the completed and signed injury report to Risk Coordinator/Human Resources
immediately.*

ATTACHMENT 4

Insurance Claim #: _____

City Claim #: _____

Claimant Name: _____

Risk Management Incident Report

I. Employee's Report of the Accident/Incident

Date & Time of the Accident/Incident: _____ 20 ____: _____ (A.M. or P.M.)

Date & Time the Accident/Incident was reported: _____ 20 ____: _____ (A.M. or P.M.)

Address/Location where the Accident/Incident occurred: _____

Were the police notified/called? Y or N

If yes, Police Case #: _____

Vehicle involved in the incident: _____

City Vehicle License #: _____

Driver's License #: _____

Details of the Accident/Incident: _____

_____Nature of Injury or Property Damage: _____

Were any City Employees working in the specific area to where the Accident/Incident occurred? Y or N

If Yes, what work were they performing? _____

Were any contractors/vendors working in the specific area to where the Accident/Incident occurred? Y or N

If Yes, what work were they performing? _____

Were there any witnesses to the Accident/Incident? Y or N

If Yes, identify their Name, Address and Phone # below:

Name	Address	Phone
1		
2		
3		

Date: _____ 20 ____

Employee's Signature: _____

Forward the completed and signed incident report to Risk Coordinator/Human Resources before the end of your shift and not later than twenty-four (24) hours after the occurrence.

ATTACHMENT 4

Insurance Claim #:

City Claim #:

Risk Management **Incident Report**

II. Supervisor's Report of the Accident/Incident

Date & Time the Accident/Incident was reported to you: _____ 20____: _____ (A.M. or P.M.)

City Employee(s) involved in the Accident/Incident: _____

City Vehicle License #: _____ Was the Employee authorized to operate? Y or N

Were injuries incurred by claimant or City employees? _____

Had there been notification of a problem in this location? Y or N explain/provide documentation: _____

Recommended Corrective Action? _____

Date the corrective action was completed: _____ 20____

Date: _____ 20____ Supervisor's Signature: _____

This area to be completed by the Risk Coordinator (Required):

Date Received by Risk Coordinator: _____ 20____

Risk Coordinator Signature: _____

Forward the completed and signed incident report to Risk Coordinator/Human Resources before the end of your shift and not later than twenty-four (24) hours after the occurrence.



Report of a Workplace Hazard

This is an optional form that an employee can use to report a hazard.

If you complete this as an employee, give a completed copy to the Human Resources Department. If you don't want to include your name on the form, make sure you give enough details about the hazard so we can recognize and correct it if necessary.

Your name: _____ Today's Date: _____

Briefly describe the workplace hazard:

(Please give more details if you are filling this out anonymously. Use the back if you need more room).

Where is the hazard located? _____

Has the hazard been reported? _____

If so, who was it reported to? _____

Briefly describe what's been done to correct the hazard. _____

Who took action to correct the hazard? _____



New Team Member Safety and Administrative Orientation

Supervisors Instructions: Each employee must be given a safety orientation before beginning work. This checklist documents that each required item was explained to the employee by their supervisor. The supervisor is to place a check in each box after the item has been explained. **Employees are not to sign this form unless all items have been explained, and all questions have been answered satisfactorily.**

SAFETY

The employee: _____ has been:

- ☐ Told about parts of the written safety program that describe the employer's safety efforts.
- ☐ Given a copy of the Employee Handbook, and Accident Prevention Policy and has read it.
- ☐ Told who his/her elected Safety Committee representative is.
- ☐ Told when required safety meetings are scheduled.
- ☐ Told to report all injuries/incidents and shown how to do this (@ z: drive/interdepartmental/HR Forms – Information/H.R.).
- ☐ Told to report all hazards to his/her supervisor and shown how to do this.
- ☐ Shown where the first aid supplies are located and who to call for first aid.
- ☐ Shown where the exits are located and the route from the assigned workstation.
- ☐ Told what to do during any emergencies that could be expected to occur.
- ☐ Shown how to operate a fire extinguisher.
- ☐ Trained on chemical hazards according to the Chemical Hazard Communication Program training requirements and:
 - ☐ Shown where to find the Safety Data Sheets (formerly called MSDS) file and program document.
 - ☐ Taught how to read labels and use the Safety Data Sheets.
 - ☐ Told generally what kinds of chemicals we use and their hazards.
 - ☐ Informed about the hazards and precautions related to chemicals he/she will be using.
 - ☐ Trained on safe methods to perform the job/task the employee was assigned including any hazards associated with that job/task.
- ☐ Given any personal protective equipment (PPE) required and trained on how to use and care for it. PPE required for this job: _____
- ☐ Provided any formal training required to do his/her job such as proper lifting, forklift operation, etc. Initial formal training given: _____

Administrative

- ☐ Specific Job duties, Dept. organization chart (chain of command, Who does What). Review Job Description with employee
- ☐ City operations, department relationship to overall City functions
- ☐ Explain Employee Responsibilities to know policies, procedures, bargaining unit contracts/agreements etc.

- ☐ Council meeting times, list of Council Members/Mayor
- ☐ List of City committees
- ☐ Introductions, building tour, restrooms, lunchrooms, quiet room, and exercise room Dept. supplies/equipment, verify red survival bag at workspace.
- ☐ If assigned a City vehicle verify Accident Reporting Kit is in vehicle. Note to always call Police for vehicle accidents, basic City vehicle use, safety, and maintenance (how and where to get gas).
- ☐ Timesheets/Absence Request Forms, where to find, or contact **IT** for electronic set-up. How to make corrections on timesheets, overtime or compensatory time policy, when to complete an Absence Request Form.
- ☐ Computer usage policy, E-mail/Voice-mail , telephone usage, and set-up (contact **IT** Dept. for set-up and long distance code).
- ☐ Starting/quitting times, Dept. work schedules, flex-schedules etc.
- ☐ Department lunch and break periods
- ☐ Attendance, punctuality, who and when to Call, if late or absent

The signatures below document that the above orientation was completed on the date noted below. Both parties agree to accept responsibility for keeping the City of SeaTac a positive, productive and safe workplace.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

*****Please Return Completed Original Form to H.R., this form will be placed in the employee file.***

SECURITY

It is the intent of the City to provide a safe and secure place to work. The Human Resources Director and the Chief of Police are in charge of security for the City. Immediately report the presence of any unauthorized person, anyone engaged in suspicious or improper activities, suspicious looking packages, or any other perceived security threat to the Human Resources Director and/or the Chief of Police.

Employees are expected to exercise reasonable care for their own protection and for that of their personal property while on City premises and while on City business. The City assumes no responsibility for loss, damage, or theft of personal property. Employees are expected to know and comply with the City's security procedures as outlined below, and are expected to report any violations or potential problems to the Human Resources Director or Chief of Police.

- Employees will be issued identification cards, keys, parking stickers, and other such equipment appropriate for their positions.
- Employees are responsible for the proper care and return of all City property and equipment assigned to their possession. Any incidents of damage or theft of City property will be thoroughly investigated and appropriate action taken.
- Employees who want to take City property or equipment off premises must have their supervisor's written authorization. Failure to receive prior, written authorization may result in disciplinary action.

If you have questions or suggestions for improved security, or if you need more information, consult your department director, the Human Resources Director and/or the Chief of Police.

It is the intent of the City to provide a safe and secure place to work.

SOLICITATION

Only with the prior written approval of the City Manager will individuals not employed by the City be permitted to enter City premises to solicit, survey, petition, or distribute literature. This restriction includes charity solicitors, salespersons, questionnaire surveys or any form of solicitation or distribution.

The following guidelines apply to employee solicitation and distribution in the workplace.

- Employees may use the lunchroom to display charitable items that are for sale (i.e., band candy, Girl Scout cookies, etc.) but may not solicit other employees during work hours or in work areas. Participation in charitable activities is strictly voluntary. The City assumes no liability for loss or theft of items.
- Employees may use the Employee Bulletin Board to display notices of personal items for sale or for business opportunities. Employees may not solicit business nor sell merchandise during work hours.

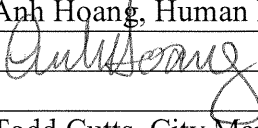
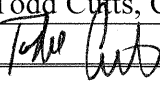
Any other solicitation or distribution requires prior written approval of the City Manager.

SUBSTANCE ABUSE AND DRUG TESTING

See 1.00 Drug Free Workplace Policy.

City of SeaTac

Policies and Procedures

Policy Number:	PP-5.02
Policy Name:	Drug Free and Alcohol Free Workplace
Department(s):	Citywide
Effective Date:	September 7, 2012
Supersedes:	July 25, 2006; Employee Handbook, page 37, <u>Substance Abuse and Drug Testing</u> section, revised 01/99
Prepared by:	Anh Hoang, Human Resources Director
Signature:	
Approved by:	Todd Curtis, City Manager
Signature:	

Purpose:

The employees of the City are its most valuable resource since it is through their work that City services are provided to citizens and the public. The City has a significant interest in the health and safety of its employees as well as its citizens and the public. Therefore, the City of SeaTac has established work requirements and procedures to ensure that its employees perform their duties and responsibilities free of the presence of illegal drugs and alcohol.

Policy:

The policy of the City is to provide a safe work environment for its employees and protect the public by ensuring that the workplace is free from substance abuse. Employees working under the influence of illegal drugs or alcohol are prohibited in the workplace.

Employees are encouraged to seek confidential counseling from the Employee Assistance Program (EAP) or from other providers for problems associated with drug or alcohol abuse. The City of SeaTac is committed to providing support for employees undergoing treatment and rehabilitation for drug or alcohol dependency. The City is also committed to the accountability of employees for violations of this policy through appropriate discipline, up to and including termination.

1. Scope:

All employees of the City of SeaTac are covered by this policy except Fire Fighters who are currently covered by provisions of their bargaining agreement. All City employees required to have a Commercial Drivers License (CDL) as a condition of employment are

subject to the CDL related provisions of this policy. For purposes of this policy, the "City" is defined as the Presiding Judge, or designee, as it relates to SeaTac Municipal Court employees.

2. Use of Prescription and Over the Counter Medications:

This policy does not apply to employees taking prescription drugs under the direction of a physician or dentist, provided the use does not endanger the employee, co-workers or the public. It is the employee's responsibility to discuss with his/her physician, dentist or pharmacist whether a drug or over the counter medication may impair work performance. If the medication may impair work performance, the employee shall notify his/her supervisor of the medication being taken and the period of time the medication will be used.

The supervisor may, if he/she reasonably believes that the employee's performance is impaired or poses a safety risk due to the medication, send the employee home on sick leave until the employee provides the City with a return to work authorization from the employee's health care provider.

3. Treatment and Rehabilitation:

The City provides an EAP for employees needing treatment for drug or alcohol problems as well as medical plan coverage for both inpatient and outpatient treatment. Accrued leaves may also be used for treatment and rehabilitation.

