

Des Moines Pool
Metropolitan Park
District/Mount
Rainier Pool
Employee
Handbook -
Revised Draft 2026
Employee Handbook

Passed at the April 28, 2026 Board Meeting

**Employee Handbook
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1. General Employment Policies.

1.1. **Introduction.** The Des Moines Pool Metropolitan Park District (“District”) exists under laws of the State of Washington governing Metropolitan Park Districts (RCW 35.61) for the sole purpose of operating the Mt. Rainier Pool (MRP) on behalf of the residents and taxpayers of Des Moines, Washington.

1.1.1.1. The District is governed by an elected Board of Commissioners who are accountable to the residents and taxpayers of Des Moines. The Board is responsible for adopting goals strategic plans and policies to support those plans and guide the current and future operations of the District and the MRP. The Board’s policy-making activities include the adoption of goals & objectives, operational policies and long-term plans. They also make decisions about which programs and services will be provided, adopt the annual budget and approve capital improvements to the facility.

1.1.1.2. The District General Manager is the chief executive and administrator in charge of carrying out the District policies and is accountable to the District Board of Commissioners. The District General Manager is responsible for the operations of the entire District and manages all MRP employees, volunteers, and contractors in the performance of their duties.

1.2. **History of the Des Moines Pool Metropolitan Park District.** The Des Moines Pool Metropolitan Park District was created by a vote of the citizens of Des Moines in November 2009 to operate, maintain and sustain Mount Rainier Pool. The measure was approved by 64 percent of the voters and five initial commissioners were elected. The first official meeting of the Des Moines Pool Metropolitan Park District was December 3, 2009. The Highline School District remains involved in the operation of Mount Rainier Pool.

1.3. **Mission Statement, Vision Statement and Organizational Values.**

1.3.1. Mission, Vision, and Values. The District’s official mission, vision, and values are established by the Board of Commissioners in Policy 201 and are incorporated into this handbook by reference. Employees are expected to support and advance those board-adopted statements in the performance of their work. In the event of any inconsistency between this handbook and Policy 201, Policy 201 controls.

1.3.1.1. Mission Statement. The mission of the Des Moines Pool Metropolitan Park District is to provide aquatic programs and services to the community that are committed to excellence and delivered in a safe and supportive environment.

1.3.1.2. Vision Statement. The District’s vision is established by the Board of Commissioners and reflects the long-term direction and priorities of the organization. Employees are expected to support and advance this vision through their work and service to the community.

1.3.1.3. Organizational Values. The District’s organizational values are adopted by the Board of Commissioners and serve as guiding principles for employee conduct, decision-making, and service delivery. Employees are expected to

conduct themselves in a manner consistent with these values at all times while representing the District.

- 1.4. **Relationship to District Policies.** This Employee Handbook is intended to provide general guidance regarding employment practices, expectations, and procedures of the District. It is not a comprehensive statement of all District policies.
 - 1.4.1. The District maintains additional policies adopted by the Board of Commissioners that govern specific operational, administrative, and programmatic areas.
 - 1.4.2. Employees are required to comply with all applicable District policies, including those not specifically outlined in this handbook.
 - 1.4.3. Certain topics addressed in this handbook may also be governed by separate Board-adopted policies, including but not limited to:
 - 1.4.3.1. Technology Usage (Policy 270)
 - 1.4.3.2. Text Messaging and Electronic Communications (Policy 275)
 - 1.4.3.3. Social Media (Policy 250)
 - 1.4.3.4. Travel and Expense Reimbursement (Policy 550)
 - 1.4.3.5. Fraud Prevention (Policy 532)
 - 1.4.3.6. Cash Handling (Policy 535)
 - 1.4.3.7. Crisis Communication Plan (Policy 392)
 - 1.4.3.8. Telecommuting (Policy 272)
 - 1.4.4. Additional District policies, including but not limited to Gender Equity (Policy 330) and Service Animals (Policy 370), may apply to specific programs, services, or operational areas.
 - 1.4.5. In the event of any inconsistency between this handbook and a Board-adopted policy, the Board policy shall control.
 - 1.4.6. Employees may request access to District policies from their supervisor or the District General Manager and are responsible for complying with all applicable requirements.
- 1.5. **At Will Employment.** All employment with the District is voluntarily and at will. “At will” means that employees are free to resign at any time, with or without cause. Likewise, “at will” means that the District may demote or terminate employment, change job duties, or alter benefits of any employee, with or without cause, and with or without notice and without reference to or compliance with any disciplinary policies adopted by the District.
- 1.6. **Equal Employment Opportunity.** The District is an equal opportunity employer.
- 1.7. **Non-Discrimination Policy.** Every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. The District will not engage in or tolerate any discrimination prohibited by local, state, or federal law. Specifically, the District prohibits discrimination against an employee on the basis of their sex/gender (including gender identity), race, color, religion/creed, national origin, pregnancy, age, marital status, sexual orientation, sensory, physical or mental disability, military or Veterans status, or any other status protected by federal, state, or local law.

1.7.1. Reporting Discrimination. Any alleged act or complaint of discriminatory treatment by any District employee should be reported to the District General Manager (or to the District Board of Commissioners if the District General Manager is the alleged perpetrator of the discriminatory action) for appropriate investigation and action.

1.8. Reasonable Accommodations.

1.8.1. Reasonable Accommodations – Disabilities. The District recognizes that employees with sensory, physical or mental disabilities may need reasonable accommodation to enable them to perform their essential job duties. Any employee who believes they needs reasonable accommodation should notify their supervisor, District General Manager or designee.

1.8.1.1.1. Although the need for accommodations is determined on a case-by-case basis, generally the District and the employee will engage in an interactive process with the employee and the employee’s healthcare provider(s) to confirm the existence of the condition, its impact on the employee’s ability to perform the essential functions of their position and possible reasonable accommodations. Any reasonable accommodation shall not create an undue hardship on the District’s business and shall be approved by the District General Manager or designee.

1.8.2. Reasonable Accommodations – Religion. The District respects the religious beliefs and practices of all employees and will make, upon request, accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the District’s business.

1.8.2.1. Any employee who sincerely believes that their religious beliefs or practices conflict with their duties, work schedule, or with the District’s policy or practice regarding dress and appearance, or with other aspects of employment and who seeks a religious accommodation must request accommodation from the District General Manager. The request should explain the religious conflict that exists and the employee’s suggested accommodation.

1.8.2.2. The District will evaluate the request considering whether a work conflict exists, whether accommodation is available, which is reasonable, and which would not create an undue hardship on the District’s business or for its other employees. Any reasonable accommodation shall be approved by the District General Manager or designee.

1.8.2.3. As a publicly funded government entity, the District may not make any accommodation that would allow an employee to discriminate against anyone or actively promote a particular belief system to others (including but not limited to proselytizing and/or unsolicited distribution of religious materials) while on duty or on the District premises.

1.8.3. Reasonable Accommodations – Pregnancy, Childbirth, and Related Health Conditions. The District will provide reasonable accommodation required by

applicable law, including the Pregnant Workers Fairness Act and RCW 43.10.005 when applicable. Reasonable accommodations may include, as appropriate, more frequent, longer, or flexible restroom breaks; modification of no-food-or-drink rules; seating; temporary transfer to a less strenuous or less hazardous position when available; limits on lifting or manual labor; schedule flexibility for prenatal care; and other accommodations identified through the interactive process.

1.8.3.1. *Lactation Accommodation*. The District will provide reasonable break time and a private location, other than a bathroom, that is shielded from view and free from intrusion for an employee to express breast milk. The District will provide lactation accommodations for the period required by applicable law, including at least the minimum period required under federal law, and longer where required by Washington law or District practice.

1.8.3.1.1. Employees requesting pregnancy-related or lactation-related accommodations should notify their supervisor, the District General Manager, or designee as soon as practicable. The District will not retaliate against an employee for requesting, using, or declining an accommodation.

1.9. **Workplace Harassment.**

1.9.1. Workplace Harassment. Harassment encompasses unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, sexual orientation, gender identity, color, race, ancestry, religion, natural origin, age, disability, marital status, veteran or military status, citizenship status, or other protected group status. The District will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. All employees must be sensitive to the feelings of others and must try not to act in a way that might be considered harassment by someone else.

1.9.1.1. Verbal, physical, visual harassment of co-workers, co-employees and members of the public is absolutely forbidden. Employees are expected to not act in a way that might be considered harassment by someone else.

1.9.1.2. Harassment can take many forms. Prohibited harassment includes, but is not limited to:

1.9.1.2.1. Verbal (e.g., racial, sexual or ethnic jokes, stereotypes and insults).

1.9.1.2.2. Physical (e.g., sexually suggestive or unwelcome touching or obscene gestures).

1.9.1.2.3. Visual (e.g., insulting cartoons, sexually suggestive or lewd pictures or photographs).

1.9.1.3. Sexual harassment can include non-verbal behavior such as suggestive looks or leering; and physical behavior such as pats or squeezes; repeatedly brushing against someone's body; obscene or rude sexual comments, jokes or suggestions; slang, names, or labels such as "honey," "sweetie," "boy," or "girl" that others find offensive; talking about or calling attention to another

employee's body or sexual characteristics; displaying nude or sexual pictures, cartoons or calendars in or on District property; continuing unwelcome behavior after a coworker has objected to that behavior; or blaming the victims of sexual harassment for causing the problem.

1.9.1.4. Conduct of this type is improper, and it may be illegal if:

1.9.1.4.1. Submission to this conduct is either an explicit or implicit term or condition of employment

1.9.1.4.2. Submission to or rejection of the conduct is used as a basis for employment decisions affecting the person involved

1.9.1.4.3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment

1.9.1.5. All employees are responsible to ensure a workplace free from any type of harassment. If an employee is aware of any instances of workplace harassment or believes they are a victim of harassment, the employee should:

1.9.1.5.1. Ask the offending employee to cease the conduct.

1.9.1.5.2. If an employee is uncomfortable confronting the harasser, or if the conduct does not stop, they should report the alleged act immediately to any supervisor.

1.9.1.5.3. Alternatively, if a supervisor is engaging in such conduct the employee should immediately report the alleged harassment to the District General Manager.

1.9.1.5.4. If the District General Manager is engaging in such conduct, the employee should immediately report the alleged harassment to the District Board President.

1.9.1.6. All complaints will be promptly and thoroughly investigated by the management or appropriate body. Any employee who is found to have harassed another employee will be subject to disciplinary action, up to and including termination. The affected individuals will be informed of the outcome of the investigation.

1.9.1.7. No retaliation of any type will result from good faith reporting instances of harassment or cooperating in an investigation. Please see Section 9 Whistleblower Policy for more information.

1.9.2. Gender Identity and Workplace Respect. The District will apply its non-discrimination, dress, and facility access policies in a manner that is respectful and equitable for employees of all gender identities. Employees are expected to use names and pronouns consistent with an employee's stated identity, except where a legal name is required for payroll, benefits, licensing, or other legal records. Employees may use restrooms and changing facilities consistent with their gender identity unless an alternative arrangement is requested by the employee or required by law.

1.9.3. **Anti-Retaliation.** The District prohibits retaliation against any applicant, employee, volunteer, or former employee for reporting discrimination, harassment, safety concerns, suspected abuse or neglect, wage-and-hour concerns, whistleblower concerns, protected leave use, workers' compensation claims, requests for accommodation, or any other activity protected by law. This protection applies whether the concern is reported internally or to a government agency and includes participation in any investigation or proceeding in good faith.

1.9.3.1. A supervisor's failure to carry out these responsibilities may result in disciplinary action up to and including termination of the supervisor.

1.9.3.2. All employees are required to complete harassment prevention training in accordance with Section 5.2.6 of this handbook.

1.10. **Workplace Violence.** Workplace violence is any verbal or physical action that is communicated or perceived as a likely threat, harassment, abuse, intimidation, or personal contact, that produces fear, causes bodily harm, or damage to property. Even joking about violent acts is prohibited.

1.10.1. The District does not tolerate threats or acts of violence towards District employees, family, friends, co-workers, elected officials, members of the public or District property. All threats or acts of violence are treated seriously and each will be dealt with promptly and appropriately using administrative, managerial, legal and/or disciplinary actions to minimize risk to employees and property.

1.10.2. All employees are responsible for refraining from threatening or participating in violent actions and for reporting to any supervisor (up to and including the District General Manager or District Board President) any threatening or dangerous situations that occur within the workplace or affect their work requirement. Employees who feel an immediate threat and cannot reach a manager should call 911 and leave the area as soon as possible.

1.10.3. Employees may not bring weapons of any type into the workplace.

1.11. **Organizational Ethics.** The District is committed to conducting business with integrity and maintaining the highest ethical standards. This requires all District officers, supervisors, employees and volunteers to be ethical in their conduct, follow all laws and regulations and have the highest standards of personal integrity in their decision-making and at all times when representing or appearing to represent the District.

1.11.1. District officers, supervisors, volunteers and employees shall communicate honestly, transparently and respectfully with individual patrons and the community at large.

1.11.2. As an organization, the District will comply with all applicable laws and regulations. It is expected that all officers, supervisors and employees conduct business in accordance with the letter, spirit, and intent of all relevant laws and not to do anything or ask someone else to do anything that is illegal, dishonest, or unethical.

1.11.3. If someone asks you to take an action that seems unethical or improper in your judgement, you are encouraged to ask for advice and consultation with any

supervisor up to and including the District General Manager before taking the suggested action.

- 1.11.4. It is the responsibility of every District employee to comply with our policy of organizational ethics. Employees who ignore or do not comply with this standard of ethics may be subject to disciplinary action, up to and including possible termination of employment.