4. Notification of a Conviction of a Criminal Drug or Alcohol Statute:

An employee must notify the Human Resources Director of any conviction of a criminal drug or alcohol statute (including driving while intoxicated) within five (5) working days following the conviction if such conviction may affect the employee's ability to meet the requirements of his/her job. The City reserves the right to determine job requirements and what and how the conviction may affect the employee's ability to meet those requirements. In determining the affect of the employee's conviction on his/her ability to meet the job requirements, the City shall not consider the employee's off duty activities unless such activities are in violation of this policy.

5. Managerial Responsibility:

Managers and supervisors shall be responsible for the enforcement of this policy. The City will provide training to all managers and supervisors authorized to act under this policy.

6. Prohibited Conduct:

The following conduct regarding alcohol and drug use or abuse is prohibited:

- A. USE OF DRUGS AND ALCOHOL: An employee shall not consume alcohol or use illegal drugs while on duty or report for duty while under the influence of illegal drugs or alcohol. This includes driving City supplied vehicles and private vehicles on City business while under the influence of alcohol or drugs.

Note: Alcohol may be permitted by the City Manager on City premises for certain social functions, such as off work retirement events or the City's annual evening awards banquet, subject to applicable statutes and regulations.

- B. PRE-DUTY USE OF ALCOHOL: An employee shall not report for work within four hours after consuming alcohol. An on-call employee who has consumed alcohol within four hours of being called in must acknowledge the use of alcohol when called and shall not report for duty.
- C. ALCOHOL USE FOLLOWING AN ACCIDENT: Employees subject to CDL rules shall not consume alcohol for eight hours after an accident or until a drug and alcohol test is given, whichever comes first.
- D. USE OF PRESCRIPTION DRUGS: Failure to notify the employee's supervisor before beginning work that the employee is taking medications or a prescribed drug that may interfere with the safe and effective performance of his/her duties.
- E. REFUSAL TO SUBMIT TO A REQUIRED TEST: An employee shall not refuse to submit to a drug and alcohol test ordered in accordance with this policy.
- F. TAMPERING WITH A REQUIRED TEST: An employee shall not tamper with, adulterate, substitute samples or otherwise obstruct any drug or alcohol testing process.
- G. POSSESSION, DISTRIBUTION OR SALE OF CONTROLLED SUBSTANCES: No employee shall possess, distribute or sell any controlled substance while on City property, on City business, in City vehicles or in personal vehicles being used for City business.
- H. FAILURE TO NOTIFY OF CONVICTION: Failing to notify the Human Resources Director of any conviction of a criminal drug or alcohol statute (including driving while intoxicated) within five (5) working days following the conviction if such conviction may affect the employee's ability to meet the requirements of his/her job. The City reserves the right to determine job requirements and what and how the conviction may affect the employee's ability to meet those requirements.

- I. FAILURE TO FOLLOW THROUGH ON REQUIRED TREATMENT: Failing to adhere to the requirements of any drug or alcohol treatment program in which the employee is enrolled:
 - 1) As a condition of continued employment, or
 - 2) Pursuant to a written agreement between the City and employee.

7. **Reasonable Suspicion Testing:**

- A. An employee is required to take a breath alcohol and urine drug test when a supervisor has reasonable suspicion to believe that the employee is working under the influence of alcohol or drugs. The supervisor's determination that reasonable suspicion exists to require a drug and alcohol test shall be based on contemporaneous, articulable, observations regarding the employee's appearance, behavior, speech, or body odors of the employee, by a supervisor. The supervisor shall document his/her observations within 24 hours of the observation.
- B. In cases in which a supervisor, (and a second supervisor or employee, if reasonably available under the circumstances) has reasonable suspicion to believe that the employee is working under the influence of drugs or alcohol, the supervisor has the right to require that the employee undergo a urine specimen collection and breath alcohol analysis.
- C. All supervisors and employer representatives designated to determine whether reasonable suspicion exists to require an employee to undergo drug or alcohol testing shall receive training on the signs and symptoms of alcohol and drug abuse. The observations may include the indication of chronic and withdrawal effects of controlled substances.
- D. In the event the supervisor requires a reasonable suspicion test, the supervisor shall provide transportation to and from the testing location and assist the employee in obtaining transportation to his/her home after the test. The employee shall be placed on paid administrative leave. If the test is negative for the presence of drugs or alcohol, the employee shall return to work on his/her next shift following notification of a negative test. If the test results are positive, the employee shall be subject to disciplinary procedures, up to and including termination.

8. **Drug and Alcohol Testing Process:**

All drug and alcohol testing shall be performed in the same manner as required by the Office of Drug and Alcohol Policy and Compliance (ODAPC) for CDL holders. While such testing is completely separate from a required test under the ODAPC requirements for CDL holders, the testing agencies and laboratories shall use the same methods as required for CDL holders.

Breath Alcohol Testing:

All breath alcohol testing shall be conducted by a Breath Alcohol Technician (BAT) using an evidential breath alcohol testing device.

Drug Testing:

Drug testing shall be done through urinalysis. The following drugs shall be tested:

- Marijuana
- Cocaine
- Amphetamines
- Phencyclidine (PCP)
- Opiates

The City shall pay the cost of drug and alcohol testing.

9. Results of Alcohol Testing:

If a required breath alcohol test results in a level of 0 through .019, the test shall not be considered significant and the employee shall return to work.

If the employee tests positive for alcohol at the level of .02 through .039, the employee shall be removed from duty immediately and sent home (with transportation arranged for or taken home by the employer). If removed from duty based on reasonable suspicion of alcohol use, the employee will not be allowed to return to work until:

- A. An alcohol test is administered and the employee's breath alcohol concentration measures 0.00; or
- B. Twenty-four (24) hours have elapsed following the determination that there had been reasonable suspicion to believe that the employee was working under the influence.

An employee sent home for a positive alcohol test of .02-.039 or higher may use accrued leave time. No discipline shall result from a test result in this range.

10. Results of a Positive Alcohol Test (.04 or greater) or a Positive Drug Test:

An employee who tests positive for the use of alcohol at a level of .04 or higher shall be considered a violation of this policy and subject to disciplinary procedures. In addition, when a Medical Review Officer (MRO) has reviewed a drug test result with an employee and has determined the test result is positive, the following shall be required:

- A. Assessment by a Substance Abuse Professional: An employee who has tested positive for alcohol at a level of .04 or greater, or tested positive for drugs may be required to be evaluated by a Substance Abuse Professional (SAP) and follow a treatment plan developed by the SAP prior to being released to return to work. A

CDL holder shall be required to be evaluated by a SAP and follow the recommended treatment plan.

- B. Return to Duty Testing: Employees who have violated this policy, including those who have tested positive on a drug or alcohol test, and who, under a disciplinary procedure, are allowed to return to work, must test negative prior to being released for duty. A return to duty test following alcohol misuse shall not exceed an alcohol concentration of 0.00.
- C. Follow-up Testing: An employee who is referred for assistance related to alcohol misuse and/or use of drugs is subject to unannounced follow-up testing for a period not to exceed sixty (60) months. The Human Resources Director will determine the number and frequency of follow-up testing with input from a SAP prior to the employee's return to duty.
- D. Re-Tests: Employees who test positive for drugs may request a second test of the remaining portion of their split urine sample within seventy-two (72) hours of notification of a positive test result by the MRO. The City shall pay for such testing, but may require reimbursement of the cost from the employee.
- E. Refusal to Take an Alcohol or Drug Test: No employee shall refuse to submit to an alcohol or drug test. A refusal to submit shall include but is not limited to:
 - 1. Failure to provide adequate breath for testing without a valid medical explanation after the employee has received notice of the requirement for breath testing;
 - 2. Failure to provide adequate urine for drug testing without a valid medical explanation after the employee has received notice of the requirement for urine drug testing;

Refusal to submit to a test shall be considered the same as a positive test result.

- F. Engaging in Conduct That Obstructs the Testing Process: An employee must provide an adequate sample for testing and shall not adulterate, substitute a sample, or otherwise obstruct the testing process.

11. Confidentiality and Records Retention:

Records related to drug and alcohol testing will be maintained in the Human Resources Department with controlled access. These records will be kept separate from an employee's personnel file.

12. Additional Requirements for CDL Holders:

Employees required to possess a CDL as a requirement of their job are subject to additional requirements under the ODAPC. These requirements include pre-employment testing, random testing and post accident testing.

Post Accident Testing:

Any accident involving a CDL vehicle must be reported immediately by the employee to his/her supervisor. The supervisor shall investigate the accident as soon as possible and determine whether there is reasonable suspicion to require a drug and alcohol test. Testing is mandated by the ODAPC under the following circumstances:

- An accident that has resulted in the loss of human life.
- An accident in which the driver receives a citation and there is an injury requiring medical attention away from the scene of the accident.
- An accident in which the driver receives a citation and any vehicle in the accident is damaged to the extent that it must be towed from the scene.

Procedure:

1. Procedure When Drug or Alcohol Testing is Suspected:

The supervisor shall directly observe the employee's behavior and document in writing (within 24 hours) the observations that led him/her to suspect drug or alcohol use. When possible, a supervisor should request another supervisor or employee to observe the employee's behavior to verify that there is a reasonable basis to believe that an impairment exists due to drugs or alcohol.

After observations have been made and the supervisor believes the employee is working under the influence of drugs or alcohol, he/she should meet immediately with the employee in a private setting (with another supervisor or observer present) to discuss the concerns and provide an opportunity for the employee to explain his/her behavior. The supervisor should tell the employee about his/her observations and concerns regarding impairment and ask for any explanation which may account for their observations. The supervisor should ask the employee if he/she has used alcohol or drugs and when taken.

2. Authorization for Drug and Alcohol Testing:

When the above observations have been completed and a supervisor or manager believes that an employee is working under the influence of drugs or alcohol, he/she shall immediately notify his/her department head, or his/her designee in responsible charge. The supervisor, manager or department head shall then immediately notify the Human

Resources Director, or designee. The department head or designee, or the Human Resources Director or designee shall review the situation and determine whether there is reasonable suspicion to authorize a drug and alcohol test. Note: the person authorizing the test shall have been trained in drug and alcohol testing procedures.

3. Test Procedures:

Drug and Alcohol testing is performed by:

The Work Clinic

Highline Medical Plaza

13030 Military Road South, Suite 100

Tukwila, WA 98168

Telephone: 206-243-9675

Fax: 206-242-5630

On Call Pager: 206-314-0741

Business hours for testing: 7:30 a.m. through 5:00 p.m.

After hours testing is available 24 hours per day, 7 days per week by pager. A certified technician will be sent to the City of SeaTac work site to perform a drug and alcohol test.

- No appointment is necessary for testing between 7:30 a.m. and 5:00 p.m.
- When a decision has been made to test an employee he/she is to be tested for both drugs and alcohol.
- An employee subject to reasonable suspicion testing must be driven to the testing location. The employee is not allowed to drive himself/herself. The supervisor should have another supervisor, if available, accompany him/her and the employee being tested to the test site.
- The employee should not be allowed to drive home after the test. The supervisor or manager who has taken the employee to the clinic to be tested should take the employee home after the test, help the employee arrange to be picked up by a friend or relative, or call a taxi for the employee.