1.12. Procurement Ethics and Conflicts of Interest.

- 1.12.1. District employees must conduct all purchasing, contracting, and business-related activities with integrity and in the best interest of the District.
 - 1.12.1.1. Employees may not solicit or accept gifts, gratuities, favors, or anything of monetary value from any vendor, contractor, or organization that does business or seeks to do business with the District if such acceptance could influence or appear to influence decision-making.
 - 1.12.1.2. Employees involved in purchasing, contracting, or vendor selection must avoid any actual or perceived conflict of interest.
 - 1.12.1.3. Employees must disclose any potential conflict of interest to the District General Manager or designee as soon as it becomes known.
 - 1.12.1.4. Violations of this policy may result in disciplinary action, up to and including termination, and may also result in legal consequences under applicable law.

1.13. Customer Relations. Good customer service translates into long-term stability for the organization. Every employee represents the District to our patrons and the community. This not only applies while on the Mt. Rainier Pool premises but also while off the premises. Community residents, patrons, and the public at large judge the entire District by how they are treated by every employee of the Mt. Rainier Pool and by the quality of our work. One of the highest priorities at District is to help any patron or potential patron in every way possible.

- 1.13.1. Nothing is more important than being courteous, friendly, prompt, respectful, and helpful to our customers and community. Any infraction of this policy and standard of customer relations could result in disciplinary action up to and including termination of employment. Good customer service requires the following action on the part of the District staff:
 - 1.13.1.1. Every contact with the public, (including by telephone and electronic communications) is conducted with respect, care, patience and professionalism -- with no exceptions.
 - 1.13.1.2. Customer complaints are listened to respectfully and reasonable action is taken immediately to remedy the situation while the customer is still present. If the customer must leave before the complaint is remedied, the staff should try to collect the customer's contact information.
 - 1.13.1.3. If the cause of the complaint cannot be remedied immediately, the staff member receiving the complaint must communicate the complaint to the management and/or District General Manager as quickly as possible, including the customer's contact information.

- 1.13.1.4. The management or District General Manager must make every reasonable effort to remedy the complaint and communicate that remedy to the customer.
- 1.13.1.5. The District recognizes that some complaints cannot be remedied because the remedy is either not cost-effective or would cause comparatively greater harm or hardship for other patrons, staff, or the community. In those situations, the District will offer a sincere apology and a complete explanation to the patron.
- 1.13.1.6. If a customer becomes physically or verbally abusive or otherwise presents a danger to the employee, other patrons or themselves, the staff member must still remain calm and respectful. However, staff are not required to put themselves into dangerous situations and must request assistance from management and/or the Des Moines Police Department as appropriate.

2. **Employment Conditions.**

2.1. **Employment Status Definitions.** When employees are hired, they will be informed of their employment status. All employees are defined as At-Will, regardless of their employment status. The District uses the following standard definitions for their employees:

- 2.1.1. Regular Full-Time Employee - An employee who regularly works a minimum of 37.5 hours a week on a continuing basis.
- 2.1.2. Regular Part-Time Employee - An employee who works fewer than 37.5 hours a week on a continuing basis.
- 2.1.3. Non-exempt Employee - An employee who is subject to the minimum wage, overtime, and timecard provisions of the wage and hour laws. Such employees are eligible for overtime pay at the rate of one and one-half times the regular rate of pay for all hours worked in excess of 40 hours in the workweek.
- 2.1.4. Exempt Employee - An employee whose rate of pay and duties meet the criteria for exclusion under the applicable federal and state wage and hour laws, including but not limited to, executive and administrative employees. An exempt employee is not eligible to receive overtime pay.
- 2.1.5. Temporary/Seasonal Employee - An employee hired with the expectation that they is needed for a limited period of time, generally not more than six (6) months. New hires are considered temporary employees until the successful completion of their conditional employment period and conversation to regular employee status.

2.2. **Employment of Minors.** The District will comply with all Washington teen employment requirements, including applicable work permit, scheduling, meal and rest break, and prohibited-duty requirements. Minor employees may not be assigned duties prohibited by law or duties the District determines are unsafe based on the employee's age, training, and certifications. Duties involving hazardous chemicals, chemical-feed systems, or other restricted tasks may only be assigned in compliance with applicable law and District safety procedures. (See Appendix D for more detailed information.)

2.3. **Working Hours & Shift Assignments.** The Mt. Rainier Pool is open for business seven days a week.

2.3.1. Facility closures and reduced hours are posted on the Mt. Rainier Pool's website, www.mtrainierpool.com. Different work schedules may be established by the District to meet job assignments and to provide necessary services.

2.3.2. The Mt. Rainier Pool's normal business hours are as posted at the facility and on www.mtrainierpool.com.

2.3.3. For payroll and overtime computation purposes, the regular work week begins on Monday mornings at one minute past Sunday midnight (12:01 a.m.).

2.3.4. District management reserves the right to change the regular workweek, the normal business hours, or the normal workday with prior notice to employees.

2.3.5. The Aquatics Manager establishes the normal working hours and schedule for all nonexempt and temporary/seasonal employees. Employees are expected to keep the Aquatics Manager informed of their availability and to show up on time and ready to work for every scheduled shift.

2.3.6. If an employee is not available to work an assigned shift, the employee is expected to find a qualified substitute which must be approved by the Aquatics Coordinator, Aquatics Manager, or designee. WhenIWork software and a downloadable staff listing are available to help staff find replacements. If no acceptable substitute is found, the employee must work the shift or risk disciplinary action up to and including termination. (See 2.4.1 and 2.4.3 regarding illness)

2.3.7. Pool management staff are expected to be on duty during the pool's regular business hours and should be scheduled to cover as many of those hours as possible. When a manager is not available, the District General Manager may fulfill the role of manager-on-duty or may temporarily delegate this responsibility to a qualified employee.

2.3.8. Employees who are not scheduled to work and have not been called into work by a supervisor are not authorized to work. Employees are prohibited from clocking-in when they are not authorized to work.

2.3.9. Employees are not permitted to volunteer their time or work with no compensation.

2.4. **Staff Scheduling.** The District uses WhenIWork scheduling software to manage staff availability, shift assignments, and communication. This tool allows employees to view schedules, update availability, request shift trades, and receive updates in real time.

2.4.1. Submitting Availability and Scheduling Procedures.

2.4.1.1. Staff are notified of upcoming schedule periods during the most recent in-service training or staff meeting. Employees are expected to submit their availability using WhenIWork by the posted deadline. Schedules are developed based on this availability but are subject to staffing needs and safety requirements.

2.4.1.1.1. All shifts are assigned on a first-come, first-serve basis through WhenIWork. However, management reserves the right to modify assignments based on what is in the best interest of the District's operations and patron safety. This may include reassigning or denying shifts if it ensures better overall coverage or compliance with certification requirements.

2.4.1.1.2. Once the schedule is finalized.

2.4.1.1.2.1. Managers will post the schedule in WhenIWork, typically at least one week in advance.

2.4.1.1.2.2. Any unassigned or open shifts will be clearly marked in WhenIWork and may also be announced via direct contact or internal communication.

2.4.1.1.2.3. Managers may reach out to staff directly to fill open shifts if necessary.

2.4.1.1.3. Staff are responsible for reviewing their schedules promptly after posting and communicating with their supervisor if there are any concerns or conflicts.

2.4.1.1.4. Employees are expected to

2.4.1.1.4.1. Keep their availability up to date in WhenIWork at least two weeks in advance.

2.4.1.1.4.2. Check their schedules regularly to confirm assigned shifts.

2.4.1.1.4.3. Request shift trades or covers through WhenIWork in a timely and professional manner.

2.4.1.1.4.4. Confirm shift trades are approved by a supervisor before assuming they are accepted.

2.4.1.1.4.5. Schedules are typically posted at least one week in advance, and while the District strives for consistency, shifts may change based on operational needs. Management reserves the right to adjust or reassign shifts as needed to ensure coverage and service quality.

2.4.1.1.4.6. All shift assignments and changes made through WhenIWork are considered official. Failure to appear for a scheduled shift without proper notice or approval will be treated as an attendance violation and may result in disciplinary action.

2.4.1.2. Employees are responsible for:

2.4.1.2.1. Showing up on time and ready to work for all scheduled shifts.

2.4.1.2.2. Reporting any discrepancies in the schedule to their supervisor immediately.

2.4.1.3. When a change to a posted schedule is necessary, the employee will be notified directly via WhenIWork or through personal communication from a supervisor.

2.5. **Overtime.** Non-exempt employees are entitled to additional compensation or compensatory time off when they work over 40 hours per week.

- 2.5.1. All overtime for pool staff must be authorized in advance by the Aquatic Manager, District General Manager, or designee, unless due to an emergency, in which case approval must be obtained as soon as reasonably possible.
- 2.5.2. Overtime pay is calculated at one and one-half (1.5) times the regular rate of pay for all hours actually worked over forty (40) hours in one week. Time that is paid, but not actually worked, like sick leave, vacation or holidays, does not count as “hours worked” when computing overtime. Nonexempt employees are prohibited from engaging in “off-the-clock” work.
- 2.5.3. A nonexempt employee may request compensatory time off in lieu of overtime payment. Compensatory time off must be requested by the employee and authorized by the Aquatic Manager, District General Manager, or designee. Compensatory time is accrued at the rate of one and one-half (1.5) hours for each hour of overtime work. Compensatory time must be used within thirty (30) days of the time it was earned and authorized. Any accrued compensatory time not used within 30 days or prior to an employee’s termination from service will be paid out using the employee’s regular rate on the next paycheck.

2.5.4. Exempt employees are expected to work whatever hours are necessary to complete their work. They do not receive overtime or compensatory time.

2.6. **Attendance.** Punctual and consistent attendance is an essential expectation of every employee's job and a condition of continued employment.

2.6.1. Employees are required, as a condition of employment, to work their scheduled shift and arrive prepared and on time. Each employee is expected to be at their place of work during their scheduled workdays and at their scheduled hours of work. Employees may not alter their scheduled hours of work or take “comp time” without prior manager approval unless due to an unforeseen emergency or illness, in which case approval must be obtained as soon as reasonably possible.

2.6.2. While the District makes an effort to maintain stability and consistency in scheduling, it is not possible for any staff member to have a set schedule. Therefore, employees are responsible for checking the schedule regularly and knowing when they are scheduled to work. The District provides a scheduling system (WhenIWork.com) that allows each employee to check their schedule online, report their availability to work, request others to cover their shifts, and trade shifts online. Employees are asked to report their availability at least two weeks in advance. All shifts are filled in a first-come, first-serve basis, but management reserves the right to approve requests that best serve the pool’s effectiveness. Shifts are scheduled at least one week in advance based on that reported availability. Employees will be notified personally if there is a need to change a scheduled work time after the schedule has been posted. If an employee reports that they are available and is scheduled and then fails to appear for work, they will be subject to disciplinary action, up to and including termination.

2.6.3. Employees who are suddenly unable to work due to illness or injury or unable to report to work on time must call the Mt. Rainier Pool main number and notify the

shift supervisor as soon as possible, but no later than 30 minutes before the scheduled starting time. They must state the reason for being late or being unable to report for work. If the absence or tardiness is due to an emergency that makes them unable to call, the employee must have someone else call the Mt. Rainier Pool phone line within the same time period as applied to the employee.

2.6.4. Recurring absenteeism or tardiness, including failure to comply with any feature of this policy may result in disciplinary action up to and including termination of employment. If an employee fails to report for work or call-in for three (3) days in a row (and is not on a preapproved leave of absence), the employee will be deemed to have abandoned their job and their employment will be terminated. Excessive absenteeism may be grounds for disciplinary action, including possible termination.

2.6.5. **Illness Notification and Shift Coverage.** Employees who become aware that they are ill and unable to work are required to notify the shift supervisor as soon as possible, regardless of the timing relative to their scheduled shift. Early notification allows for better planning and minimizes disruptions to operations. In addition to notifying the supervisor, employees are expected to make reasonable efforts to find a qualified replacement for their shift. This proactive approach helps maintain service continuity and supports team collaboration. If a replacement is found, the employee must inform the supervisor of the arrangement to ensure proper scheduling and communication.

2.6.6. Employees are expected to be at work even during inclement weather. Supervisors may allow employees to be late or leave early during severe weather conditions. Hours not worked will not be compensated (with exceptions for approved paid leave). Management will make a decision as to opening without compromising the safety of employees and patrons which will be posted on social media and internally via email to the employees.

2.6.7. Employees should not report to work when experiencing symptoms of a contagious illness that may pose a risk to others and must follow notification procedures outlined in this policy.

2.7. **Telecommuting / Remote Work** The District may allow telecommuting or remote work arrangements for certain positions when it is determined to be in the best interest of the District and consistent with operational needs.

2.7.1. Telecommuting is not a guaranteed benefit of employment and must be approved in advance. Telecommuting arrangements may be modified or discontinued at the sole discretion of the District.

2.7.2. Approval Requirements: All telecommuting arrangements must be preapproved in accordance with the following structure:

2.7.2.1. *Aquatics Manager and District Clerk:* Must receive approval from the District General Manager or, in the absence of the District General Manager, the District Board or designated representative.

2.7.2.2. *Aquatics Coordinator:* Must receive approval from the Aquatics Manager or, if the Aquatics Manager is not available, the District General Manager.

- 2.7.2.3. *All Other Employees*: Must receive approval from the Aquatics Manager or Aquatics Coordinator.
- 2.7.3. Documentation Requirement: All telecommuting approvals must be documented in writing.
- 2.7.3.1. Documentation may be completed through an approved telework request form or by email confirmation from the appropriate approving authority.
- 2.7.3.2. Employees are responsible for ensuring that approval is obtained and documented prior to engaging in telecommuting.
- 2.7.4. Telecommuting Expectations: Employees approved for telecommuting must comply with all District policies, including but not limited to:
- 2.7.4.1. Timekeeping and work hours requirements
- 2.7.4.2. Confidentiality and data security standards
- 2.7.4.3. Use of District equipment and technology
- 2.7.4.4. Professional conduct and communication expectations
- 2.7.5. Work Availability and Performance:
- 2.7.5.1. Employees must remain available during scheduled work hours and be responsive to supervisors and coworkers.
- 2.7.5.2. Employees are expected to maintain productivity and performance standards equivalent to on-site work.
- 2.7.5.3. The District may require employees to report to the worksite as needed to meet operational requirements.
- 2.7.6. Relationship to Board Policy:
- 2.7.6.1. Telecommuting arrangements are governed by the District's Telecommuting Policy as adopted by the Board of Commissioners.
- 2.7.6.2. Employees approved for telecommuting are responsible for reviewing and complying with all requirements outlined in the applicable Board policy.
- 2.8. Emergency Situations:**
- 2.8.1. Crisis Communication and Public Information: In the event of a facility emergency, closure, or other significant incident, the District will manage communications in accordance with its Crisis Communication Plan as adopted by the Board of Commissioners (Policy 392).
- 2.8.1.1. Official information regarding emergencies, closures, or operational changes will be communicated through authorized District channels.
- 2.8.1.2. Only employees designated by the District General Manager or Board of Commissioners are authorized to provide information to the public, media, or external organizations regarding emergency situations.
- 2.8.1.3. Employees shall not make public statements, respond to media inquiries, or post information related to a District emergency unless specifically authorized to do so.
- 2.8.1.4. Employees are expected to direct all external inquiries to the District General Manager or designated representative.

- 2.8.1.5. Internal communication to employees regarding emergencies and closures will be provided through appropriate supervisory channels and District communication systems.
- 2.8.1.6. Employees must comply with all directions provided during an emergency, including communication protocols and reporting expectations
- 2.8.2. Emergency or Maintenance Closure. The Mt. Rainier Pool will be open and in operation during established facility hours as posted on www.mtrainierpool.com. However, there may be times when the management finds it necessary to close the facility due to an emergency or to perform necessary maintenance or repair work.
- 2.8.2.1. Unless otherwise notified, scheduled employees are still expected to report to work in a timely manner, even during an emergency closure or will be notified by a supervisor. Should emergency conditions prevent employees from reporting to work, it is the employee's responsibility to contact their supervisor to indicate anticipated absence or late arrival to work and the reason for such absence or tardiness.
- 2.9. Breaks and Meal Periods.** Employees are required to take breaks and meal periods in keeping with Washington State Department of Labor & Industries (see APPENDIX E):
- 2.9.1. Employees aged 14 and 15 may not work more than 4 hours without a 30-minute meal break. In addition, these employees must be provided with a paid 10-minute break for every 2 hours worked.
- 2.9.2. Employees aged 16 and 17 may not work for more than 5 hours without a 30-minute meal break. Meal break periods must start no less than 2 hours and no more than 5 hours from the beginning of their shift. In addition, these employees must be provided with a paid 10-minute break every 3 hours for every 4 hours worked.
- 2.9.3. Except as stated above, employees working 5+ hours in a single workday must take a 30-meal break. If they are not available to work during that period, they must record as off the clock for the full 30 minutes. If they are available to return to duty (to answer a phone call or address other immediate needs) then they may stay on the clock during the meal break.
- 2.9.4. Except as stated above, any employee who works 10+ hours in a day is required to take a second 30-minute unpaid meal period around the middle of the second 5-hour period. If they are not available to work during that period, they must clock out for the full 30 minutes. If they are available to return to duty (to answer a phone call or address other immediate needs) then they may stay clocked-in during the meal break.
- 2.9.5. To the extent practical, supervisors should schedule breaks or meal periods as near as possible to the midpoint of the shift, as long as the rest period does not interfere with District business or service to the public.
- 2.9.6. Employees are responsible for coordinating their breaks with the shift supervisor and the others on duty. In keeping with state employment standards, employees are not permitted to skip breaks and meal periods. If a supervisor prohibits you

from receiving a break as requested and required, please inform the Aquatics Manager or District General Manager immediately.

- 2.10. **Call Back.** An employee may be called back into work after their shift has ended in emergencies or as needed by the District to provide necessary services to the public.
 - 2.10.1. A refusal to respond to a call back may be grounds for disciplinary action, including termination. Employees who are called back to duty are paid their appropriate rate of pay for hours worked (and overtime rate, if applicable.)
 - 2.10.2. Non-exempt employees who leave work and are called back to work after completing their regular day's shift are paid in most circumstances for a minimum of 1- hour worked. Exempt employees are not eligible for additional pay.
- 2.11. **Time Reporting.** Maintaining accurate time records is essential in computing employee pay and benefits, ensuring compliance with laws and regulations, and providing accurate cost information for the company.
 - 2.11.1. Each employee is responsible for following the procedure for recording their time as required.
 - 2.11.2. Employees working lifeguarding shifts or swim instructor shifts must use the appropriate pay rate to record each activity accurately. Purposefully recording activity inaccurately may be cause for disciplinary action up to and including termination. Rate options are as follows:
 - 2.11.2.1. Regular time = Base pay
 - 2.11.2.2. Base Pay + \$2 bonus/hour for working hard to fill shifts including before 8:00am on weekdays after 5:00pm on Fridays and Saturdays, and all-day Sunday
 - 2.11.2.3. Base Pay +\$4 bonus/hour for teaching swim lessons. This is only for lead instructors and not assistants.
 - 2.11.3. Supervisors are responsible for reviewing time records for accuracy.
 - 2.11.4. Falsification of time records is grounds for disciplinary action, up to and including possible termination.
- 2.12. **References.** Usually, the District does not give references, other than to confirm the dates of employment, last salary and eligibility for re-hire, without the employee's prior written consent. Any requests for references should be referred to the Aquatics Manager or the District General Manager.
- 2.13. **Personal Information.** Employees are to notify the Aquatics Manager in writing of any personal changes, including but not limited to changes in name, address, telephone numbers, email addresses, number of dependents, emergency contact, marital status or other personal information so the District may keep personnel and tax records up-to-date and so that the District can communicate with employees as needed.
- 2.14. **Employee Personnel Records.** A personnel file for each employee is maintained by the District, and access is generally limited to the employee, the Aquatics Manager and the District General Manager unless broader disclosure is required by law. Records, such as “return to work” statements, shall be maintained in a confidential file which is separate from other personnel records. Usually, an employee's personnel file contains

the employee's name, title and/or position held, job description, department to which the employee is assigned, salary, changes in employment status, training received, performance evaluations, awards and recognition, personnel actions affecting the employee, including discipline, and other pertinent information.

- 2.14.1. An employee may periodically review their personnel file. Subject to applicable law, including chapter 42.56 RCW for public records requests and RCW 49.12.250, the District will provide access to personnel records and copies in the manner and within the time required by law. Employees may place pertinent information in their personnel file with the approval of the supervisor, District General Manager, or designee. An employee may also request removal of irrelevant or erroneous information from their personnel file. If management denies the employee's request, the employee may submit a written rebuttal statement for inclusion in the file.
- 2.14.2. Confidential personnel records shall not be released to any unauthorized individual except with the written consent of the employee or in response to valid court orders, subpoenas or governmental requests directing the provision of information from personnel records. Some personnel records may also be subject to disclosure in response to a request under the Public Records Act.
- 2.14.3. When a current employee needs the District to verify employment (such as for a loan approval), the employee should advise the Manager(s), District General Manager or designee of the need at the earliest opportunity so they can verify the authorization to release employment information.
- 2.14.4. Upon written request from a former employee or their designee, the District will provide a signed written statement stating the effective date of discharge, whether the District had a reason for the discharge, and, if so, the reason or reasons, within the time required by applicable law.

3. Employment Practices.

3.1. New Employee Orientation and Conditional Employment Period. All District staff will go through a new employee orientation process and conditional employment period. Typically, this orientation includes information about the District's organization and services, safety rules, operational and personnel policies, rules and procedures, completion of payroll forms and introduction to other District personnel.

3.1.1. All newly hired District staff are considered temporary employees pending the successful completion of a three-month conditional employment period to ensure their suitability to the position. During this time, the new employee will:

- 3.1.1.1. complete a background check prior to offer of employment
- 3.1.1.2. learn to perform the duties of the position to District standards
- 3.1.1.3. be evaluated for their potential to excel in the position

3.1.2. Conditional Employment. Employees must successfully meet the standards of District employment to be converted to regular employment status. The conditional employment period may be extended at the sole discretion of the District.

Employment may be terminated without advance notice in the sole discretion of the District.

- 3.1.2.1. *Conditional Employment Period.* All newly hired employees of the District are subject to a Conditional Employment Period, which serves as an introductory and evaluative timeframe to determine suitability for the position.
- 3.1.2.2. Non-exempt employees will serve a three-month (90-day) conditional employment period. During this time, the District will assess performance, attendance, reliability, and overall fit for the position. The District may extend this period at its discretion.
- 3.1.2.3. Exempt employees will serve a six-month (180-day) conditional employment period. This extended period reflects the additional complexity and responsibility associated with exempt roles. The District will monitor progress toward established expectations and assess alignment with organizational goals. The conditional period may be extended at the discretion of the District.
- 3.1.2.4. *During the Conditional Period*
 - 3.1.2.4.1. Employees may be terminated at any time, with or without cause or advance notice, at the sole discretion of the District.
 - 3.1.2.4.2. Employees may resign at any time without the notice expectations that apply to regular employees. Benefit-eligible employees may use accrued sick leave but not vacation or paid time off (see Section 6 for more details).
 - 3.1.2.4.3. Successful completion of the conditional employment period does not alter the at-will nature of employment.
 - 3.1.2.4.4. At the end of the conditional period, the employee's status will be reviewed. If performance is satisfactory and there are no concerns, the employee may be transitioned to regular employment status.

3.2. Staff Supervision. The District holds itself to a high standard of performance and therefore makes every effort to provide high quality support and supervision to its employees. Clear communication, respect for all and appropriate staff development are key to these efforts and every employee with a supervisory role is expected to personify those high expectations. The District's chain of command runs from the District General Manager to the Aquatics Manager to the Aquatic Coordinator(s), to Head Lifeguards (if any), to Lifeguards, Front Desk Attendants and Instructors.

- 3.2.1. All supervisors or candidates for supervisory roles should have supervisory skills training and/or demonstrate the knowledge and ability to utilize best practices in personnel supervision prior to being hired for or promoted to a supervisory role.
- 3.2.2. Apart from the District General Manager and District Clerk, all pool employees shall consider the Aquatics Manager to be their direct supervisor. When the Aquatics Manager is not available, the Aquatics Coordinator on duty is the shift supervisor. Employees are expected to respond to them as they would the Aquatics Manager.
- 3.2.3. Employees can expect the entire management staff to provide steady support, on-going communication, professional development and general guidance and leadership.

Supervisors are accountable for the performance of each employee they work with and are encouraged to give each employee their best effort, providing help whenever necessary.

3.3.Promotions, Demotions and Transfers. All employees are eligible for promotion, transfer to another equivalent position, and voluntary or involuntary demotion. To be considered for another position, an employee must possess the qualifications for the vacant position unless the management determines that waiving those requirements is in the best interest of the Mt. Rainier Pool Metropolitan Park District.

3.3.1.The District encourages current employees to work toward increasing their capabilities through education, skill building and achievement of job-related certifications.

Employees are also encouraged to apply for vacant positions for which they are qualified. Promotions are based on past performance, the supervisor's recommendation, qualifications or requirements, evaluations, job descriptions and related requirements and are given solely at the discretion of the District to administrative employees and by the Mt. Rainier Pool to pool employees. The amount of any pay increase and/or specific responsibilities are decided by the District.

3.3.2.A promoted employee may be demoted or terminated from a new position at the sole discretion of the District General Manager or the Aquatic Manager if it is determined that the employee is not satisfactorily performing in the new position.

3.3.3.The District and/or Mt. Rainier Pool in its sole discretion, may fill a vacant position by transferring a qualified employee to the position. An employee may request a transfer to a vacant position by notifying the District General Manager or Aquatics Manager in writing.

3.4.Resignation & Termination. Employment with the District is at-will in accordance with the provisions of this Employee Handbook. Employees are encouraged to submit written notice of resignation to their supervisor prior to the effective date of their resignation. The management may schedule an exit interview, if appropriate. When an employee resigns, the employee will promptly return all District or co-worker's property, including uniforms and keys.

3.4.1.Employee Resignation

3.4.1.1.Non-Exempt Employees: Non-exempt employees are encouraged to provide at least two weeks (14 days) written notice prior to resignation. The District may choose to waive the notice period and release the employee earlier, with or without cause.

3.4.1.2.Exempt Employees: Exempt employees are encouraged to provide 30 days written notice prior to resignation. This allows for appropriate transition planning. However, exempt employees may choose to resign with less notice, consistent with the at-will nature of their employment.

3.4.2.Termination by the District. All employment is at-will, meaning the District may terminate employment at any time, with or without cause or advance notice. However, the District strives to provide notice whenever feasible and appropriate, based on employee classification and circumstances.

3.4.2.1. Termination without cause

3.4.2.1.1. Non-Exempt Employees: The District may provide two weeks’ notice, when feasible.

3.4.2.1.2. Exempt Employees: The District may provide up to 30 days’ notice, when feasible

3.4.2.1.3. These notice periods are not guaranteed and may be shortened or waived at the District’s discretion

3.4.2.1.4. Termination With Cause: For serious misconduct or performance violations, any employee—exempt or non-exempt—may be immediately terminated without prior notice.