Paging Instructions for After Hours Testing:

- Dial 206-314-0741
- Will ring once
- Will beep 4 times
- Silence---enter your phone number
- Wait
- Will hear continuous beeping
- Hang up

A certified technician will phone you back at the number you have listed to obtain your whereabouts and meet you there.

INCLEMENT WEATHER

The public's need for our services may be especially great during inclement weather. It is particularly important for employees to report to work during inclement weather if the City does not declare an emergency closure and if it does not jeopardize your safety. If you cannot get to work or are delayed, you should notify your supervisor, department director, or the Human Resources Department as soon as possible.

When a critical weather condition is recognized by the City Manager, non-exempt employees, who are unable to get to work because of weather conditions, may use sick leave, vacation or be granted an authorized unpaid absence. Non-exempt employees who arrive less than two hours late because of weather will be paid from their normal start time. If you are more than two hours late, you will be given a chance to make up the time if schedules and conditions permit. If you are released early by authorization of the City Manager due to weather conditions, you will be paid for the unworked time.

Employees who were on pre-scheduled vacation may not convert their vacation to sick leave and may not reduce their vacation to 6 hours on the day(s) the City closes early.

EMERGENCIES AND DISASTER PREPAREDNESS

Knowing what to do in an emergency increases the chances that you and everyone else will come through safely. The City has adopted an Emergency Preparedness Plan in the event that the City is involved in an emergency situation. Each department has specific roles and operational responsibilities within the plan. You will be informed of your department's specific emergency preparedness role during new employee orientation. Meanwhile, please keep the following in mind.

If you are advised to evacuate the building, both for a drill or in an actual emergency, do so calmly but swiftly and stay out of the building until you are advised that you may return.

In case of an earthquake, drop to the ground. Seek protective cover under or near desks, tables or chairs, in a kneeling or sitting position with hands holding onto table or chair legs. Stay there until movement ends.

In case of fire, turn on the alarm and leave the building through the closest available door. Do not try to put out the fire unless you are professionally trained.

9-1-1 CALLS

Occasionally, citizens may call City Hall rather than 9-1-1 in an emergency. If you receive such a call, please take the following steps:

- Write down the nature, location and type (i.e., medical, fire, police) of the emergency, and the name and telephone number of the caller.
- Encourage the caller to dial 9-1-1 after you hang up, and do so yourself to report the emergency.
- Stay calm.

Inclement Weather Policy Summary

January, 2007

The following is a summary of the City policy regarding employee time off and compensation when a critical weather situation prevents or delays an employee from getting to work. This summary addresses common questions that come up from employees and supervisors. It is based on the Inclement Weather Policy on page 38 in the employee handbook. The policy was developed to give employees some flexibility when they are unavoidably delayed due to severe weather conditions, i.e. trying to get to work but enduring an extraordinary long commute due to heavy snow, etc. Note: Fire Fighters are covered by Fire Department policy and procedures.

Please remember that the public's need for City services are especially great during inclement weather and it is particularly important for employees to report to work if it does not jeopardize their safety to travel to work. Employees who cannot get to work or are delayed should notify their supervisor. If the supervisor cannot be reached, please notify your department director or the Human Resources Department.

When the City Manager Declares a Critical Weather Condition:

When the City Manager declares that a "Critical Weather Condition" exists (under our "Inclement Weather" policy on page 38 in the employee handbook) the following applies to non-exempt employee's pay:

1. Employees who are unable to get to work at all because of weather conditions may use vacation leave, sick leave, compensatory time or be granted an unpaid leave of absence (if he/she has no accumulated leave). Employees must take 8 hours of leave time (or 9 hours if on the 9/80 flex schedule).

2. The City recognizes that a Critical Weather Condition may delay an employee's travel to work. Therefore, employees who report to work within two hours of their regular start time, due to weather conditions, will be paid as if they started on time. If an employee is more than two hours late, he/she will be given a chance to make up the time (if schedules and conditions permit within the same work week).

3. If employees are released early by authorization of the City Manager due to a critical weather condition, they will be paid for the remainder of their regular work day.
4. Employees who are on a prescheduled vacation may not convert their vacation time to sick leave and may not reduce their vacation day to fewer hours because other employees were released early due to a critical weather situation.

Thank you for your cooperation. Be safe, but please remember that the public depends on our services during weather emergencies.

Weather Related Absences When No Critical Weather Condition is Declared

The City recognizes that weather conditions may be very different where an employee lives than at the City of SeaTac. For example, heavy snow in North Bend, Everett, Tacoma or other areas could affect an employee's ability to get to work even if the City Manager does not declare a Critical Weather Condition for the City of SeaTac. In such a situation an employee who feels he/she cannot safely get to work or is delayed may use vacation leave or compensatory time (not sick leave) for the absence.

Status of FLSA Exempt Staff

The Inclement Weather policy specifically applies to non-exempt staff because FLSA Exempt staff already have flexibility built into their positions. FLSA Exempt staff will not be docked pay or required to use vacation to make up for a partial day of work. However, Exempt staff are required to report to their supervisor or department head if delayed or cannot make it to work. Exempt staff must also comply with the general work requirements of their department head.

CHANGES IN EMPLOYMENT

CHANGES IN EMPLOYMENT

This section of the handbook contains information about changes in employment status. Included in this section is important information about promotion, demotion, transfer, separation, and layoff and recall. If you have any questions about a change in your employment status, please contact your supervisor or the Human Resources Department. For represented employees, procedures are set forth in their applicable labor agreements.

PROMOTION, DEMOTION AND TRANSFER

It benefits both you and the City if you are doing the job that you are most interested in and best suited for. Accordingly, the City encourages you to prepare for and seek promotion or transfer to positions that match your interests and qualifications.

Promotion

Current employees may receive first consideration for openings for which they have the knowledge, skills, and abilities, unless outside recruitment seems advisable. Vacant jobs are posted throughout the City and in the Human Resources Department. You may apply for a vacant position through the Human Resources Department. If you apply for an open position, you will go through a recruitment and selection process. Upon promotion, you will receive a wage increase of five percent or the first step of the new salary range, whichever is greater. All promoted employees must complete a six-month probationary period.

Demotion

Occasionally, it may be necessary for an employee to move to a lower paying job. This normally occurs when the employee is not satisfactorily performing the essential functions of the current job. An employee must possess the minimum qualifications for the lower-level position. Demotion to a position in a lower classification is normally accompanied by a salary reduction to a level commensurate with the new position.

Transfer

Vacant positions may be filled through lateral transfer of qualified employees. A voluntary transfer request will be considered if the employee meets the requirements of the new position, has held the current position for at least six months, has a satisfactory performance record and has had no disciplinary actions during the six month period. If you are interested in a transfer, submit a written request for a transfer to the Human Resources Department. Normal recruitment and selection procedures will be followed. All transferred employees must complete a six-month probationary period.

LAYOFF AND RECALL

Unfortunately, there may be times when the City must reduce the number of positions because of lack of work, lack of funds, considerations of efficiency or other business reasons. Such reductions may result in layoffs. The City will attempt to avoid layoffs and consider alternatives first.

Layoffs may be temporary or permanent. Layoffs for represented employees will be handled in accordance with their labor agreements.

Temporary, part-time and probationary employees will generally be selected for layoff first. Those employees represented by a collective bargaining agreement will be laid off by seniority as set forth in their labor agreement. All other employees are selected for layoff based on performance, transferability of skills and length of service. The City may deviate from this selection order if the best interests of the City so dictate. Employees selected for layoff will be given 30 days notice when possible.

In lieu of layoff, an employee may be offered a voluntary demotion when there is a lower paying position available for which the employee is qualified. Demotion in lieu of layoff to a position in a lower classification is normally accompanied by a salary reduction to a level commensurate with the new position.

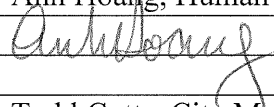

The names of laid-off employees will be maintained on a recall list for one year or until management determines the layoff is permanent, whichever occurs first. Laid-off employees are obligated to ensure the Human Resources Department has their current address. Employees have seven days after notice of recall to respond to the notice, or their names will be removed from the recall list. Further information about benefits, seniority and recall rights will be available to you in case of layoff.

SEPARATION FROM EMPLOYMENT

See PP-1.05 Separation of Employment Policy.

City of SeaTac

Policies and Procedures

Policy Number:	PP-1.05
Policy Name:	Separation of Employment
Department(s):	Citywide
Effective Date:	May 21, 2012
Supersedes:	Employee Handbook, page 41, Revised 1/99
Prepared by:	Anh Hoang, Human Resources Director
Signature:	
Approved by:	Todd Cutts, City Manager
Signature:	

Purpose:

The purpose of this policy is to provide information regarding the methods and means by which an employee's employment relationship with the City may cease. This Policy shall supersede the "Separation from Employment" and "Separation Procedures" subsections of the Employee Handbook.

Policy:

All employees have the right to end their employment relationship with the City if they deem it appropriate. The City may end its employment relationship with its regular, part-time and full-time employees for cause, including but not limited to those listed in the *Standards of Conduct & Discipline* policy. The City may end its employment relationship with its at-will, temporary, seasonal and probationary employees at any time and for any reason. Those employees covered by a written agreement, collective bargaining agreement, or civil service are subject to the separation provisions of that agreement or law.

If you decide to leave employment with the City, it is recommended that you give written notice to your supervisor. Employees failing to give appropriate written notice may be ineligible for rehire. Supervisory and managerial employees should give four weeks notice when possible. All other employees should give at least two weeks notice.

Procedure:

Employees leaving City employment will be scheduled to participate in an exit interview with a member of the Human Resources Department on or before their last day of work. Human Resources staff will address benefits issues including continuation of health care coverage and withdrawal from retirement or deferred compensation plans. You will be given the opportunity to

state the reasons for the separation and to make any suggestions for improving working conditions at that time.

Employees leaving City employment will be responsible for returning all City property in their possession and any funds advanced. Separating employees who desire the City to provide references to other employers will be asked to sign an authorization and release form for that purpose. References other than job title and dates of employment will not be given without such a release. Final paychecks are generally processed by the next, regular payday following the last day of work, and in any event, will be scheduled to comply with all State and Federal laws.

CONCLUSION

Again, welcome to the City of SeaTac! We are pleased to have you on our team. This handbook applies to all employees of the City. Employees who are subject to civil service rules and regulations, state laws and/or a collective bargaining agreement should refer to provisions contained therein for possible modification of, or exceptions to, information contained in this handbook.

We trust that this Employee Handbook has answered questions that you have about our workplace. If you have additional questions, please contact your supervisor or the Human Resources Department. We look forward to working with you.