3.4.2.2. Conditional Employment Period:

Employee Type	Resignation Notice Expected	Termination (No Cause)	Termination (With Cause)
Non-Exempt (Regular)	two weeks	two weeks (if feasible)	immediate
Exempt (Regular)	30 days	30 days	immediate
Conditional (All)	no formal notice needed	at any time	immediate

3.5. **Employment of Relatives.** In some cases, the District may approve employment situations involving family members or personal relationships if no direct reporting or influence exists. Exceptions will be reviewed by the Aquatics Manager and the Board of Commissioners on a case-by-case basis. To prevent conflicts of interest and ensure workplace fairness the following guidelines shall be observed:

3.5.1. No employee may supervise, evaluate or directly influence employment decisions affecting a family member, romantic partner, or close associate.

3.5.2. Family members and close associates cannot be assigned to roles where one has authority over the other regarding hiring, scheduling, promotion, or discipline.

3.5.3. If a relationship develops between employees in a supervisory relationship, the District may reassign one or both individuals to ensure compliance with this policy.

3.5.4. Employees must disclose any covered relationships that may create conflict of interest. Disclosures should be made to the District General Manager or the Aquatics Manager as soon as possible.

3.5.4.1. If a conflict arises, the District will evaluate options, including reassignments or adjustments in reporting structures.

3.5.4.2. Failure to disclose a relationship that creates a conflict of interest may result in disciplinary action, up to and including termination.

3.5.5. Violations of this policy may result in corrective action, reassignment, or disciplinary measures. The District reserves the right to take appropriate action to maintain a professional, ethical, and equitable work environment.

3.6. **Employee Background Checks.** The District requires background checks in compliance with RCW 35.61.130 for all employees, volunteers, or independent contractors, who may, in the course of their work or volunteer activity with the District, have unsupervised access to children or vulnerable adults, or be responsible for collecting or disbursing cash or processing credit/debit card transactions.

3.6.1. Currently, all District staff positions must meet the threshold of the background check policy. Therefore, all District employees shall submit to a background check as a condition of their employment. New positions will also be required to comply with the policy if the position meets the threshold of the policy.

3.6.2. When necessary, as determined by the District, prospective employees, volunteers, or independent contractors may be employed on a conditional basis pending completion of the investigation. The District shall provide a copy of the record report to the employee, volunteer, or independent contractor if the background check results are negative.

4. **Compensation.**

4.1. **Overview.** The District wishes to practice transparency and fairness in regard to employee pay rates, offering equal pay for equal work and comparable job experience. Therefore, each position or job title within the District is assigned a defined salary range or pay-rate that is applied to all employees holding that position or job title with comparable experience. Pay rates for each position will be outlined in the District's salary and wage schedule (see APPENDIX C) which is adopted each year as part of the annual budget process. The District Board of Commissioners may revise the salary and wage schedule from time to time.

4.2. **Employee Pay Rates.** Each position's pay rate is reviewed periodically to ensure that it remains competitive with other comparable positions.

4.2.1. Pay rates are based on the expectations of the position, reflect levels of authority and responsibility, years of service or experience, certifications, and other skills as needed to perform the expectations of the position with a great deal of competency. Within available resources, The District's compensation plan is generally competitive with other comparable employers in similar job markets.

4.2.2. From time to time, the District may provide pay adjustments, raising the wages of all positions by a specified amount or for all employees within a single defined position.

4.2.3. The current pay schedule allows for an annual pay increase depending on an employee completing a satisfactory year of service. These increases are generally implemented on an employee's anniversary date in a position. Years of service increases are contingent on satisfactory performance. If an employee's performance is unsatisfactory, a pay increase may be deferred for a stipulated period of time or until the employee's job performance is satisfactory.

- 4.3. **Paydays.** Employees are paid twice a month either by direct deposit or by check distributed at the work location on the 15th and the last day of the month.
- 4.3.1. If a regularly scheduled payday falls on a weekend or holiday, paychecks are usually distributed on the next regularly scheduled weekday.
- 4.3.2. One pay period covers the 26th through the 10th of the following month (usually distributed on the 15th) and the other covers the 11th through the 25th (usually distributed on the last day of the month). This distribution schedule is subject to change and staff will be notified of any changes.
- 4.4. **Time Recording.** Recording of employee hours is currently accomplished through a manual process using scheduling software.
- 4.5. **Deductions.** The District withholds from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee, such as those legally required for taxes (i.e. Federal income, Medicare, Social Security, WA Labor & Industries and Unemployment Insurance) and court-ordered garnishments.
- 4.6. **Paycheck Errors.** The District does its best to provide employees with proper pay for all hours worked. Should there be an error in your pay or an improper deduction, please bring it to the attention of your supervisor immediately. The District will work to correct errors expeditiously. In the event of an overpayment, the employee will be notified as soon as possible, and the employee will be required to reimburse the District either through an agreed upon future payroll deduction or a direct payment.
- 4.7. **Travel and Expense Reimbursement.** District employees and officials may be reimbursed for approved, reasonable, and necessary expenses incurred in the course of conducting District business.
- 4.7.1. Pre-Approval Requirement.
- 4.7.1.1. All travel and business-related expenses must be approved in advance by the District General Manager or designee.
- 4.7.1.2. Expenses incurred without prior approval may be denied reimbursement.
- 4.7.2. Reimbursement Standards.
- 4.7.2.1. Reimbursement is based on actual, reasonable, and necessary expenses incurred in the service of the District.
- 4.7.2.2. Employees are expected to exercise prudent judgment and minimize costs when incurring expenses on behalf of the District.
- 4.7.3. Submission Requirements and Timeline.
- 4.7.3.1. All requests for reimbursement must be submitted using the District's approved reimbursement form.
- 4.7.3.2. Reimbursement requests must be submitted within ten (10) days of the expense or completion of travel, consistent with District Policy 550.
- 4.7.3.3. Requests submitted after this timeframe may be denied unless approved by the District General Manager or designee.
- 4.7.4. Receipt Requirements
- 4.7.4.1. Original, itemized receipts are required for all reimbursable expenses unless otherwise provided in this section.

- 4.7.4.2. Receipts are not required for individual expenses under twenty-five dollars (\$25.00), provided the employee certifies the expense on the reimbursement form.
- 4.7.4.3. For expenses where a receipt is required but unavailable, a written certification must be submitted and approved by the District General Manager or designee.
- 4.7.4.4. Falsification of receipts or certifications is grounds for disciplinary action, up to and including termination.
- 4.7.5. Eligible Expenses. The District may approve reimbursement for the following business-related expenses:
 - 4.7.5.1. Materials, supplies, or other items used for District purposes.
 - 4.7.5.2. Mileage for use of a personal vehicle at the current rate established by the Internal Revenue Service (IRS) for business travel.
 - 4.7.5.3. Meals associated with approved District business, including reasonable gratuity, when pre-approved.
 - 4.7.5.4. Conference, training, or registration fees related to approved professional development.
 - 4.7.5.5. Lodging expenses when necessary for travel outside the District.
 - 4.7.5.6. Transportation costs, including standard (coach) airfare and reasonable ground transportation.
 - 4.7.5.7. Reasonable incidental expenses associated with approved travel
- 4.7.6. Non-Reimbursable Expenses.
 - 4.7.6.1. Alcoholic beverages are not a reimbursable expense under any circumstance.
 - 4.7.6.2. Personal expenses not directly related to District business are not eligible for reimbursement.
 - 4.7.6.3. Upgrades or premium services (e.g., first-class airfare, luxury accommodations) are not reimbursable unless pre-approved.
- 4.7.7. Compliance with Board Policy.
 - 4.7.7.1. This section is intended to be consistent with District Policy 550 (Travel and Expense Reimbursement).
 - 4.7.7.2. In the event of any inconsistency between this handbook and Board Policy 550, the Board policy shall control.
- 4.8. **Compensation Upon Termination.** When an employee's employment with the District is terminated, the employee will receive the following compensation on the regularly scheduled payday for the period (more information on Paydays can be found in Section 4.2):
 - 4.8.1. Regular wages for all hours worked up to the time of termination that have not already been paid.
 - 4.8.2. Any overtime or paid time off that has not already been paid. Salaried employees receive accrued leave per Section 6.6.8.

5. Performance & Professional Development.

- 5.1. **Overview.** Employees are the District's most valuable resource in accomplishing the mission and goals of the organization. Therefore, it is incumbent upon the District to nurture staff talent and provide support for growth and opportunity. Toward that end, the District and Aquatic managers are expected to provide guidance for employees that helps each one to enhance or refine existing skills and develop new ones. In addition to this day-to-day feedback, managers and each employee will regularly assess performance on a periodic and regular basis. The District will provide opportunities for formalized educational development.
- 5.2. **Performance Feedback & Evaluation.** To achieve the District's goal of supporting and retaining the best employee for every job, supervisors will provide every employee with ongoing feedback and constant communication relating to performance as well as a process that requires regular reflection on an employee's overall contributions. This method is designed to ensure that each employee receives the best possible supervisory support and is in the position that best fits their skills.
- 5.2.1. Supervisors are expected to immediately inform an employee of any challenge that may be impacting their performance and to clearly communicate the necessary improvement expected. The outcome of that communication should be noted and may influence an evaluation.
- 5.2.2. Employees are expected to inform any supervisor as soon as possible of any challenges they face in the performance of their duties and work cooperatively with them to find solutions.
- 5.2.3. Supervisors are available and encouraged to provide feedback to staff and/or discuss performance at any time. It is recommended that the supervisor send written notes covering the general topics of any performance-related discussion and agreed upon outcomes (if any) to the employee and the Aquatics Manager or District General Manager immediately afterward.
- 5.2.4. Supervisors also complete performance evaluations for each employee they supervise every six months (two times per year), or once a year for summer employees. This evaluation is part of an employee's personnel record and will influence whether the employee will be promoted, transferred, demoted, laid off, or terminated. These evaluations are not meant to be a method of communicating a performance issue. Supervisors are asked to answer these four questions about each staff member they supervise:
- 5.2.4.1. Given what I know of this person's performance, and if it were my money, I would award this person the highest possible compensation increase and bonus. Please answer on a five-point scale: 5 = Strongly Agree, 4 = Somewhat Agree, 3 = Neither Agree nor Disagree, 2 = Somewhat Disagree, 1 = Strongly Disagree.
- 5.2.4.2. Given what I know of this person's performance, I would always want him or her on my team. Please answer on a five-point scale: 5 = Strongly Agree, 4 = Somewhat Agree, 3 = Neither Agree nor Disagree, 2 = Somewhat Disagree, 1 = Strongly Disagree.

- 5.2.4.3. This person is at risk for low performance. Please answer Yes or No.
- 5.2.4.4. This person is ready for promotion today. Please answer Yes or No.
- 5.2.4.5. The answers to these questions are incorporated into the employee's file for reference in future decision-making (i.e. promotion, transfer, demotion or termination).

5.3. Professional Development Opportunities. The District seeks, within the limits of available resources, to offer and support professional development to increase an employee's skills, knowledge and abilities. Opportunities may include on-the-job training, in-service sessions, and development activities sponsored by outside agencies or organizations.

5.3.1. Whether an employee is trained in-house or receives their certification from an outside agency, the following procedures will apply:

5.3.1.1. An employee must meet all the standards of a recognized certifying agency (such as the Red Cross) before being assigned any Lifeguarding shifts.

5.3.1.2. An employee must satisfactorily complete these steps before being assigned solo swimming instruction shifts:

5.3.1.2.1. Receive Water Safety Instruction training either 1-on-1 or in a class setting that includes education on differing strokes, effective instruction methods, group behavior management, and District standards for swim lessons.

5.3.1.2.2. Shadow at least two different swimming instructors for at least 2 lessons each for a total of 4 shadow lessons covering various levels. This step may be waived at the management's discretion for those who have at least one year of experience in swim instruction at another pool.

5.3.1.2.3. Perform at least 2 lessons under the direct (in water) supervision of two different current instructors, for a total of at least 4 supervised lessons covering various levels.

5.3.2. The District will provide regular in-service training opportunities and drills for employees to assist with their on-going development and to help them meet and maintain the high standards of performance expected by the District and the patrons. Employees are required to attend these in-service training sessions.

5.3.3. The District may agree to pay and/or reimburse employees for pre-authorized, job-related educational opportunities. Outside training approval is granted at the discretion of the District General Manager. Approval must be granted prior to program registration, otherwise the District is not responsible for payment of any registration fees. To be eligible, the employee must demonstrate that all of the following conditions are met:

5.3.3.1. The opportunity is necessary for improving skills to perform or enhance present work or to qualify the employee for a District planned promotion; and

5.3.3.2. It is in the District's/Mt. Rainier Pool's best interest to pay for this training; and

5.3.3.3. The pool's services may be improved as a result of the educational opportunity.

5.3.4. The employee should submit a request in writing to their supervisor who forwards it, with comments, to the District General Manager for approval of employees taking courses that are graded must earn at least a passing grade in order to receive reimbursement.

5.3.4.1. If an employee is terminated—either voluntarily or involuntarily—prior to completing the course, they may not be eligible for reimbursement. Additionally, if an employee is reimbursed and separates from the District within six months of course completion, the District reserves the right to require repayment of the reimbursed amount, subject to applicable laws.

5.3.4.2. The District may, as resources permit, cover the cost of required books or other preapproved expenses necessary for receiving the full benefit of the educational opportunity.

5.4. Harassment Prevention and SafeSport Training.

5.4.1. The District is committed to providing a safe, respectful, and inclusive workplace that is free from harassment, discrimination, and misconduct. As part of this commitment, all employees are required to complete training related to harassment prevention and, where applicable, youth protection.

5.4.2. General Harassment Prevention Training: All employees shall complete harassment prevention training as a condition of employment.

5.4.2.1. *New Employees:* All newly hired employees must complete harassment prevention training within thirty (30) days of hire.

5.4.2.2. *Ongoing Training Requirement:* All employees are required to complete refresher harassment prevention training at least once every two (2) years.

5.4.2.3. *Training Content:* Training will include, but is not limited to:

5.4.2.3.1. Recognition and prevention of workplace harassment and discrimination

5.4.2.3.2. Examples of prohibited conduct:

5.4.2.3.2.1. Bystander intervention strategies

5.4.2.3.2.2. Reporting procedures and responsibilities

5.4.2.3.2.3. Protections against retaliation

5.5. Supervisory Training Requirements.

5.5.1. Employees in supervisory or management roles are required to complete additional training specific to their responsibilities.

5.5.2. Supervisors must complete harassment prevention training that includes:

5.5.2.1. Legal responsibilities under federal, state, and local law

5.5.2.2. Proper handling of complaints and investigations

5.5.2.3. Duty to report and respond to inappropriate conduct

5.5.2.4. Creating and maintaining a respectful workplace environment

5.5.3. Supervisory employees must complete refresher training at least once every two (2) years.

5.5.4. SafeSport and Youth Protection Training. Due to the District's service to youth and the employment of minor staff, employees who work with or around minors are required to complete abuse prevention training consistent with SafeSport or an equivalent program approved by the District.

5.5.4.1. *Applicability:* This requirement applies to employees whose duties involve regular interaction with minors, including but not limited to:

5.5.4.1.1. Aquatics Managers and Coordinators

5.5.4.1.2. Lifeguards

5.5.4.1.3. Swim instructors

5.5.4.1.4. Head lifeguards and supervisors

5.5.4.1.5. Any employee assigned to youth programs or activities

5.5.4.2. *Training Timing and Frequency:* Initial SafeSport (or equivalent) training must be completed prior to assignment to duties involving minors

5.5.4.2.1. Refresher training must be completed annually, or as otherwise required by the approved training program

5.5.4.3. *Training Content.* SafeSport or equivalent training includes, but is not limited to:

5.5.4.4. *Relationship to District Policies.*

5.5.4.4.1. Abuse prevention and awareness

5.5.4.4.2. Maintaining appropriate professional boundaries

5.5.4.4.3. Recognizing signs of abuse or misconduct

5.5.4.4.4. Mandatory reporting responsibilities

5.5.4.5. *Documentation and Compliance.*

5.5.4.5.1. Completion of all required training shall be documented and maintained in the employee's personnel file.

5.5.4.5.2. Employees are responsible for completing required training within designated timeframes.

5.5.4.5.3. Failure to complete required training may result in removal from scheduled shifts, reassignment of duties, or disciplinary action, up to and including termination of employment.

5.5.4.6. This training requirement supports and reinforces the District's policies on workplace harassment, non-discrimination, and employee conduct, including Section 1.8 (Workplace Harassment).

5.6. **Professional/Technical Societies and Certifications.** District employees are encouraged to participate in technical and professional societies and/or achieve certifications indicating a high level of competence in their field(s). These activities are considered a benefit to the District and to the employee through additional knowledge or personal associations gained.

5.6.1. The District, through the budgeting process, will select what fees and dues it might pay for its employees' membership in technical and professional societies. For any organization for which the District pays the dues, the District address should be

used on all mail. All magazines and publications received as a part of that membership should be made available for all employees to use.

5.6.2. **Professional and Technical Registration/Certification.** The District encourages professional and technical registration or certification. The District may pay fees for professional and technical certificates and licenses for its employees as determined by the District in its sole discretion. These requests should be sent to the District General Manager.

5.7. **Aquatics Certifications.** Employees assigned to aquatics safety or instructional duties must maintain all certifications required for their position, which may include lifeguarding, shallow-water lifeguarding where authorized, water safety instruction, CPR/AED, first aid, oxygen administration, bloodborne pathogens training, SafeSport or youth protection training, and any other certifications designated by the District. Employees may not work in a role requiring a certification if the certification has expired, been suspended, or is otherwise not in good standing.

5.7.1. The District will maintain current copies of required certifications in accordance with operational and regulatory requirements. Employees are responsible for promptly providing updated certificates or proof of renewal. An employee whose required certification lapses may be removed from the affected shifts or duties, placed on administrative leave, reassigned when feasible, or disciplined up to and including termination depending on the circumstances and operational needs.

5.7.2. **Recertification Costs.** Unless otherwise stated in a written District program, budget approval, or training agreement, the District may decide in its discretion whether to pay, reimburse, or share the cost of required or preferred certifications and renewals. The District may condition payment or reimbursement on satisfactory completion, continued employment for a stated period, or compliance with a repayment agreement to the extent permitted by law.

5.7.3. **Water Treatment Operator Coverage.** The District will designate a qualified water treatment operator (Aquatic Facility Operator and Certified Pool Operators) as required for pool operations and will maintain coverage necessary for safe and compliant operation of the facility. Employees assigned water treatment duties must complete required training and follow all operating, monitoring, recordkeeping, and escalation procedures. Backup coverage assignments may be designated by management to maintain continuity of operations.

6. **Benefits and Leave.**

6.1. **Overview.** Employees of Mt. Rainier Pool are provided with the following benefits and leave in appreciation of their service to the community and the District. These benefits are voluntarily provided by the District as an employee incentive and may be amended or discontinued at any time.

6.2. **Pool Staff Benefits Allowance.**

6.2.1. Pool Staff are currently defined as follows and all positions are hourly, part-time and non-exempt:

- 6.2.1.1. Head Lifeguards
- 6.2.1.2. Lifeguards
- 6.2.1.3. Instructors.
- 6.2.2. Pool Staff is not eligible for paid time off or vacation. Any requests for time off for injury or illness must be taken as sick leave.
- 6.2.3. Pool Staff is not eligible for Holiday compensation.
- 6.2.4. Pool staff will accrue sick leave per the Washington State Department of Labor & Industries policy at a rate of one (1) hour per every 40 hours worked. Sick leave is carried over at the end of each year at a rate of 40 hours or less. You may begin using earned paid sick leave 90 days after your first day of work. See also Section 6.6.
- 6.3. **Pool Staff Use of the Facility.** Pool employees are eligible to have a Mt. Rainier Pool employee swim pass, which entitles them to the same privileges as a family pass holder for the duration of their employment with the District.
 - 6.3.1. If employment ends or the employee has not worked at least one (1) shift in a calendar month, the pass is void and must be surrendered.
 - 6.3.2. Any inappropriate or unprofessional conduct while off-duty at Mt. Rainier Pool is grounds for suspension of the employee pass privilege. Extreme situations may result in further disciplinary action up to and including termination.
 - 6.3.3. These privileges are extended to one additional adult and children who share a household with the employee. As above, these passes may be suspended if the employee no longer meets the criteria or due to misconduct.
- 6.4. **Salaried Employees Benefits Allowance.**
 - 6.4.1. Salaried employees are currently defined as:
 - 6.4.1.1. District General Manager – contracted, salaried exempt
 - 6.4.1.2. District Clerk – non-exempt benefits-eligible, hourly
 - 6.4.1.3. Aquatics Manager – contracted, salaried exempt
 - 6.4.1.4. Aquatic Coordinator – salaried, non-exempt benefits-eligible
 - 6.4.2. The District will designate a benefit allowance for each salaried employee which is intended for them to use at their discretion to purchase Health Insurance, Dental Insurance, Vision Insurance, Disability Insurance, Child or Elder Care, or to put into a retirement fund as they choose.
 - 6.4.2.1. Effective April 1, 2025, the District provides a comprehensive benefits package through the Association of Washington Cities (AWC). This package includes health, dental, vision, and disability insurance, as well as options for child and elder care assistance. In addition, employees have access to the Deferred Compensation Program (DCP) offered through the Washington State Department of Retirement Systems (DRS).
 - 6.4.2.2. Any future changes to benefits will be clearly communicated to both staff and the Board.
 - 6.4.3. The District reserves the right to add to, amend and discontinue the benefit allowance as needed. The benefit allowance is reviewed periodically by the Board

of Commissioners and may be adjusted and all or a portion of it may be eliminated at any time. The benefit allowance is currently calculated at 16% of the employee's salary or pay-rate. This rate is subject to adjustment at any time. The benefit allowance is distributed in lieu of traditional employee benefits. Although the benefit allowance is not defined as wages or salary for the employee, it is taxed as income. Each employee provided with a Benefit Allowance is expected, but not required, to maintain medical coverage.

6.5. Salaried Employees Paid Time Off. Salaried employees as defined in Section 6.2 are also provided with paid time off for holidays, illness or injury and vacation.

6.5.1. Requests for time off must be made at least two weeks in advance. Requests made without this advance notice will likely be denied due to the inherent negative impact to the District.

6.5.2. Requests for time off must be sent to the supervisor via email and include the exact date(s) of absence. Supervisors must provide an email response as soon as possible verifying whether or not the request has been approved. Requests that have a negative impact on the District or other employees will not be approved. (See Section 6.6 Sick Leave for additional information on requesting time off due to illness or injury.)

6.5.2.1. When paid time off is used the supervisor is responsible for forwarding the email verifying the approved leave to the person responsible for reporting payroll by or before the end of the pay period.

6.5.2.2. If an employee requests time off and the time off is not approved, the employee is expected to work as usual. Failure to appear for a scheduled shift is grounds for disciplinary action, up to and including termination.

6.5.2.3. The District is not responsible for lost deposits or non-refundable fees paid out by employees prior to receiving approval for time off.

6.5.2.4. For the purposes of accrual and usage, one day of accrued time off is defined as eight (8) hours.

6.5.2.5. Paid time off may be transferred to another employee for humanitarian reasons only with approval from the District General Manager.

6.5.2.6. For the purposes of calculating accrual for non-exempt employees, paid time off does not qualify as hours worked.

6.5.3. Limited unpaid time off may be approved for extraordinary circumstances at a supervisor's discretion and it is expected that employees will not abuse this privilege. Excessive requests for unpaid time off that aren't supported by a written medical directive or don't fall into a valid leave category may be grounds for disciplinary action, including possible termination.

6.6. Salaried Employees Vacation Leave. Salaried exempt and non-exempt employees as defined in Section 6.3 accrue paid vacation leave at a rate that is dependent on their employment status and years of service in the eligible position. See Section 6.4 for more information on requesting and using paid time off.

- 6.6.1. Both the accrual rate and annual maximum that an employee may accrue each year automatically adjust with each anniversary in the eligible position. Years of service in a noneligible position do not count toward years of service for vacation accrual.
- 6.6.2. Unused vacation leave may be carried over from one year to the next up to the annual maximum. Once the maximum is reached, the accrual freezes until the employee’s anniversary date when accrual may begin again up to the annual maximum.
- 6.6.3. Part-time employees, accrual rate is tied to the number of hours actually worked. Paid time off does not count as time worked.
- 6.6.4. For the purposes of accrual calculations, previous years of service are lost if an employee voluntarily leaves the District and returns.
- 6.6.5. Use of vacation days is limited to 5 days after the first six months of employment by request of the employee and upon approval by the supervisor.
- 6.6.6. An employee can accrue only the annual maximum as detailed in the chart below.
- 6.6.7. Unused vacation leave is paid out to an employee upon separation.

6.6.8. Vacation Leave Accrual Rates:

Years of Service	Non-Exempt Accrual Rate Full Time Employee	Exempt Accrual Rate for Full Time Employee
0-3	40 hours annually	96 hours annually
4-6	80 hours annually	120 hours annually
7-10	120 hours annually	240 hours annually

6.7. Sick Leave.

6.7.1. Salaried Employee Accrual. The accrual rate for exempt salaried employees is 8 hours of sick leave per month unless a greater accrual applies under contract or Board action. Unused paid sick leave of 92 hours or less will be carried over to the following year unless a greater carryover is required by law or a written District benefit plan.

6.7.1.1. Washington Paid Sick Leave for Hourly and Other Non-Exempt Employees. Paid sick leave under chapter 49.46 RCW and chapter 296-128 WAC applies to all covered employees, including part-time, temporary, seasonal, and conditional employees unless a lawful exemption applies. Covered employees

accrue at least one hour of paid sick leave for every 40 hours worked, may begin using accrued paid sick leave on the 90th calendar day after the start of employment, and may carry over up to 40 hours of unused paid sick leave each benefit year.

6.7.1.2. The District will provide employees with regular written notice of accrued, used, and available paid sick leave balances at least monthly or with each pay statement if that statement contains the required information.

6.7.1.3. Employees may use accrued paid sick leave regardless of status as a conditional, temporary, seasonal, part-time, or regular employee, provided the employee has satisfied any lawful waiting period before use.

6.7.2. Eligibility and Usage. Accrued paid sick leave may be used for the employee's own illness, injury, health condition, diagnosis, care, treatment, or preventive medical care; to care for a qualifying family member; when the employee's workplace or a child's school or place of care is closed by order of a public official for a health-related reason; for reasons relating to domestic violence, sexual assault, or stalking as permitted by law; and, as permitted by Washington law, to prepare for or participate in certain judicial or administrative immigration proceedings involving the employee or a family member.