ACKNOWLEDGEMENT OF RECEIPT

CITY OF SEATAC

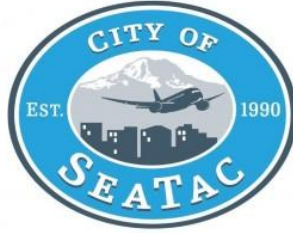
Acknowledgement of Receipt

I understand that the Employee Handbook presents statements of policy and guidelines that may be changed by the City when, in its judgment, circumstances so require. I understand that this Handbook supersedes any prior Handbooks or Policy Manuals issued by the City.

I certify that I have received a copy of the CITY OF SEATAC EMPLOYEE HANDBOOK.

Date: _____ Employee: _____
Printed Name

Handbook Number: _____ Signature: _____



City Employee Code of Ethics Employee Attestation

I, _____, have received and read a copy of the City of SeaTac City Employee Code of Ethics, understand and agree to abide by the provisions contained therein.

I understand that I am obligated to:

- Read and understand the City Employee Code of Ethics.
- Follow appropriate ethical behaviors as specifically set forth in the City Employee Code of Ethics and City Personnel Policies.
- Seek guidance in resolving ethical issues or concerns from my supervisor, Department Head, Human Resources Department or City Attorney's Office.
- Report to my supervisor, Department Head, Human Resources Department, City Manager or City Attorney's Office any conduct by other City employees which may violate this City Employee Code of Ethics, any other Personnel Policy or the City's values of service, teamwork, accountability and integrity.

By signing below, I attest, to the best of my knowledge, I am in compliance with all provisions contained therein the Employee Code of Ethics.

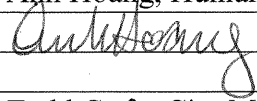
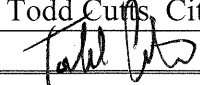
Employee Signature

Date

NOTES

City of SeaTac

Policies and Procedures

Policy Number:	PP-5.03
Policy Name:	Lockout Tagout
Department(s):	City Wide
Effective Date:	September 7, 2012
Supersedes:	N/A
Prepared by:	Anh Hoang, Human Resources Director
Signature:	
Approved by:	Todd Curtis, City Manager
Signature:	

Purpose:

The City of SeaTac is committed to providing a safe and healthful work environment for staff. This is our written energy control program to protect employees that service or maintain a machine or equipment from injury by the unexpected energization or start up in accordance with Washington Administrative Code (WAC) 296-803-100.

Policy:

All City employees are covered by this policy except Fire Fighters who are covered by a separate plan in accordance with WAC 296-305 Safety Standards for Fire Fighters. Employees affected by this program are those who operate machinery or equipment upon which lockout or tagging out is required under this program. The following are job classifications in which ALL employees will be trained to use the lock and tag out procedures:

- Custodian
- Facilities Manager
- Facilities Maintenance Worker 1
- Facilities Maintenance Worker 2
- Maintenance Worker 1
- Maintenance Worker 2
- Park Operations Lead
- Park Operations Supervisor
- Park Operations Worker
- Public Works Maintenance Supervisor
- Seasonal Maintenance Worker
- Water Quality Technician

Definitions:

Lockout – When you're blocking the flow of energy from the power source to the equipment. A lockout device is usually a key or combination lock arrangement that secures a disconnect switch breaker, valve or lever in the "off" position.

Tagout – Placing a tag on the power source to warn co-workers and others not to turn the power on. You will also find one of the following written statements on a tag:

DANGER – DO NOT START
DANGER – DO NOT OPEN
DANGER – DO NOT CLOSE
DANGER – DO NOT ENERGIZE
DANGER – DO NOT OPERATE

Energy Control Procedures

Purpose

This procedure contains the minimum requirements to protect employees from injury caused by the unexpected energization, start up, or release of stored energy during service or maintenance. This program establishes the requirement for the isolation of both kinetic and potential electrical, chemical, thermal, hydraulic, pneumatic and gravitational energy prior to equipment repair, adjustment or removal.

Use this procedure to make sure the machine or equipment is stopped and isolated from all potentially hazardous energy sources, and locked out before any employee begins work.

Authorization

Employees outlined above in section 2, Employees Affected by this Program, will be authorized to lock out machines or equipment using this procedure following proper training outlined below in Training.

Meeting the requirements of this program

All employees need to follow the restrictions and limitations that result from this procedure. Authorized employees will perform lockout as described in this procedure. No employee will attempt to start, energize or use any machine or equipment that is locked out. Employees who fail to follow this procedure will be subject to disciplinary action.

Before making any repairs, adjustment or changing blades or attachments, follow the procedures below. The crewmember making the adjustments or repairs is the only person that can perform the release from lockout-tagout procedure.

Electric Power Tools

- Drill motors
- Circular saws
- Reciprocating saws
- Blade sharpener

Lockout-Tagout Procedure

1. Ensure that the power switch is in the “off” position.
2. Unplug the tool. Press the start button to see that correct systems are locked out.
3. Keep the unplugged power cord in your site as you are working on the power tool.
4. Notify affected employees that the Electric Power Tools is Locked/Tagged Out.

Release from Lockout-Tagout Procedure

1. Ensure that all the work performed on the power tool is complete.
2. Ensure that all tools are removed from the power tool that was worked on.
3. Ensure that all guards and covers are in place.
4. Ensure that the power switch on the power tool is in the “off” position.
5. Ensure that you and all crewmembers are safely clear before starting up the power tool.
6. Notify affected employees that the service or maintenance is completed and the Electric Power Tool is ready to use.

Small Gas Powered Equipment

- 21” mowers
- 36” mowers
- Edgers
- Blowers
- Weedeaters

Lockout-Tagout Procedure

1. Ensure that the power switch is in the “off” position. Press the start button to see that correct systems are locked out.
2. Attach a “DANGER – DO NOT OPERATE” tag near the “on-off” switch with your name and date written on the tag. Tags must be legible and understandable.
3. Remove the wire from the spark plug. If you have to leave the area, make sure that the spark plug wire is still disconnected when you return to work on the tool.
4. Notify affected employees that the Small Gas Powered Equipment is Locked/Tagged Out.

Release from Lockout-Tagout Procedure

1. Ensure that all the work performed on the equipment is complete.
2. Ensure that all tools are removed from equipment that was worked on.
3. Ensure that all guards and covers are in place.
4. Ensure that the power switch on the equipment is in the “off” position.
5. Remove “DANGER – DO NOT OPERATE” tag.
6. Replace plug wire.
7. Ensure that you and all crewmembers are safely clear before starting up the piece of equipment.
8. Notify affected employees that the service or maintenance is completed and the Small Gas Powered Equipment is ready to use.

Vehicles

- Cars
- Trucks
- Vans

Lockout-Tagout Procedure

1. Turn vehicle off, set ignition lock and remove keys.
2. Set parking brake.
3. Attach “DANGER – DO NOT OPERATE” tag to steering wheel with your name and date written on the tag. Tags must be legible and understandable.
4. Release hood lock.
5. If battery connectivity will expose employees to a hazard, disconnect cables.
6. Close and lock doors.
7. Before work is to be done on the fuel system, follow all vehicle manual instructions for relieving fuel system pressure.
8. Notify affected employees that the Vehicle is Locked/Tagged Out.

Release from Lockout-Tagout Procedure

1. Ensure that all the work performed on the vehicle is complete.
2. Ensure that all tools are removed from the work area on the vehicle.
3. Ensure that all guards and covers are in place.
4. Remove “DANGER – DO NOT OPERATE” tag.
5. Ensure that you and all crewmembers are safely clear before starting up vehicle.
6. Remove any temporary braces.
7. Put wheel chocks away.
8. Notify affected employees that the service or maintenance is completed and the vehicle is ready to use.

Large Power Equipment

- 72” mower
- Batwing mower
- Tractor
- Backhoe

Lockout-Tagout Procedure

1. Turn vehicle off, set ignition lock (if applicable) and remove keys.
2. Set parking brake.
3. Attach “DANGER – DO NOT OPERATE” tag to steering wheel with your name and date written on the tag. Tags must be legible and understandable.
4. Close and lock doors (if applicable).
5. Chock wheels.
6. Block parts that could fall if the hydraulic system were to fail.
7. Before work is to be done on the fuel system, follow all instructions in the equipment manual to relieve fuel system pressure.
8. Notify affected employees that the Large Power Equipment is Locked/Tagged Out.

Release from Lockout-Tagout Procedure

1. Ensure that all the work performed on the piece of equipment is complete.
2. Ensure that all tools are removed from the work area on the piece of equipment.
3. Ensure that all guards and covers are in place.
4. Remove "DANGER – DO NOT OPERATE" tag.
5. Ensure that you and all crewmembers are safely clear before starting up piece of equipment.
6. Remove any temporary braces.
7. Put wheel chocks away.
8. Notify affected employees that the service or maintenance is completed and the equipment is ready to use.

HVAC Equipment

- Large self contained HVAC units

Lockout-Tagout Procedure

1. Notify affected staff in building before starting work.
2. Put shut off levers on gas and electric supply in "off" position.
3. Place locks on the shut off levers.
4. Notify affected employees that the HVAC Equipment is Locked/Tagged Out.

Release from Lockout-Tagout Procedure

1. Ensure that all the work performed on the HVAC unit is complete.
2. Ensure that all tools are removed from the work area.
3. Ensure that all guards and covers are in place.
4. Notify affected staff in building that you will be turning on the HVAC equipment.
5. Ensure that you and all crewmembers are safely clear before starting up HVAC equipment.
6. Remove locks and turn on HVAC unit.
7. Notify affected employees that the service or maintenance is completed and the HVAC Equipment is ready to use.

Work on high voltage circuits (more than 24 volts)

Lockout-Tagout Procedure

1. Notify affected staff in building before starting work.
2. Place circuit breaker in panel in the "off" position.
3. Place lock on breaker that controls the circuit you are working on.
4. Check line with voltage tester to make sure electric supply is off on circuit you are working on.
5. Notify affected employees that the High Voltage Circuits are Locked/Tagged Out.

Release from Lockout-Tagout Procedure

1. Ensure that all the work performed is complete.
2. Ensure that all tools are removed from the work area.

3. Ensure that all guards and covers are in place.
4. Notify affected staff in building that you will be turning on the power.
5. Ensure that you and all crewmembers are safely clear before turning on the power.
6. Remove lock.
7. Place circuit breaker in "on" position.
8. Notify affected employees that the service or maintenance is completed and the High Voltage Circuits are ready to use.

Training

All employees outlined above in section 2, Scope, will be trained to use the lock and tag out procedures. Training will be conducted by an employee's supervisor, the Human Resources (HR) Department or their designee.

This training will include:

- Understanding the purpose and function of the energy control program.
- Having the knowledge and skills necessary to carry out workplace responsibilities.
- The type and magnitude of energy available in the workplace.
- Recognizing hazardous energy sources that apply.
- Methods and means to isolate and control energy.
- The purpose and use of the energy control procedures.
- Procedures being used.
- Prohibition against attempting to restart or reenergize a machine or equipment that's locked out or tagged out.

Training will be provided before initial assignment to tasks where occupational exposure may take place, annually, and when changes in tasks or procedures take place that affect occupational exposure.