6.7.2.1. The employee's own illness or health condition

6.7.2.2. Preventive medical care or treatment

6.7.2.3. Care for a qualifying family member with an illness or medical need

6.7.2.4. Closure of the employee's workplace or a child's school/place of care due to public health emergencies

6.7.3. Call-In Procedure. Employees reporting an absence due to illness must follow the notification procedures outlined in Section 2.4 – Attendance, including calling the shift supervisor as soon as possible and no later than 30 minutes before the scheduled shift. A follow-up email is required to document the exact dates for which the sick leave will be applied.

6.7.4. Medical Verification: If a part-time employee is absent for three (3) or more consecutive days, the District may request a doctor's note or other documentation verifying the need for continued leave.

6.7.4.1. Sick leave may not be combined with vacation leave to extend that vacation leave.

6.7.4.2. Unused sick leave will not be paid out to an employee upon separation.

6.7.4.3. Paid sick leave does not count as hours worked for the purposes of overtime or additional accrual calculations

6.7.5. Shift Coverage Responsibility. Employees are encouraged to follow Section 2.4.6 regarding illness notification and to make reasonable efforts to find qualified coverage for missed shifts, subject to supervisor approval

6.8. Holidays. The Mt. Rainier Pool is closed on the following State observed holidays:

6.8.1. The 4th Thursday in November (Thanksgiving Day)

6.8.2. December 25th (Christmas Day)

6.8.3. January 1st (New Years Day)

6.8.4. Easter Sunday

6.8.5. Independence Day (July 4th)

6.8.6. Additionally, the pool closes early at 1:00pm on December 24th and December 31st; however, staff will be required to work a full day or take vacation, if benefit eligible.

6.8.7. Exempt (salaried) employees are not expected to work on days when the pool is closed for holidays but will be compensated in the usual manner. If required to work due to low staffing, management will work to provide compensatory time off.

6.8.7.1. Exempt employees may observe the following state holidays where the pool is open for business:

6.8.7.1.1. President' Day

6.8.7.1.2. Martin Luther King Day

6.8.7.1.3. Memorial Day

6.8.7.1.4. Juneteenth

6.8.7.1.5. Labor Day

6.8.7.1.6. Family Day (day after Thanksgiving)

6.8.8. Benefits-eligible non-exempt employees will not be scheduled to work when the pool is closed for holidays and will have the option of taking vacation leave (see Section 6.6) as compensation on "legal holidays", with approval, when the pool is open for business. If, due to an emergency, they are required to report to work, non-exempt employees will be compensated at double their usual hourly rate for the time worked.

6.9. **Family and Medical Leave (FMLA) and Washington Paid Family and Medical Leave (PFML)**

6.9.1. Purpose. The purpose of this Policy is to summarize Employee rights under the Washington Paid Family Medical Leave Act (PFMLA), the Federal Family Medical Leave Act (FMLA) and the Pregnancy Disability Leave rules set forth in WAC 162.30.020 (PDL). The Washington Family Leave Act (PFMLA) provides for paid leave through the Washington State Employment Security Department for specified family and medical reasons. PFMLA leave runs concurrently with, the leave under the Federal Family Medical Leave Act (FMLA), and also provides for additional leave for a disability due to pregnancy and for leave to care for registered domestic partners. With the adoption of paid leave under the WFMLA, the rules and regulations of the PFMLA will govern most employee family and medical leave requests. In situations where the FMLA provides greater benefits or options, the employee is entitled to the most protective benefit.

6.9.2. Unpaid Leave. The paid PFMLA leave benefits set forth below require a seven-day waiting period. The District will grant employees eligible for PFMLA leave under this policy with seven days of unpaid leave during this waiting period.

Employees shall have the option of using available sick or vacation leave for all or a portion of the seven-day unpaid leave period.

6.9.3. Paid Benefits. The paid Financial benefits under the PFMLA are managed by the Washington State Employment Security Department and governed by Employment Security rules and regulations. This Policy is focused primarily on Employee's right to take leave from work with the District.

6.9.4. Definitions.

6.9.4.1. Employee shall include all part-time paid and full-time paid employees of the District and elected or appointed commissioners that have worked 820 hours in the first four of the last five or the last four quarters of employment (for any Washington employer).

6.9.5. PFMLA Leave Availability. Eligible employees are entitled to take up to 12 weeks of medical or family leave, or a combined total of 16 weeks of family and medical leave per claim year; an additional two weeks of leave may be available in the event the employee's leave involves incapacity due to a pregnancy. The claim year begins when the employee files a claim for PFML benefits or upon the birth/placement of the employee's child. PFML leave may be taken for the following reasons:

6.9.5.1. *Medical Leave*: Medical leave may be taken due to the employee's own serious health condition, which is an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider, as those terms are defined under the FMLA and RCW 50A.05.010. However, an employee is not eligible for PFML benefits if the employee is receiving time loss benefits under the workers compensation system.

6.9.5.2. *Family Leave*: Family leave may be taken to care for a covered family member with a serious health condition; for bonding during the first 12 months following the birth of the employee's child or placement of a child under age 18 with the employee (through adoption or foster care); or for qualifying military exigencies as defined under the FMLA.

6.9.5.2.1. PFML runs concurrently with FMLA where an absence is covered by both laws. PFML leave may be taken intermittently as permitted by law. Effective January 1, 2026, the minimum claim duration for PFML benefits is four consecutive hours in a week.

6.9.5.2.2. *Military Family Caregiver Leave*: The FMLA entitles eligible employees to a total of 26 weeks of unpaid military family caregiver leave during a 12-month period to care for a covered service member who is the spouse, son, daughter, parent, or next of kin of the employee. (See 29 CFR 825)

6.9.6. Eligibility for Leave.

6.9.6.1. PFML benefits are generally subject to a seven-calendar-day waiting period, except where the law does not require a waiting period, such as for leave

taken for the birth or placement of a child and certain qualifying military exigencies. The waiting period is administered under state PFML rules.

6.9.6.2. PFMLA leave taken to care for a newborn or newly adopted son or daughter, as set must be completed within 12 months of the son's or daughter's birth or placement for adoption, except as provided under the PFMLA in cases in which the pregnant mother is disabled due to childbirth.

6.9.6.3. If planned medical treatment is required, the Employee must make a reasonable effort to schedule treatment so as not to unduly disrupt District operations.

6.9.6.4. Employees will continue to receive medical, dental, long-term disability, life insurance, and other health benefits to the extent required by applicable law and District benefit plans during protected leave, provided the employee continues to pay any required employee contribution. Effective January 1, 2026, when an employee qualifies for PFML job protection, the District will maintain existing health benefits during the protected leave as required by law.

6.9.6.5. During PFMLA leave, employees will not earn sick or vacation leave benefits or seniority. Employees on an intermittent or reduced leave schedule will earn sick or vacation leave benefits on a prorated basis, proportional to the percentage of time that they work. Coordination of Benefits. Employees may elect to use accrued paid sick leave, vacation, compensatory time, or other District-provided paid leave concurrently with PFML only to the extent allowed by law and District policy. District-paid leave used while an employee receives PFML benefits will be treated as a supplemental benefit only where the District has designated it as such and where the combined payment does not exceed the employee's regular wages.

6.9.6.6. Sick, vacation, comp and holiday leave are designated as a supplemental benefit by the District as defined by the Washington State Employment Security Department (ESD).

6.9.6.7. Employees may use such available leave to remain on paid status even if the employee also seek PFML benefits in the same week. The employee cannot utilize benefits in a way that exceeds 100% of their regular salary or wages.

6.9.7. Pregnancy Disability Leave. The District provides pregnancy leave in compliance with WAC 162.30.020.

6.9.7.1. Eligible employees are entitled to use any period of time medically necessary for pregnancy related conditions including, but not limited to, related medical conditions, miscarriage, pregnancy termination, and complications of pregnancy.

6.9.7.2. PDL is limited solely to the disability phase of the pregnancy and childbirth and provides no entitlement to time to care for a newborn child. PDL will run concurrently with PFMLA leave.

- 6.9.7.3. A physician's statement may be required to verify the time allotted to pregnancy disability during leave, in accordance with District policies regarding sick or disability leave.
- 6.9.7.4. PDL is unpaid leave, but Employees may use any type of accrued leave while on PDL which shall be used as a supplemental benefit if also on PFML. In the event accrued leave is exhausted while an employee is on PDL, such leave will be unpaid leave.
- 6.9.7.5. Employees requiring PDL will not earn sick or vacation leave benefits or seniority during such PDL but shall continue to receive to receive medical, dental, long-term disability and life insurance benefits, provided, employees shall be required to continue to pay their contribution for such benefits.
- 6.9.8. Notice Requirements.
- 6.9.8.1. Unless otherwise provided herein, notices of the need for PFMLA leave shall be in writing and shall be directed to the District General Manager or Designee. The notice must set forth the reason for the leave, the anticipated duration of the leave, and the anticipated start of the leave. When initial verbal notice is permitted, it shall be followed by written notice as soon as practicable, which generally shall be within the next business day.
- 6.9.8.2. An Employee must provide the District with at least 30 days advance notice before PFMLA leave is to begin if the need for leave is foreseeable. The need for leave is foreseeable if it is based on an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of the Employee, or the Employee's spouse, son, daughter or parent. If 30 days' notice is not practicable, notice must be given as soon as practicable, which generally will mean the day it becomes practicable or the next business day. If the Employee fails to give timely advance notice as provided herein, PFMLA protected leave may be delayed or denied.
- 6.9.8.3. When the time for the need for PFMLA leave is not foreseeable, such as in an emergency, the Employee must provide notice of the need for PFMLA leave as soon as practicable. Initial notice may be verbal, and in the case of an Employee's serious health condition or when the employee is otherwise unavailable, may be made by a representative of the employee.
- 6.9.8.4. The District will post in an employee accessible area notice of PFMLA in the form prescribed by the Employment Security Department
- 6.9.8.5. The District will provide notice of PFMLA benefit availability to employees five business days after the employee's seventh consecutive day of absence due to family or medical leave; or Five business days after the employer has received notice that the employee's absence is due to family or medical leave, whichever is later.
- 6.9.9. Confirmation of Leave.
- 6.9.9.1. PFMLA claims in accordance with state requirements, and employees shall be required to cooperate with the District's process.

- 6.9.9.2. The District may require that requests for PFMLA leave be supported by certification issued by a health care provider. Such certification shall be provided to the District General Manager or designee within 15 days of the date it is requested, unless it is not practicable to do so under the circumstances. Failure to provide certification may result in a delay or denial of PFMLA protected leave.
- 6.9.9.3. It will be the District's responsibility to advise the Employee whether medical certification will be required when the employee requests leave.
- 6.9.9.4. It will be the Employee's responsibility to provide the medical certification in a timely manner as requested by the District.
- 6.9.9.5. Under certain circumstances, the District may request a clarification of a medical certification, or at its expense, obtain an opinion from a second health care provider (of the department's choosing) or third health care provider (chosen jointly by the employee and the District) regarding a medical condition.
- 6.9.9.6. While on PFMLA leave, the District may require periodic reports regarding an Employee's status and date for return to work. The District may also require subsequent re-certification of the need for continued leave.
- 6.9.9.7. In certain situations, the Employee may need to take leave intermittently or on a reduced leave schedule. If the request is to take family leave on an intermittent or reduced leave schedule basis, the District may require that the Employee provide a medical certification by a qualified health care provider which states that such intermittent leave or reduced leave is medically necessary. If the Employee requests and is granted such leave, they may be required to transfer temporarily to an available alternate position with equivalent pay and benefits that more effectively accommodates intermittent periods of leave or a reduced work schedule.
- 6.9.10. Reemployment/Job Protection.
- 6.9.10.1. Employees that have worked for the District for more than 180 days are eligible for the job protection benefits outlined in this Section.
- 6.9.10.2. Upon completion of leave, the employee will be entitled to return to the same position as when the leave began or to a substantially similar position with equivalent job skills, status, pay and benefits.
- 6.9.10.3. Reinstatement is not required if one or more of the following conditions exists: the position was eliminated by a bona fide restructuring or reduction in force; the position was for a specified period, and the period has concluded; the employee takes another job while on leave; or the employee fails to return from the leave at the conclusion of the eligible leave period.
- 6.10. **Administrative Leave (Salaried and Pool Employees).** On a case-by-case basis, the District may place an employee on administrative leave with or without pay for an indefinite period of time, as determined by the District General Manager, or designee to

be in the best interests of the District, such as pending an investigation or other administrative proceedings.

6.11. **Military Leave of Absence (Salaried and Pool employees).** Any employee who is a member of the Washington National Guard or a Federal military unit is entitled to leave from their duties up to twenty-one (21) days each between October 1 and September 30 for official military duty, training, or drills or state active status. During the period of military leave, the employee shall continue to receive their normal rate of pay for days when they would have been scheduled to work for the District. (Calculated for hourly staff as a minimum of up to 21 average shifts for the employee during the season in question and not including shift-related premiums.)

6.11.1. If an employee takes temporary or regular military leave, they is entitled to return to the employee's former job as provided under federal and state laws. A copy of the official orders must be submitted to the employee's supervisor at least one (1) week prior to the commencement of the duty period.

6.11.2. The Washington State Military Family Leave Act provides that during a period of military conflict, an employee who regularly works more than twenty (20) hours per week and whose spouse or state-registered domestic partner is deployed or about to be deployed or is on leave from deployment in a military conflict declared by Congress or the President is entitled to up to fifteen (15) days of unpaid leave per deployment. An employee wishing to take this leave must notify their supervisor within five (5) business days of receiving official notice that the spouse is being deployed or will be on leave from deployment. Upon conclusion of the leave, the employee will return to their position or an equivalent one unless the employee would otherwise have been terminated had they not taken the leave.