Contractors

Contractors working on City property and equipment must be informed of this lockout-tagout procedure while servicing or maintaining machines or equipment. City staff should be informed of contractors' lockout or tagout procedures. City staff and contractor should understand and follow the restrictions of the other's energy control plan.

**Lockout/Tagout
Energy Control Procedures
Checklist**

Preparation for Shut Down

Identify equipment to be shut down: _____

Location in facility: _____

Procedures to notify all **affected employees**: _____

Identify **all** power sources:

a) Electrical: _____

b) Air: _____

c) Steam: _____

c) Hydraulic: _____

d) Gravity: _____

e) Other: _____

Identify lockout/tagout devices to be used: _____

Shut Down

Description of the shut down procedures: _____

Isolation

Procedures for isolation of equipment from **all** power sources: _____

Lockout/Tagout Device Application

Procedure for locking out or tagging out equipment: _____

Release of Stored Energy

Procedures for the release of stored energy (where applicable): _____

Verification of Isolation

Procedures to ensure that equipment is isolated from **all** power sources: _____

Start-Up

Visual inspection of the machine and equipment. Ensure all tools have been removed. Return guards to place.

Notify all **affected employees** and **other** employees of the start up.

Remove all lockout/tagout devices and restore power.



MEMORANDUM

Date: February 5, 2010

To: All Non-Represented Employees

Through: Todd Cutts, Acting City Manager *TC*

From: Anh Hoang, Human Resources Director *AH*

Re: **Sick Leave Cash Outs for Non-Represented Employees**

The purpose of this memorandum is to revise the Employee Handbook, page 14, Sick Leave section, as it applies to non-represented ("NR") employees. The current Employee Handbook, Sick Leave section, paragraph 3, states that employees who separate from City employment will "...receive payment equal to 25% of your accrued and unused sick leave, provided that the total cash-out of sick leave does not exceed 64 hours. This cash-out does not apply to any employee who leaves employment during the new hire probationary period."

By this executive order, cash-out of sick leave for NR employees shall be modified as follows:

Payment of Accumulated Sick Leave

NR employees shall have the choice of one of the following two options for the cash-out of their accrued and unused sick leave. On an annual basis, NR employees shall have an opportunity to make their selection for sick leave cash out. If the NR employee does not make a selection choice amongst the two options below, his/her selection will be defaulted to Option #1. Once the employee selects Option #2 below, the employee will no longer be eligible for sick leave cash-out under Option #1 (cash-out upon separation of employment).

1. Option #1 – Sick Leave Cash Out Upon Separation of Employment:

Upon death, termination or retirement, an employee (or a deceased employee's beneficiary or estate) shall receive payment equal to twenty-five percent (25%) of such employee's then accrued and unused sick leave hours at the employee's hourly rate of pay at the time of separation; provided, however, that under no circumstances may an employee's payment for accumulated sick leave exceed sixty-four (64) hours. The twenty-five percent (25%) payment will not be made for unused sick leave if an employee leaves the City during his or her new-hire probationary period.

2. **Option #2 - Annual Sick Leave Cash Out:**

After achieving a certain minimum sick leave balance, NR employees are eligible to cash out a percentage of the sick leave they have earned but not taken during the calendar year. The percentage of accrued and unused sick leave eligible to be cashed out will increase incrementally upon the achieving higher sick leave balances. Sick leave cash out is elective. It is the employee's choice whether to participate in the sick leave cash out program. All sick leave hours cashed out will be deducted from the employee's accrued sick leave balance.

a. **10% Cash Out:**

Upon achieving a sick leave balance of one-hundred (100) hours by December 31, an employee shall be able to cash out ten percent (10%) of the sick leave he/she accrued but did not use during that calendar year. The employee shall be paid for the unused sick leave at his/her base rate of pay in effect as of December 31 of the year for which the sick leave hours are accrued and cashed out. The employee's sick leave bank will be reduced by the amount of sick leave cashed out.

b. **25% Cash Out:**

Upon achieving a sick leave balance of three-hundred (300) hours by December 31, an employee shall be able to cash out twenty five percent (25%) of the sick leave he/she accrued but did not use during that calendar year. The employee shall be paid for the unused sick leave at his/her base rate of pay in effect as of December 31 of the year for which sick leave hours are accrued and cashed out. The employee's sick leave bank will be reduced by the amount of leave cashed out.

c. **50% Cash Out:**

Upon achieving a sick leave balance of seven-hundred twenty (720) hours by December 31, an employee shall be able to cash out fifty percent (50%) of the sick leave he/she accrued but did not use during that calendar year. The employee shall be paid for the unused sick leave at his/her base rate of pay in effect as of December 31 of the year for which sick leave hours are accrued and cashed out. The employee's sick leave balance will be reduced by the amount of leave cashed out.

Other than the modification to NR employees' sick leave cash-out as specified above, all other provisions, policies and practices regarding sick leave accumulation and use shall remain in full force and effect for NR employees.

All employees who have questions regarding Sick Leave or any City policies should refer those questions to the Human Resources Department.



Rest Periods & Meal Periods

Clarification of Policies, Procedures and Practices

December 14, 2009

Human Resources was asked to clarify the City's policies and practices with regard to rest (break) periods and meal (lunch) periods. After the City Attorney's office has conducted legal research and provided their legal interpretation, and having obtained input from department directors and managers, the following clarifications have been discussed with Department Directors and are provided for your information.

General definitions: Meal periods are lunch periods. Rest periods are rest/coffee breaks.

- **Can an employee waive (not take) their lunch period?** The law requires that a meal period of a minimum of 30 minutes must be given per work shift. The City provides a minimum of a 30-minute unpaid meal period for each work day. The law does not allow an employee to waive (not take) their meal period on a regular basis or as part of their normal work schedule. Paid rest periods (breaks) cannot be used to in lieu of this meal period. An employee, with his/her supervisor's approval, may on occasion under unique circumstances (i.e. a health care appointment or unforeseen emergency) be allowed to skip their meal period for the day. The unique circumstance(s) and the supervisor's approval must be documented for each exceptional incident.
- **Can an employee waive (not take) their rest period?** The law does not allow the employee or employer to waive rest periods (breaks). Although the law only requires employers to provide a minimum of 10-minute for each rest period, the City provides employees with a 15-minute rest period for each half day worked. Each employee must take the rest periods provided each work day.
- **Can an employee use their rest periods to come in late or leave work early?** The law does not allow the use of rest periods to shorten the work day (come in late or leave early) on a regular basis or as part of the employee's normal work schedule. Occasionally, an employee with unique exceptional circumstances can be allowed to use their earned break period to substitute for a late arrival or an early departure. The exceptional circumstance(s) and the supervisor's approval must be documented for each incident.
- **Can an employee combine their rest periods (two 15-min breaks) with their unpaid 30-minute meal (lunch) period to take a 1-hour lunch break?** Yes, because the City is a public employer, there exists an exception under the law that allows for the combining of rest periods and lunch periods. However, employees cannot take more than a total of 30 minutes of paid rest period(s) for each full work day.
- **Can an employee who uses their two 15-minute breaks as part of their lunch period also take intermittent (shorter) breaks throughout the work day?** No. Intermittent breaks are considered as rest periods. For example, three 5-minute breaks are the equivalent of one 15-minute break. Employees are not allowed to take intermittent breaks in addition

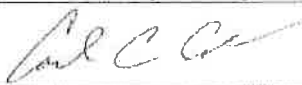
to the two 15-minute breaks provided for in a full work day. In summary, in a full work day, an employee may take the equivalent of 30 minutes (two 15-minute) of paid rest period(s). Whether the rest periods are taken in whole or intermittently in parts will be up to the employee's Department Director or supervisor to authorize, but at no time will the employee be allowed to take more than 30 minutes of paid rest period per work day.

- Can an employee who normally works 8-hours per day work 4 hours in the morning, take the rest of the day off and use only 3.5 hours of leave time, using their 30-minutes of paid rest periods to make up for the rest of the day's hours? Yes and no. The employee, having worked the first half of the day has earned the first 15-minute paid rest period, which can be used at the end of the 4-hour work period in lieu of using accrued leave. However, the employee has not earned the second 15-minute rest period. Therefore, the employee must use 3.75 hours (not 3.5 hours) of leave for this scenario.

If you have questions or need further clarification, please feel free to contact Anh Hoang, Human Resources Director.

City of SeaTac

Policies and Procedures

Policy Number:	PP-21.02
Policy Name:	Security Cameras Policy
Department(s):	Citywide
Effective Date:	June 14, 2021
Supersedes:	
Prepared by:	Mei Barker, Human Resources Director
Approved by:	Carl Cole, City Manager
Signature:	

1.0 Purpose:

The purpose of this policy is to provide guidelines for the installation and use of security cameras in buildings and/or on property owned or operated by the City of SeaTac in a manner that is safe and secure to employees and customers, while recognizing constitutional privacy rights as well as relevant statutory provisions.

2.0 General Definitions:

Private areas. Areas where individual privacy is reasonably expected, including but not limited to:

1. Restrooms;
2. Showers, locker and changing rooms, and areas where a reasonable person might change clothes; or,
3. Rooms or areas dedicated to medical, physical, or mental therapy or treatment.

Public areas. Areas that are not defined as “Private Areas” and there is no reasonable expectation of individual privacy.

Security camera. A camera, including audio recording, used for recording public areas. The most common security cameras rely on closed circuit television or CCTV.

Security camera vendor. A third-party vendor hired by the City to supply, install, and maintain security cameras.

Security camera monitoring. The real-time review or watching of security camera feeds.

Security camera recording. The recording of security camera feeds.

3.0 Policy:

This policy shall apply to all security cameras installed and monitored by City of SeaTac. Security cameras shall be placed to enhance the health, safety, and security of the City and protect City property. Security cameras will be used in accordance with City policy and local, state, and federal laws and regulations. Information obtained by recordings will be released for the following purposes:

- 3.1 Health and/or safety issues
- 3.2 Investigation of a crime
- 3.3 In the course of a personnel or Police investigation
- 3.4 To assist law enforcement; and/or
- 3.5 In response to a Public Records Request.

The purpose of this policy is not for real time monitoring of staff. Only designated personnel and the Police Department may access footage captured on City security cameras; this includes the software required to access the footage. Footage will not be released to any other party except pursuant to valid subpoena or public records request that has been reviewed and approved by both the Legal department and the City Manager. Images and related data collected by security cameras are the property of the City of SeaTac.

The Facilities Manager or Security Camera contract vendor under the Facilities Manager's supervision, has the responsibility to authorize all security camera operation for the safety and security purposes for the City of SeaTac, in consultation with the Police Department, Director of Parks, Community Programs and Services, Legal Department, and the Director of Human Resources.


4.0 Procedures:

All employees (or security camera contract vendor) involved in security camera recording of public areas will be regularly trained to perform their duties consistent with City policy, and local, state, and federal laws and regulations.

The equipment will be configured to focus on public, not private areas. It will also be configured to prevent the tampering with or duplicating of information.

Recordings will be stored for a period of time, then subsequently overwritten by the system, unless retained as part of a criminal investigation, personnel investigation, or court proceeding (civil or criminal), or as approved by Police, Parks, Community Programs and Services, Legal, or Human Resources departments. In accordance with the records retention schedule, such footage shall be stored in a secure location with access by authorized personnel only.

**City of SeaTac
Policies and Procedures**

Policy Number:	CW-032
Policy Name:	Network Computer Password Policy
Department(s):	Citywide
Effective Date:	10/25/2021
Supersedes:	
Prepared by:	Bart Perman, Information Systems Manager
Approved by:	Carl Cole, City Manager
Signature:	

Purpose:

A strong password policy is any organization's first line of defense against intruders. The National Institute of Standards and Technology (NIST) offers Digital Identity Guidelines for a sound password policy. The City is adopting a password policy based on the following NIST recommendations:

1. Password Complexity and Length

Many organizations require passwords to include a variety of symbols, including numbers, upper and lower case letters, and special characters. The benefit of these rules is not nearly as significant as expected, and they make passwords much harder for users to remember and type. Password length, on the other hand, has been found to be a primary factor in password strength. Accordingly, NIST recommends encouraging users to choose long passwords or passphrases rather than shorter, more complex passwords.

2. Password Age

Previous NIST guidelines recommended requiring users to change passwords every 90 days. In practice, this has irritated users and caused them to reuse old passwords or use simple patterns, which decreases their security posture.

The current NIST recommendation on maximum password age is to **ask employees to create a new password only in the case of a potential threat** or suspected unauthorized access.

Policy:

Based on the above recommendations, the City is implementing a password policy with the following requirements:

- Minimum password/passphrase length of 12 characters
- Password history will be kept, and 10 previous passwords cannot be reused
- Minimum password age of 3 days
- No requirement for regularly changing passwords

Users must not store passwords in clear text and must not transmit passwords in clear text electronically (email, text, chat, etc.).

In addition to updating password requirements, the City will be implementing use of Multifactor Authentication (MFA) for stronger security and to facilitate password changes when a user's computer is not directly connected to the City network.

Procedure:

It is vital to remember your password without writing it down somewhere, so choose a strong password or passphrase that you will easily remember.

Passwords shall not be shared with anyone.

Any combination of uppercase, lowercase, numbers, and special characters may be used in your password/passphrase.

When setting your new password/passphrase, users should avoid the following:


- Easy-to-guess passwords, especially the phrase "password"
- A string of numbers or letters like "1234..." or "abcd..."
- A string of characters appearing sequentially on the keyboard, like "@#\$\$%^&..."
- A user's given name, the name of a spouse or partner, or other names
- The user's phone number or license plate number, anybody's birth date, or other information easily obtained about a user (e.g., address or alma mater)
- The same character typed multiple times like "zzzzzz"
- Single words that can be found in a dictionary
- Default or suggested passwords, even if they seem strong
- Usernames or host names used as passwords
- Any of the above followed or preceded by a single digit

Unless you suspect that your password has been compromised, there is no need to change it.

If you suspect that someone else may know your current password, change it immediately.

City of SeaTac

Policies and Procedures

Policy Number:	CW-033
Policy Name:	Language Access Plan
Department(s):	Citywide
Effective Date:	November 10, 2021
Supersedes:	
Prepared by:	Cindy Corsilles, Assistant City Attorney
Approved by:	Carl C. Cole, City Manager
Signature:	

1. Background and Authority:

On August 11, 2000, Executive Order 13166 was issued. “Improving Access to Services for Person with Limited English Proficiency (LEP)”, 65 Fed. Reg. 50,121 (August 16, 2000). Under that order, every federal agency that provides financial assistance to non-federal entities must publish guidance to recipients of such assistance regarding their legal obligation to ensure meaningful access for LEP persons under the national origin nondiscrimination provisions of Title VI of the Civil Rights Act of 1964. In short, Executive Order 13166 tasks federal agencies with improving accessibility for LEP persons in all their programs and activities and must ensure that those entities that receive federal funding do the same. As a recipient of federal funds, the City of SeaTac is required to ensure meaningful access for LEP persons in its programs and activities.

In 2020, City staff conducted a community outreach network in collaboration with State Census coordinator to identify the proportion of the community who speaks a primary language other than English. The staff also conducted an internal study to determine from various departments the frequency LEP persons participate in City programs and the type of services they receive. Programs and/or services were also evaluated to determine the level of language services needed and resources the City must allocate in order to provide meaningful service to LEP individuals utilizing the City’s programs and services.

2. Purpose:

The purpose of this policy is to update and memorialize a Language Access Plan (“Plan”) based on past and current practices outlining reasonable efforts the City will make to eliminate or reduce limited English proficiency as a barrier to accessing City government programs or activities. This Plan is patterned after the United States Department of Justice (U.S. DOJ) Language Access Plan, and guidance from U.S. DOJ can be used to interpret and apply the City’s policy.

3. Policy Statement:

3.1 It is the policy of the City of SeaTac (City) that the City staff take reasonable steps to provide LEP persons with meaningful access to all programs or activities conducted by the City. It is the responsibility of the City, and not the LEP person, to take reasonable steps to ensure that communications between the City and the LEP person are not impaired because of the individual's limited English proficiency.

3.2 While the City's policy is designed to be flexible and considers fact-dependent situations, the City's analytical framework is based on the four (4) factor analysis provided by Federal agencies such as the United States Attorney's Office (USAO), the U.S. Department of Housing and Urban Development (HUD) and the U.S. Department of Health and Human Services (HHS). The following factors may be considered to determine what reasonable steps should be taken by the City:

- (1) the proportion of LEP persons eligible to be served or likely to be encountered by the City's programs or activities,
- (2) the frequency LEP persons come into contact with the programs served,
- (3) the importance of the service provided by the programs or activities, and
- (4) the resources available to the recipients.

4. Definitions:

4.1 Direct "In-Language Communication – Monolingual communication in a language other than English between a multilingual staff and an LEP individual (*e.g.*, Spanish to Spanish).

4.2 Effective Communication – Communication sufficient to provide an LEP individual with substantially the same level of access to services received by individuals who are not LEP.

4.3 Interpretation – The act of listening to a communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.

4.4 Language Assistance Services – Oral and written language services needed to assist LEP individuals with meaningful access to, and an equal opportunity to participate fully in, the services, activities, or other programs administered by the City.

4.5 Limited English Proficient (LEP) Individuals – Individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English. LEP individuals may be competent in English for certain types of

communication (*e.g.*, speaking or understanding), but still be LEP for other purposes (*e.g.*, reading or writing).

4.6 Meaningful Access – Language assistance that results in accurate, timely and effective communication at no cost to an LEP individual. For LEP individuals, meaningful access denotes access that is not significantly restricted, delayed, or inferior as compared to programs or activities provided to English proficient individuals.

4.7 Multilingual Staff or Employee – A staff person or employee who has demonstrated proficiency in English and reading, writing, speaking, or understand at least one other language.

4.8 Primary Language – An individuals' primary language is the language in which an individual most effectively communicates.

4.9 Program or Activity – Program or Activity means a program or activity operated by the City.

4.10 Qualified Translator or Interpreter – An authorized translator or interpreter who has demonstrated his or her competence to interpret or translate through court certification or is authorized to do so by contract with the City or by approval of his or her Department Director.

4.11 Sight Translation – Oral rendering of written text into spoken language by an interpreter without change in meaning based on a visual review of the original text or document.

4.12 Translation – The replacement of written text from one language (source language) into an equivalent written text in another language (target language).

4.13 Vital Document – Paper or electronic written material that contains information that is critical for accessing the City's program or activities or as required by law.

5. Scope of the Policy:

This policy is intended only to improve the internal management of the City's language access plan, and does not create any right or benefit, substantive or procedural, enforceable at law by a party against the City, officers, agents, or employees. Administration of the Plan discussed herein is within the sole discretion of the City Manager or designee.

This Policy is also intended to provide all staff members, particularly employees who interact and provide customer service to the public, the tools to meaningfully communicate and serve LEP individuals.

This City's language access policy and operational guidelines are hereby updated and memorialized by this policy, and consistent with the four (4) factor analysis as stated in Paragraph 3.2.

6. Operational Guidelines in Providing Language Assistance Services:

6.1. Competency of Staff and Contracted Personnel:

All staff and contracted personnel who serve as translators, interpreters, or who communicate "in-language" with LEP persons must be competent to ensure the quality and accuracy of language assistance services provided. Considerations of competency in light of particular tasks may include:

- The interpreter has demonstrated proficiency in and ability to communicate information accurately in both English and the other language;
- The interpreter is employing the appropriate mode of interpreting, (*e.g.*, consecutive, simultaneous, or sight translation), translating, or communicating fluently in the target language;
- The staff or personnel has knowledge in both languages of any specialized terms or concepts particular to the City's program or activity;
- The interpreter understands and follows confidentiality, impartiality, and ethical rules to the same extent as City's staff;
- The interpreter understands and adheres to their role as interpreters, translators or multilingual staff.

Generally, the City should use its own resources to assist LEP individuals before utilizing family members including children, neighbors, friends, acquaintances to provide language assistance services

6.2 Translation of the City's Written Materials:

- a) **Translating Vital Documents** – the City should prioritize translation of vital documents. Classification of a document as "vital" depends upon the importance of the program, information, or services involved, and the consequence to an LEP person if the information in question is not provided accurately or in a timely manner. The determination as to what documents are consider "vital" is left to the discretion of individual department. Each department should exercise its discretion in creating a process for identifying and prioritizing vital documents or written documents to translate. Departments should also ensure that all translations are completed by qualified translators.
- b) **Translating the City's Web Content** – The City shall take reasonable steps to translate website content and electronic documents that contain vital information about the City's programs and services. The City shall identify

the appropriate languages for translation and shall determine which electronic documents contain vital information. Translations of web content may include web pages that contain important information intended for the general public. The Federal General Services Administration's guidance on multilingual websites can be found at: <https://digital.gov/resources/top-10-best-practices-for-multilingual-websites/>.

6.3 Identifying LEP Individuals:

City staff should make reasonable efforts to obtain language assistance whenever needed to effectively communicate to an LEP individual. City staff can determine whether a person needs language assistance in several ways:

- Self-identification by the non-English speaker, LEP individual or companion;
- Inquiring as to the primary language of the individual if they have self-identified as needing language assistance services;
- Asking a multilingual staff member or qualified interpreter to verify an individual's primary language;
- Using "I Speak" language identification card or poster. Some examples of such cards are available at:
<http://www.justice.gov/crt/lep/resources/ISpeakCards2004.pdf>.

6.4 Tracking and Reporting:

Each City department should collect designated data regarding the provision of language assistance services and such data will be made available when requested by federal agencies, as needed.

6.5 Staff Training:

City staff members will periodically receive training on the content of the language access policy, identifying language access needs, and providing language assistance services to LEP individuals. The City should take reasonable steps to ensure that relevant staff members receive training on the City's Language Access Plan Policies and Procedures.