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

6.12.1. An eligible employee may take "reasonable" leave, including leave on an intermittent or reduced- schedule basis, to engage in specified remedial activities relating to the abuse, including participating in legal proceedings; seeking medical treatment or mental health counseling; obtaining social services; or taking other actions to increase the safety of the employee and their family members.

6.12.2. The District may request verification that the employee or their family member is a victim of abuse, and that the leave is for one of the covered remedial activities. Verification is satisfied by one or more of the following: (1) a police report indicating the employee or family member was a victim of abuse; (2) a court order protecting the employee or family member; (3) documentation from an attorney, clergy member, medical provider, or other professional from whom assistance was sought; or (4) the employee's own written statement that they or a family member is a victim and needs the leave to seek assistance. The District will maintain the employee's provided information as confidential and will not require

the employee to disclose information beyond the verification material listed above.

6.12.3. The employee may elect to use paid time off (if eligible) or may take unpaid leave.

6.12.4. Upon return from domestic violence leave, an employee shall be entitled to return to the employee's former position or a position with equivalent pay, benefits, and conditions of employment; unless unusual circumstances have arisen (i.e. the employee's position was eliminated for reasons unrelated to the leave). If the employee chooses not to return to work for any reason, the employee should notify the District as soon as possible. Failure to return as agreed from an approved leave may be treated as a voluntary resignation of employment.

6.13. **Bereavement Leave (Salaried and Pool employees).** Up to three (3) days leave may be granted for the death of an employee's immediate family or household member. "Immediate family" includes the employee's spouse or registered partner, child, parent, sibling, parent-in-law, son or daughter-in-law. Additional leave may be approved beyond the allotted three (3) days but may not exceed a total of nine (9) days. Exempt employees are permitted 3 days of leave with pay. Additional days (up to six) will be charged, as determined by the District General Manager, or designee, to the employee's accrued, but unused paid time off (if eligible), or if paid time off is not available, will be unpaid.

6.14. **Jury Duty.**

6.14.1. If an exempt employee is called for jury duty or is subpoenaed as a witness, the employee receives their regular rate of pay while serving on jury duty.

6.14.2. Non-exempt employees will be allowed leave to fulfill jury duty or a subpoena but will not be paid for time missed unless they are eligible for paid time off and elect to use vacation or other available paid leave in accordance with District policy. Pool employees will not receive additional District pay for time spent on jury duty unless otherwise approved in writing.

6.15. **Workers Compensation.** Regular employees who are injured on the job are unable to work, and file for Worker's Compensation may use accumulated paid time off (if eligible) while the claim is being processed. Pool employees may use accrued sick leave. Upon receiving payment from the Worker's Compensation carrier, the employee may sign the check over to the District, and any paid time off used by the employee will be reinstated to the employee's account on a prorated basis. Eligible employees may use paid time off to supplement their time loss payments up to the equivalent of their usual hours or salary. Pool employees may use accrued sick leave.

6.16. **Return-to-Work / Modified Duty.** When feasible and consistent with medical restrictions, operational needs, and applicable law, the District may offer temporary transitional or modified duty to an employee recovering from an on-the-job injury or other condition. Participation in modified duty does not alter the at-will nature of employment, does not guarantee a permanent job modification, and ends when the

District determines the assignment is no longer available, medically appropriate, or operationally feasible.

7. Drug and Alcohol-Free Workplace.

7.1. **Purpose:** It is the policy and intent of the District to maintain a safe and healthy working environment for all employees, to ensure efficient and safe community service, to protect employees and the District from liability to safeguard District property and assets, and to comply with all applicable laws and regulations governing drug and alcohol abuse.

7.1.1. The District is committed to operating a drug and alcohol-free workplace and has an obligation to ensure public safety and trust in its services and programs.

Accordingly, the manufacture, distribution, dispensation, possession or use of controlled substances, the unauthorized use of prescription drugs, drugs not medically authorized, or the use of any other substance, including marijuana and alcohol, which would impair job performance or pose a hazard to the safety and welfare of the employee, the public, or other employees is strictly prohibited. Employees who possess or use drugs or alcohol in violation of this policy are subject to disciplinary measures up to and including termination.

7.1.2. It is imperative that employees who abuse drugs or alcohol be aware of the seriousness of such misconduct and the potential penalties. In addition to law enforcement measures that would be invoked for criminal violations, such employees are subjecting themselves to major discipline because of the serious safety, health, and service risks that they create. By avoiding drug and alcohol abuse, such risks and penalties may be averted. All employees are strongly urged to follow the guidelines in this policy and utilize rehabilitation services if drug or alcohol abuse is a personal problem.

7.2. Responsibilities:

7.2.1. **Board of Commissioners:** The Board of Commissioners is responsible for:

7.2.1.1. Adopting this Policy and for establishing a drug free workplace in compliance with applicable laws and regulations.

7.2.1.2. Adopting a drug and alcohol awareness information program and associated policies and procedures for the employees.

7.2.1.3. Assuring adequate drug and alcohol training for management to allow for the appropriate implementation of this policy and its procedures including but not limited to training in the detection of drug and alcohol use and the behaviors which may indicate drug or alcohol abuse by an employee.

7.2.2. **Management:** The District General Manager or designee is responsible for:

7.2.2.1. Implementing and enforcing this policy and applicable procedures.

7.2.2.2. Ensuring that all employees have access to this policy and information concerning the impact of the use of alcohol and drugs on job performance.

7.2.2.3. **Employees:** Employees shall comply with this policy as a condition of employment. Employees are responsible for:

7.2.2.4. Not reporting to duty while under the influence of drugs or alcohol.

- 7.2.2.5. Not being under the influence of drugs or alcohol while On the Job.
- 7.2.2.6. Fully informing themselves of the content of this policy and the District's drug and alcohol testing procedures.
- 7.2.2.7. Seeking appropriate assistance with chemical dependency or drug and alcohol abuse problems before such problems result in a violation of this Policy.
- 7.2.2.8. Cooperating and complying with applicable testing procedures established in this policy.
- 7.2.2.9. Any employee who is taking a drug or medication, whether or not prescribed by the employee's physician, which may reasonably adversely affect that employee's ability to perform work in a safe or productive manner is required to report such use of medication to the employee's supervisor. This includes drugs that are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those that may cause drowsiness or dizziness. Employee's using prescription drugs may be required to provide Proper Medical Authorization prior to working while taking prescription medications. The supervisor in conjunction with the District General Manager (or designee) then will determine whether the employee can remain at work and whether any work restrictions will be necessary.

8. Employees' Responsibilities and Conduct.

- 8.1. **Purpose.** District employees are expected at all times to represent District to the public in a professional manner, which is pleasant, respectful, ethical, compassionate and helpful.
- 8.2. **Standards of Professional Conduct.** Since the proper working relationship between employees and the District depends on each employee's on-going job performance, professional conduct and behavior, the District has established the following standards of conduct:
 - 8.2.1. Basic tact and courtesy towards the public and fellow employees.
 - 8.2.2. Adherence to District practices, procedures, safety rules and safe work practices.
 - 8.2.3. Compliance with directions from supervisors.
 - 8.2.4. Preserving and protecting the District's equipment, grounds, facilities and resources; and
 - 8.2.5. Providing orderly and cost-efficient services to its citizens.
 - 8.2.6. In addition to the general standards of conduct described above, there are some specific expectations that the District has of all staff, including:
 - 8.2.7. When a Lifeguard is on a not on guard duty, they are not on a break. They are expected to be working. Shift supervisors are available to provide suggestions for tasks if needed.
 - 8.2.8. Staff must refrain from eating or using cell phones for personal business while on duty. Staff are welcome to do these things in the staff rooms while on a break.
 - 8.2.9. Staff must refrain from distracting others who are guarding.

8.2.10. Staff must refrain from standing or sitting behind the front desk unless they are engaging in a work-related task that requires them to be there.

8.3. Swim Instructor Responsibilities and Conduct:

8.3.1. Staff who take on swimming instruction shifts have an even greater set of expectations that, if followed closely, will make them valuable members of the team and well-loved by their students.

8.3.2. Class times are very short. Do not use class time to prepare or set up. Have reports cards ready and set out lane lines before class starts. If there are no report cards available, please ask the shift supervisor for help.

8.3.3. Always introduce yourself to parents at the first lesson: “Hi, my name is...and I’ll be your child’s instructor. Thank you for joining my class”. Say hello again to parents before each class and take a moment to talk to them at the end of each class as well, providing a suggestion for skills they might want to work on between classes if possible. To save time, do this with the group all together rather than one-to-one.

8.3.4. Recognize that parents are watching closely. If a parent sees an instructor is being sloppy or like they don’t care, they will talk about it.

8.3.5. Taking swim instruction shifts means making a commitment to the students. The District expects every swimming instructor to take that commitment seriously and show up for every class in a series unless they are too ill to do so.

8.4. Personal Appearance, Grooming & Uniform Policies. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and supervisor. The District General Manager or designee may issue rules regarding what is considered necessary, required or appropriate attire for each department or for particular positions.

8.4.1. Uniforms are required for all Lifeguards/Swim Instructors and Front Desk Attendants. Managers are required to dress either in uniform or business casual attire with a name tag.

8.4.1.1. The District uniform consists of a name tag and a Mt. Rainier Pool t-shirt when Lifeguarding or working as a Front Desk Attendant. Staff who are providing swimming instruction must change from their Mt. Rainier Pool t-shirt into a Mt. Rainier Pool swim shirt (also known as a rash guard) when providing swim instruction. Lifeguards/Swim Instructors and Front Desk Attendants must be in uniform at all times when on duty.

8.4.1.2. The District will order and provide uniforms for those whose positions require them.

8.4.1.3. Clothing items provided by the employee must conform to the following guidelines:

8.4.1.3.1. Manager’s shirts must have a collar and/or be considered “business casual”.

8.4.1.3.2. T-shirts (other than Mt. Rainier Pool shirts) are prohibited.

- 8.4.1.3.3. Shorts and skirts are permitted; however, they must be at least fingertip length and be appropriate for a casual business environment.
- 8.4.1.3.4. Sandals and flip-flops are permitted.
- 8.4.1.3.5. Sweatpants, shorts made out of sweat-pant material and/or work-out gear is not permitted.
- 8.4.1.4. If the employee's supervisor concludes the employee's attire is inappropriate for any nondiscriminatory reason, the employee may be sent home without pay.
- 8.4.1.5. If an employee has any questions regarding appropriate attire, the employee should contact their supervisor.
- 8.4.2. Good grooming and personal hygiene is necessary for all District employees. The expectation is that all staff will maintain a generally clean appearance and personal hygiene that is respectful to others and abides by the general policies of the swimming pool. Grooming and hygiene standards are as follows:
 - 8.4.2.1. Employees are expected to report to work free of strong odors, whether personal or artificial (i.e. scented personal care products or perfumes).
 - 8.4.2.2. Hair, including facial hair, must be neatly trimmed or restrained before coming into contact with machinery of any kind.
 - 8.4.2.3. Fingernails must be neat and clean in appearance. They may be unpolished or polished neatly with no chipping.
 - 8.4.2.4. Dangling jewelry (i.e. earrings, bracelets or necklaces) and visible body piercings are not encouraged, particularly for those who work with young children as they may pose a safety risk for the employee.
- 8.5. **Housekeeping.** The physical appearance of Mt. Rainier Pool facilities and work areas are an important aspect of our public image. Housekeeping is everyone's responsibility. Employees who see equipment piled up in workspaces, garbage or misplaced items are expected to dispose of it or return it to the proper area. Work areas should be as neat and tidy as possible at all times.
 - 8.5.1. Staff, no matter what time their shift, are expected to thoroughly clean at least one or more area in the facility during their shift. These tasks should be done during a "down" or before ending a shift. Shift supervisors are available to assist staff in finding areas to clean and the appropriate tools to complete the task.
 - 8.5.2. Tasks that should be attended to daily include:
 - 8.5.2.1. Bathrooms - Toilets cleaned, hair wiped from sinks and drains, debris swept away, mirrors and other surfaces cleaned, trash cans emptied and wiped down; paper products and soap dispensers reloaded.
 - 8.5.2.2. Changing areas – Personal items removed from benches and turned in to front desk/lost and-found, debris removed from floors, curtains in good condition or replaced immediately, trash cans emptied and wiped down.
 - 8.5.2.3. Staff rooms – Debris cleared from floor, food and personal items cleared and put away, laundry in washer/dryer or folded and put away – never dumped on the floor and left for others to pick up, equipment and supply boxes put away

immediately upon completion of the task, nothing piled up and impeding the workspaces, trash cans emptied and wiped down.

8.5.2.4. Natatorium/Pool Deck – Towels & bathing suits or other personal items removed, debris cleared from floor, equipment put away, nothing piled up and impeding the workspace, trash cans and recycle bins emptied and wiped down.

8.5.2.5. Front desk area – Towels & bathing suits and other personal items removed, debris cleared from floor, equipment put in proper places, nothing piled up and impeding the workspace, trash cans and recycle bins emptied and wiped down.

8.5.2.6. Lobby – Glass doors cleaned, and debris swept from the floor.

8.5.3. Closing staff are expected to walk through every part of the facility to ensure that all areas have been thoroughly cleaned at least once during the shift. Debris should be cleaned, trash cans should be emptied, lost-and-found articles should be cleaned and available to patrons for inspection. Closing staff who find areas or tasks that have not been attended to during the day should report this to the shift supervisor.

8.5.4. Opening staff are expected to walk through every part of the facility to ensure that all areas are neat and clean. Opening staff who find tasks left undone from the previous day should report this to the shift supervisor.

8.5.5. These cleaning tasks are the responsibility of every employee. Failure to fulfill this portion of the job duties will be grounds for disciplinary action, up to and including termination.