7. Performance Measurement and Evaluation:


The City will periodically reassess and where appropriate, update the language access plans to ensure that the scope and nature of language assistance services provided under the Plan reflect updated information on relevant LEP populations, the City's language assistance needs, changes in technology, and the City's experience under the Plan. Further, the City should take reasonable efforts to ensure the needs of LEP persons are met by available language services, and the directory of translated documents, signs, and web-based services are adequate.

The City will also periodically assess the effectiveness of language assistance services by conducting an inventory of languages most frequently encountered; identifying how most contact with LEP community members occurs; reviewing the language accessibility of the City's

programs and activities; reviewing plans and protocols; and reviewing annual costs of translation and interpreter services.

City of SeaTac

Policies and Procedures

Policy Number:	CW-029
Policy Name:	City-Owned and Personal Mobile Device Policy
Department(s):	Citywide
Effective Date:	02/01/2021
Supersedes:	Use of City Provided Cellular Telephone Policy
Prepared by:	Gwen Pilo, Finance & Systems Director
Approved by:	Carl Cole, City Manager
Signature:	

Purpose:

To provide for the use of City-Owned Mobile Devices and reimbursement of employee owned Personal Mobile Devices used for city business.

Policy:

Mobile Devices are an important and necessary tool for certain employees to perform their job duties. For this purpose, the Department Director will be responsible for determining whether their employees require a Mobile Device and/or data plan and the employee may request a City-Owned Mobile Device or a stipend for use of their Personal Mobile Device.

Employees leaving City employment shall turn in City-Owned Mobile Devices as part of the separation of employment process. Employees transferring or promoting within the city must reestablish their eligibility in their new position.

Definitions:

Mobile Device

A Mobile Device is any device that connects to wireless or cellular networks for purposes of transmitting voice or data. Examples include, but are not limited to, flip phones, iPhones, iPads, Android Phones, and Android tablets.

City-Owned Mobile Device

A Mobile Device as defined above, owned by the city.

Personal Mobile Device

A Mobile Device as defined above, owned by a city employee.

Email

Electronic mail sent or received on the City email system.

Electronic Files

Information stored electronically residing on storage media containing data, images, programs or other information. This includes all files produced or copied onto City-owned or operated hardware, or files produced or copied either to or from other information systems on behalf of the City.

Internet

Refers to connectivity with other agencies, networks and/or services outside local area networks established and maintained by The City of SeaTac.

Stipend

Regular reimbursement amount for business use of a Personal Mobile Device that is included in employee's paycheck.

City-Owned Mobile Device - Personal Use

Any employee issued a City-owned Mobile Device may make a request to their Department Director to use the Mobile Device for personal use. If the request is approved, the employee will pay the City the amount identified on Appendix A, Personal Use of a City-Owned Mobile Device Agreement through a payroll deduction.

Replacement of a City-Owned Mobile Device will not occur more than once every three (3) years, unless otherwise approved by the Department Director or City Manager, as appropriate. If a City-Owned Mobile Device is lost, destroyed, or rendered unusable for reasons due to employee negligence or malfeasance, in addition to any necessary disciplinary action, the employee will be charged for replacement of the device.

Personal Mobile Device - City Business Use

The City has the ability to connect Personal Mobile Devices to send and receive City email. At the Department Director's discretion, an employee may be approved to use their Personal Mobile Device to conduct City business, subject to the provisions of this policy, in lieu of a City issued device. The Personal Mobile Device Use Agreement (Appendix B) must be filled out, signed, and submitted to Information Systems.

The employee is responsible for the purchase of the personal mobile device, maintaining a contract and paying for the service on the device.

Personal Mobile Device - City Paid Monthly Stipend

Employees approved to use their Personal Mobile Device for City related business can request to receive a monthly stipend. Exempt employees eligible to receive this stipend must complete a Personal Mobile Device Stipend Agreement and Annual Certification (See Appendix C) to be submitted to the Department Director for approval, along with a copy of the employees most recent Mobile Device bill to ensure the amount of the stipend does not exceed the amount of the bill. The agreement may be made at any time during the year and shall be renewed each November.

Once approved, the stipend amount will be added to the employee's regular paycheck and will be identified as a taxable benefit. This stipend does not constitute an increase to base pay and will not factor into any annual raises, job upgrades, or retirement calculations. The stipend amount will be a flat rate per month, based on the Personal Mobile Device Stipend Agreement and Annual Certification outlined in Appendix C. The City will pay only the agreed upon amount and it reserves the right to remove a participant from this plan, or cancel the plan, for any reason, at any time.

Employee Responsibilities for Stipend

Employees who receive a monthly stipend shall only use a Personal Mobile Device that meets the City's technical standards and adheres to the Mobile Device Guidelines attached as Appendix D. Employees will notify their director if their phone number or plan is modified. If the employee terminates his/her wireless contract at any point, he/she must notify his/her supervisor and Payroll within five (5) business days to terminate the stipend.

While conducting City business, use of the phone in any manner contrary to local, state, or federal laws will constitute misuse, and may result in immediate termination of the Mobile Device stipend. Employees are expected to return all City electronic files from the Mobile Device when their employment is severed, except when required to maintain that data in compliance with litigation holds.

Individuals who conduct City business on their Personal Mobile Devices and do not have a valid signed Personal Mobile Device Stipend Agreement and Annual Certification (Appendix C) are not eligible for reimbursement for use of the device.

Damage to Personal Mobile Device During Work

Any damage to a Personal Mobile Device is the responsibility of the employee.

Personal Mobile Device Documentation and Review Requirements

The employee's monthly wireless provider billing record is subject to audit at any time by the Department Director, Finance Department, or external auditors of the state. By November 30 of each year, individuals receiving a Mobile Device stipend will fill out the Personal Mobile Device Stipend Agreement and Annual Certification (Appendix C) and submit it, along with a copy of the employee's most recent Mobile Device bill, to the Department Director.

The Department Director will be responsible for ensuring employees who are participating in the Mobile Device Use and Stipend program adhere to this policy, guidelines, and the terms of any signed agreements. The Department Director will review the effectiveness of the program on an annual basis. The Department Director must notify Information Systems as soon as possible upon departure of any employee using a Personal Mobile Device for City business.

Mobile Device Management

In order to secure the City's data on mobile devices, the City uses Mobile Device Management (MDM) software on devices used for City business. As critical phone software updates are released, IT staff will use MDM to push these updates out to the phones. Failure to install these updates in a timely manner may result in suspension of phone/data service on the device.

Public Records

All City business generated on Mobile Devices is subject to the Public Records Act. City email sent and received on a Personal Mobile Device is archived in the City system for retention. Text messages sent and received on a Personal Mobile Device are not stored in any other form. Employees using Personal Mobile Devices shall not use texting for any City business.

Appendix A

Personal Use of a City-Owned Mobile Device Agreement

Each employee approved for personal use of City-Owned Mobile Device must read and agree to the following guidelines:

1. I have reviewed the City's ***Electronic Messages Mail Management Policy (CW-019)*** and understand the appropriate usage of my City-Owned Mobile Device while doing city business.
2. I will promptly report lost or stolen devices to the Information Systems as soon as the loss is noticed.
3. I understand the device will be set for remote wipe capability if lost or stolen.
4. I understand that using a City-Owned Mobile Device for personal use may result in personal records and/or device being subject to public disclosure, and/or disclosure during litigation.
5. I understand that my personally stored data may be lost while Information Systems is troubleshooting the device.
6. Upon separation from the city, I will return the City-Owned Mobile Device.
7. I understand the City will deduct funds from my paycheck as authorized below:
____ Standard Cell Phone (Voice only) \$20 per month
____ Tablet/Data only \$25 per month
____ Smart Phone \$30 per month
8. I understand the above rates will be reviewed and modified as needed to reflect any changes in City Mobile Device plans or contract changes.
9. I understand I am responsible for payment of overages and international or roaming fees including taxes and these fees will be deducted from my paycheck.

Mobile Device Issued:

Apple iPhone_____ Android_____ iPad_____

I, the undersigned, agree to the guidelines as outlined above and in the policy:

Employee Name (Print)

Employee Signature Date

Department

Director Signature Date

File one copy of this signed form in the personnel file and send one copy to the Finance Director.

Appendix B

Personal Mobile Device Use Agreement

Employees authorized to use their Personal Mobile Device for City business must read and agree to the following guidelines:

1. I have reviewed the City's ***Electronic Messages Mail Management Policy (CW-019)*** and understand the appropriate usage of my Personal Mobile Device while doing city business.
2. I will promptly report lost or stolen devices to Information Systems as soon as the loss is noticed.
3. I understand that using a Personal Mobile Device for City business may result in personal records and/or device being subject to public disclosure, and/or disclosure during litigation.
4. I will not store any protected City data (SSNs, Credit Card Numbers, Health information etc.) on my Personal Mobile Device.
5. I understand my Personal Mobile Device will be configured for remote wipe capability if lost or stolen.
6. I understand that my personally stored data may be lost while Information Systems is troubleshooting the device.
7. I understand upon separation from the city, all City related data and applications must be removed from my device.
8. I agree to add Wireless Priority Service (WPS) to my Mobile Device plan (if required).

I, the undersigned, agree to the guidelines as outlined above and in the policy:

_____ Employee Name (Print)	_____ Employee Signature	_____ Date
--------------------------------	-----------------------------	---------------

_____ Department	_____ Director Signature	_____ Date
---------------------	-----------------------------	---------------

File one copy of this signed form in the personnel file and send one copy to the Finance Director.

Appendix C

Personal Mobile Device Stipend Agreement and Annual Certification

I, _____ do hereby acknowledge and understand:
(PLEASE PRINT)

1. I will be responsible for the purchase, maintenance, and replacement of a Personal Mobile Device in lieu of a City-Owned Mobile Device.
2. I will establish a service contract with a provider of my choice and make all payments to the service provider. I am responsible for complying with and payment of all expenses incurred (including long distance, roaming fees, and taxes). I will accept all liability for claims, charges, or disputes with the service provider.
3. I will be responsible to work directly with the service provider for any technical problems.
4. I will provide my Department Director a copy of the monthly access plan charges upon request.
5. I will notify my Department Director immediately of a phone number change or plan change.
6. The use of my Personal Mobile Device for City business is a voluntary program.
7. That I agree to have my Personal Mobile Device accessible and available at all times that I may be required to be available for City business.
8. The use of my Personal Mobile Device for City business shall not be considered a right or obligation or past practice and is not an on-going benefit included in my overall compensation package.
9. The City may terminate this stipend program at any time.

I have fully read and agree to the terms of this agreement as presented above.

_____ Employee Name (Print)	_____ Employee Signature	_____ Date
_____ Mobile Phone Number	_____ Provider	
_____ Department	_____ Director Signature	_____ Date

File one copy of this signed form in the personnel file and send one copy to the Finance Director.

Appendix C - Continued

Stipend Agreement Options

I, _____ do hereby acknowledge and understand:

(PLEASE PRINT)

1. Because I am willing to use my Personal Mobile Device for official City of SeaTac Business, the City will reimburse me with a monthly stipend (the "Stipend").
2. The Stipend will be included in my regular paycheck.
3. The Stipend is considered W-2 wages for federal income tax purposes and will be subject to all required employment and income tax withholdings.
4. I understand the rates will be reviewed and modified as needed to reflect any changes in City Mobile Device plans or contract changes.

The following programs are available for stipend reimbursement amounts (approximately 50% of what the City pays). The City of SeaTac will reimburse for use of Personal Mobile Devices at the rate below (check one):

- | | |
|---|------------------|
| <input type="checkbox"/> Standard Cell Phone (Voice only) | \$20 per month |
| <input type="checkbox"/> Tablet/Data only | \$25 per month |
| <input type="checkbox"/> Smart Phone | \$30 per month |
| <input type="checkbox"/> Wireless Priority Service (WPS) | \$4.50 per month |

Employee Name (Print)

Employee Signature

Date

Director Signature

Date

File one copy of this signed form in the personnel file and send one copy to the Finance Director.

Appendix D


Mobile Device Guidelines

Minimum Phone Requirements

In order to secure City data and take advantage of security updates on devices, all Android phones and iPhones used for City business must be capable of running the latest versions of Android OS and Apple iOS as provided by the phone manufacturers.

City of SeaTac

Policies and Procedures

Policy Number:	CW-027
Policy Name:	Uniform Email Signature Block
Department(s):	Citywide
Effective Date:	August 31, 2020
Supersedes:	
Prepared by:	Lesa Ellis, Executive Assistant
Approved by:	Carl Cole, City Manager
Signature:	

Purpose: It is a best practice for organizations to use a uniform email signature. The standard signature provides a level of authenticity and validation.


Policy: All staff will use the approved email signature block.

Procedure: The procedures to add the signature block to Outlook can be found using the link below.

<Z:\ InterDepartment\EndUserDocumentation\EmailSignatureInstructions.docx>

City of SeaTac

Policies and Procedures

Policy Number:	CW-026
Policy Name:	Security Awareness Training and Testing
Department(s):	Citywide
Effective Date:	08/17/2020
Supersedes:	N/A
Prepared by:	Devon Martinez-IS Analyst, Bart Perman-IS Manager
Approved by:	Carl Cole, City Manager
Signature:	

Purpose:

Introduction: Technical security controls are a vital part of our information security framework but are not in themselves sufficient to secure all information assets. Due to social engineering attacks and other current exploits which specifically target vulnerable humans rather than IT and network systems, effective information security requires the awareness and proactive support of all staff, supplementing and making full use of existing technical security controls.

Lacking adequate information security awareness, staff is less likely to recognize or react appropriately to information security threats and incidents, and are more likely to place information assets at risk of compromise. In order to protect information assets, all workers must be informed about relevant, current information security matters, and motivated to fulfill their information security obligations.

Objective: This policy specifies the City of SeaTac internal information security awareness and training program to inform and assess all staff regarding their information security obligations.

Scope: In general, this policy applies to all City of SeaTac employees and contractors with access to City systems, networks, City information, nonpublic personal information, personally identifiable information, and/or customer data.

This policy applies throughout the City, regardless of whether staff use computer systems and networks, since all staff are expected to protect all forms of information assets including computer data, written materials/paperwork, and intangible forms of knowledge and experience.

Document Changes and Feedback: This policy will be updated and re-issued at least annually to reflect, among other things, changes to applicable law, update or changes to City requirements, technology, and the results or findings of any audit.

Policy:

The security awareness program must fulfill the requirements as listed below:

- Ensure all staff achieve and maintain at least a basic level of understanding of information security matters, such as general obligations under various information security policies, standards, procedures, guidelines, laws, regulations, contractual terms, and generally held standards of ethics and acceptable behavior.
- Provide additional training, as appropriate, for staff with specific obligations towards information security not satisfied by basic security awareness, for example Information Risk and Security Management, Security Administration, Site Security and IT/Network Operations personnel. Training requirements will reflect relevant prior experience, training and/or professional qualifications, as well as anticipated job requirements.
- Commence as soon as practicable after staff joins the City, generally through attending information security induction/orientation as part of the on boarding process. The awareness activities shall continue on a continuous/rolling basis thereafter in order to maintain a reasonably consistent level of awareness.
- Materials and exercises should suit their intended audiences in terms of styles, formats, complexity, technical content, etc.

The City will provide staff with information on the location of the security awareness training materials, along with security policies, standards, and guidance on a wide variety of information security matters.

Information Security Awareness Training: The Information Systems (IS) division requires that each employee upon hire and at least annually thereafter successfully complete the course 2020 Kevin Mitnick Security Awareness Training - 45 Min. Certain staff may be required to complete additional training modules depending on their specific job requirements upon hire and at least annually. Staff will be given a reasonable amount time to complete each course so as to not disrupt normal business operations.

Simulated Social Engineering Exercises: The City will conduct periodic simulated social engineering exercises including but not limited to: phishing (e-mail), vishing (voice), smishing (SMS), USB testing, and physical assessments. The City will conduct these tests at random throughout the year with no set schedule or frequency. The City may conduct targeted exercises against specific departments or individuals based on a risk determination.

Remedial Training Exercises: From time-to-time staff may be required to complete remedial training courses or may be required to participate in remedial training exercises with members of the IS division as part of a risk-based assessment as determined according to Appendix B of this policy.

Compliance & Non-Compliance with Policy: Compliance with this policy is mandatory for all staff, including contractors and executives. The City of SeaTac IS division will monitor compliance and non-compliance with this policy and report to the leadership team the results of training and social engineering exercises. The penalties for non-compliance are described in Appendix A of this policy.

Non-Compliance Actions: Certain actions or non-actions by City of SeaTac personnel may result in a non-compliance event (Failure).

A Failure includes but is not limited to:

- Failure to complete required training within the time allotted
- Failure of a social engineering exercise

Failure of a social engineering exercise includes but is not limited to:

- Clicking on a URL within a phishing test
- Replying with any information to a phishing test
- Opening an attachment that is part of a phishing test
- Enabling macros that are within an attachment as part of a phishing test
- Allowing exploit code to run as part of a phishing test
- Entering any data within a landing page as part of a phishing test
- Transmitting any information as part of a phishing test
- Replying with any information to a smishing test
- Plugging in a USB stick or removable drive as part of a social engineering exercise
- Failing to follow City policies in the course of a physical social engineering exercise

Certain social engineering exercises can result in multiple Failures being counted in a single test. The maximum number of Failure events per social engineering exercise is two.

The City may also determine, on a case-by-case basis, that specific Failures are a false positive and should be removed from that staff member's total Failure count.

Compliance Actions: Certain actions or non-actions by City of SeaTac personnel may result in a compliance event (Pass).

A Pass includes but is not limited to:

- Successfully identifying a simulated social engineering exercises
- Not having a Failure during a social engineering exercise (Non-action)
- Reporting real social engineering attacks to the IS department

Removing Failure Events through Passes: Each Failure will result in a Remedial training or coaching event as described in Appendix A of this document. Subsequent Failures will result in escalation of training or coaching. De-escalation will occur when three (3) consecutive Passes have taken place.

Responsibilities and Accountabilities: Listed below is an overview of the responsibilities and accountabilities for managing and complying with this policy program.

- The IS Division is accountable for running the information security awareness and training program to inform and motivate workers to help protect the City's information assets.
- Managers are responsible for ensuring their staff and other workers within their responsibility participate in the information security awareness, training, and educational activities.
- Staff are personally accountable for completing the security awareness training activities, and complying with applicable policies, laws, and regulations.


Appendix A – Schedule of Failures and Corrective Actions

The following table outlines the penalty of non-compliance with this policy. Steps not listed here may be taken by the City to reduce the risk that an individual may pose to the City.

Failure Count	Resulting Level of Remediation Action
First Failure	Mandatory completion of 2020 Your Role: Internet Security and You – 13 Min
Second Failure	Mandatory completion of 2020 Kevin Mitnick Security Awareness Training - 15 Min
Third Failure	Mandatory completion of 2020 Kevin Mitnick Security Awareness Training - 45 Min
Fourth Failure	Face-to-face meeting with their manager
Fifth Failure	Face-to-face meeting with their manager and Department Director
Sixth Failure	Face-to-face meeting with the Department Director and the Human Resources Director <ul style="list-style-type: none">- Possibility that additional administrative and technical controls will be implemented to prevent further Failure events
Seventh Failure	Meeting with City Manager, Department Director and the Human Resources Director <ul style="list-style-type: none">- Possibility that additional administrative and technical controls will be implemented to prevent further Failure events
Eighth Failure	Formal review of employment with Head of Human Resources <ul style="list-style-type: none">- Possibility that additional administrative and technical controls will be implemented to prevent further Failure events
Ninth and Subsequent Failures	Potential for Termination of Employment or Employment Contract

City of SeaTac

Policies and Procedures

Policy Number:	CW-020
Policy Name:	Media Protocols
Department(s):	Citywide
Effective Date:	January 23, 2019
Supersedes:	N/A
Prepared by:	Kyle Moore, Government Relations & Communications Manager
Approved by:	Carl Cole, City Manager
Signature:	

Purpose:

To establish a consistent message throughout all media platforms.

Policy:

All inquiries from the media shall be routed to the Government Relations and Communications Manager. Councilmembers and/or City Staff shall inform the Government Relations and Communications Manager of the media inquiry.

Procedure:

City Staff:

- Whether contacted by the media by phone call or email; or
- at a public meeting; or
- if a reporter states that he/she is on a deadline and doesn't have time to call or can't reach the Government Relations and Communications Manager, follow the policy below:

Direct the media to the Government Relations and Communications Manager. Next, call the Government Relations and Communications Manager on his/her cell phone to brief him/her on the issue at hand. If staff cannot immediately connect with the Government Relations and Communications Manager, employee will notify his/her supervisor or director regarding the media inquiry.

City Council:

Councilmembers can speak as individual councilmembers on how they voted on policy-level decisions. However, any questions on the City's position on an issue should be directed to the Government Relations and Communications Manager. Guidelines:

- Do not speculate
- Only speak to facts
- Do not speak on behalf of other Councilmembers, staff, or organizations

Appendix B – Methods for Determining Staff Risk Ratings

The following is a list of situations that may increase a risk rating of a City of SeaTac staff member. Higher risk ratings may result in an increased sophistication of social engineering tests and an increase in frequency and/or type of training and testing.

- Staff member email resides within a recent Email Exposure Check report
- Staff member is an executive or leadership (High value target)
- Staff member possesses access to significant City confidential information
- Staff member is using a Windows or Apple-based operating system
- Staff member uses their mobile phone for conducting work-related business
- Staff member possesses access to significant City systems
- Staff member personal information can be found publicly on the internet
- Staff member maintains a weak password
- Staff member has repeated City policy violations