8.6. ***Outside Employment and Conflicts of Interest.*** Employees may not engage in any outside employment or financial interest which may conflict, in the District's opinion, with the best interests of the District or interfere with the employee's ability to perform their assigned District job.

8.6.1. Examples include, but are not limited to, outside employment which:

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

8.6.1.2. Is conducted during the employee's work hours with the District.

8.6.1.3. Utilizes District telephones, computers, supplies, or any other resources, facilities or equipment.

8.6.1.4. Is employment with a firm which has contracts with or does business with District if their position with the pool is one of influence or decision-making in an area that overlaps with the other firm.

8.6.1.5. May reasonably be perceived by members of the public as a conflict of interest.

8.6.2. An employee who chooses to have an additional job, contractual commitment or self-employment that does not cause a conflict of interest may do so provided they obtain prior approval from the management. Any employee engaged in outside employment which is found to be in conflict with the requirements of this policy

may be required to resign from such outside employment or be terminated from Mt. Rainier Pool Metropolitan Park District.

8.6.3. Any outside employment that could potentially interfere with emergency call-out situations must be reported to the employee's supervisor. If, after accepting outside employment, situations arise which could interfere with the employee's job, the employee needs to immediately report those situations to their supervisor.

8.7. **Gifts and Gratuities.** Employees may not accept any gift or gratuity from any vendor, contractor or agent with whom the District transacts or refers business.

8.7.1. Gifts and Vendor Relationships.

8.7.1.1. Employees are prohibited from accepting gifts, gratuities, or anything of value from vendors, contractors, or parties seeking to do business with the District when such acceptance could influence or appear to influence official actions.

8.7.1.2. This restriction applies particularly to employees involved in purchasing, contracting, or vendor selection.

8.8. **Political Activities.** District employees may participate in political or partisan activities of their choosing provided that District resources and property are not used, and the activity does not adversely affect the responsibilities of the employees in their positions. District employees may not campaign on District time or property or while in their District uniform or while representing the District in any way. Employees may not authorize others to use District facilities or funds for political activities.

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

8.8.2. Employees shall not solicit for a contribution for a partisan political cause on District property or District time.

8.9. **Non-Solicitation Policy.** The District believes its employees and the public should have the opportunity to work and receive District services without interference from people who are pursuing a purpose not related to the District's normal business.

8.9.1. The District does not allow non-employees to come onto District property or buildings to solicit employees or other members of the public or to distribute literature or other materials for any purpose at any time, unless authorized by the District General Manager, or designee.

8.9.2. Employees are prohibited from soliciting or distributing any form of non-work-related literature or other materials during work time or in work areas. For this purpose, working time means time during which either the soliciting employees or the employees who are the object of the solicitation are expected to be actively engaged in their assigned work.

8.10. **Tobacco- and Smoke-Free Workplace.** For health and safety considerations and in accordance with state law, the District prohibits the use of any tobacco products, vaping devices, or electronic smoking devices in or near District buildings and property.

Tobacco-Free Workplace. For health and safety considerations and in accordance with

State law, the District prohibits the use of any tobacco product in or near the District building and property.

8.10.1. Employees who use tobacco products, vaping devices, or electronic smoking devices outside the building in accordance with this policy are requested to remove or cover their Mt. Rainier Pool uniform or any item that identifies them as a District employee or choose a location out of public view.

8.11. **Use of District Phones, Computers and Other Equipment.** The District regards phones, desks, computers, file cabinets, furniture, and other equipment and workspaces as the District's property, and reserves the right to inspect them if, in its sole discretion, it determines that there is a security, health, or other business reason to do so. This includes oral or written communications made using District equipment or supplies such as communications stored or made on District computers, cell phones, telephone systems, E-mail or voice mail. District equipment should be used by employees for official District business only. An employee's misuse of District services, telephones, equipment or supplies can result in disciplinary action, including termination.

8.11.1. Phones – Staff are permitted to use District phones for District business. Use of District phones for local personal phone calls should be kept to a minimum; long-distance personal use is prohibited.

8.11.1.1. Management staff are permitted to use their personal cell phones while on duty for District business if they choose to do so. The District is not responsible for lost or stolen personal property, so employees should be careful to secure such equipment in the workplace. Staff should be aware that any written communication (email or text messages) relating to the business of the District sent from a personal phone may be considered a public record and may subject the device to search by the District or a third party, if necessary, to comply with legal requirements.

8.11.1.2. Other employees are permitted to use personal cell phones only while on an authorized break and in a staff room. On duty use of personal cell phones may be cause for disciplinary action.

8.11.2. Computers - By using the District's technology resources, employees acknowledge and agree there is no expectation of privacy or confidentiality in their use of these systems or in any data that they create, store, or transmit in or over the systems, including any data created, stored or transmitted during an employee's incidental personal use of the technology resources as permitted under this policy. Employees should understand that all email messages, other electronic communications, and documents created on District computer systems may be considered a public record subject to disclosure and/or subject to discovery in the event of litigation. The District reserves the right to monitor and inspect any data that employees create, store, or transmit on or over District systems.

8.11.2.1. Correspondence, e-mail or other documents or information created or accessed by an employee on District computers is not private or confidential. Even after correspondence or documents have been deleted, it

is still possible to retrieve and read them. For these reasons, employees should not use District computers for any information considered personal or private.

- 8.11.2.2. When using the District's computer system, employees are using District property. As a result, any documents, comments and use of the District's computer system must be appropriate to the District's business activities.
- 8.11.2.3. Because e-mail is a business communications tool, all e-mail messages should be businesslike and professional in tone and content. Obscene, offensive, illegal, or unprofessional communication through e-mail is forbidden. This includes, but is not limited to:
 - 8.11.2.3.1. Obscene, profane, abusive, or threatening language or graphic representations, such as “flaming” (exhibiting anger through vitriolic content and/or implied yelling by using all capital letters);
 - 8.11.2.3.2. Statements, jokes or graphic representations that may be construed as discriminatory or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria.
 - 8.11.2.3.3. Reference to or discussion of any sexual acts, sexual relationships, dates, dating, or any personal relationships.
 - 8.11.2.3.4. Jokes or non-work-related chain emails of any nature.
 - 8.11.2.3.5. Communications that violate the personal privacy of, or are disrespectful of, any individual.
 - 8.11.2.3.6. Communications in furtherance of any illegal activity, including, but not limited to, "football pools" and other forms of illegal gambling
- 8.11.2.4. Standard security protocols should be followed at all times. This includes, but is not limited to:
 - 8.11.2.4.1. Users are expected to choose and safeguard strong passwords for work-related accounts. Passwords are to be provided to District management whenever requested or changed.
 - 8.11.2.4.2. No user may access computer systems with another user's password or account information unless authorized by District management.
 - 8.11.2.4.3. Each user is responsible for ensuring that use of outside computers, portable digital equipment (i.e. thumb drives, phones, cameras or iPods) or outside networks such as those accessed through the internet, does not compromise the security of District or its customers.
 - 8.11.2.4.4. New software or updates to current software should not be downloaded onto any computer without the prior authorization of the management.
- 8.11.2.5. Software piracy is not permitted at any time as it is a violation of federal law to make, authorize the making of or use a copy or adaptation of any third-party software, except as specifically granted in the licensing agreement. Violation of copyright laws will result in disciplinary action up to and including termination, reimbursement of lost revenue or resources

- and possible criminal prosecution that could include fines up to \$250,000 and imprisonment for up to five years or both.
- 8.11.2.6. Internet is provided on District computers to assist with the performance of the work and is intended solely as a source of communication, information and research. District employees are permitted the use of the internet for work-related activities and are expected to use good judgment and common sense whether on duty or off. Persons found in violation of these policies are subject to disciplinary action, including possible termination and civil and criminal liability.
- 8.11.2.7. District computers and internet may never be used to:
- 8.11.2.7.1. View or access or write obscene, profane, abusive, or threatening websites, messages or graphic representations including “trolling” (extremely negative remarks in a public forum) or flaming.
 - 8.11.2.7.2. View or access websites or graphic representations that may be construed as discriminatory or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria
 - 8.11.2.7.3. View or access websites that depict or enable any sexual acts, sexual relationships, dates, dating, or any personal relationships
 - 8.11.2.7.4. View or access websites in furtherance of any gambling activity, including, but not limited to, fantasy sports sites, "football pools" and any forms of legal or illegal gambling.
 - 8.11.2.7.5. Download games or other entertainment software, including MP3-type music players or files, Real Audio streamers, internet radio, screen savers or to play games over the internet.
- 8.11.2.8. Other Equipment - District employees will be required to periodically use equipment provided for them by District. Use of this equipment is contingent upon its proper use and care.
- 8.11.3. Employees who misuse District equipment, particularly those who disregard safety standards or willfully cause damage or through egregious carelessness, will be subject to disciplinary action up to and including termination.
- 8.11.4. Artificial Intelligence and Automated Tools. Employees may use District-approved artificial intelligence or automated tools only for legitimate District business and only in a manner consistent with District confidentiality, records retention, public records, cybersecurity, and data-governance requirements. Employees may not enter patron personally identifiable information, payment card data, protected health information, personnel file content, privileged legal material, or other confidential District information into a public or unapproved AI system. Employees remain responsible for reviewing and validating any AI-assisted work product for accuracy, bias, tone, legal compliance, and appropriateness before use or distribution. Management may issue additional

approvals, restrictions, or implementation guidance governing approved tools and uses.

8.11.5. Patron and Employee Data Privacy. Employees must protect patron, participant, volunteer, and employee information obtained through District systems and operations. Confidential information may be accessed, used, shared, retained, and disposed of only for authorized business purposes and in accordance with District policy, contracts, and applicable law. Employees may not download, copy, transmit, or post confidential information except as required for authorized District business.

8.12. **Personal Property.** Employees are requested to keep personal property at the workplace to a minimum (i.e. pictures, awards, knick- knacks, etc.); however, by bringing such items to work the employee assumes all risk of loss due to theft, breakage, or any other type of damage to such property. Personal items that may be offensive to others, including items that may violate the District's harassment or discrimination policies, may not be brought into the workplace. Personal use of electronic devices (cell phones, tablets, mp3 players, etc.) for phone calls, texting, or other electronic communication shall be restricted for use in the break room or private offices except in case of emergency or when used for District business.

8.13. **Responsibility for Facility Security.** District keys and security codes are considered confidential District property and shall not be shared with any unauthorized users. The Manager(s), District General Manager or designee shall control distribution of keys and security codes. Any loss of District keys or breach of security codes must be reported immediately to the Manager(s), District General Manager, or designee.

8.14. **Employee Parking.** Employees should park on the pool facility property and not on high school grounds or in other areas where no parking is posted. The District assumes no responsibility for vehicles or their contents in these parking areas.

8.15. **Contact with News Media.** The District General Manager, or designee and District Board President or designee are responsible for all official contacts with the news media including answering of questions from the media before or after any event or emergency. The District General Manager, or designee may designate specific employees to give out procedural, factual or historical information on particular subjects on a case-by-case basis.

8.16. **Safety.** The District endeavors to make reasonable efforts to provide a safe working environment which protects employees and the public from injury. Every employee is responsible for maintaining a safe work environment and following the District's safety rules. Each employee is expected to promptly report all unsafe or potentially hazardous conditions to their supervisor. The District will endeavor to remedy problems as quickly as possible.

8.16.1. Employees should exercise caution in the performance of duties. Always observe the special safety rules applicable in each work area and follow at all times general rules of safety.

- 8.16.2. Employees are expected to comply with the following specific safety rules, including but not limited to:
- 8.16.2.1. Keep your individual work area clean and orderly at all times.
 - 8.16.2.2. Do not smoke or permit others to smoke on District owned or leased property.
 - 8.16.2.3. Do not allow unauthorized people to have access to restricted areas.
 - 8.16.2.4. Store all materials and equipment in their proper places and appropriately.
 - 8.16.2.5. Conduct themselves in a professional manner at all times while on work premises.
 - 8.16.2.6. Driving safety and courteously when operating a vehicle as part of work.
 - 8.16.2.7. Awareness of chemical hazards and proper uses.
 - 8.16.2.8. If your job duties include lifting heavy objects, do so with the appropriate equipment and/or assistance.
 - 8.16.2.9. Report immediately any injury or accident, safety hazard, or property needing repair to the shift supervisor
- 8.16.3. Accident and Incident Reports - In case of an accident involving personal injury or property damage, regardless of how serious, the employee must immediately notify their supervisor. As soon as practical, but in no case later than twenty-four (24) hours following an injury or accident, or suspected injury or accident, an employee must complete an accident form describing the circumstances surrounding the incident.
- 8.16.4. Affected employees will complete an “Incident Report” form to report all work-related injuries, illnesses, or “near miss” events (which could have caused an injury or illness) – no matter how minor.
- 8.16.5. Supervisors who receive a report of an injury or “near miss” event are obligated to take steps toward addressing the issue. Whenever possible, efforts should be made to eliminate the hazardous condition either immediately or within a reasonable time frame. If the hazardous condition is inherent in the nature of the work, the supervisor has an obligation to train all employees who come into contact with the situation on proper safety practices and methods which could reasonably limit future injuries.
- 8.16.6. Employees should exercise caution in the performance of duties and shall follow and adhere to published safety regulations and controls.
- 8.17. **Child Safety Reporting.** The District is committed to protecting children and teens participating in District programs. Employees who observe or reasonably suspect child abuse, neglect, exploitation, grooming, boundary violations, or other misconduct involving a minor must immediately report the concern to management and must make any external report required by law. Any employee who is a mandatory reporter under RCW 26.44 or another law must comply with that legal duty. Any employee, whether or not a mandatory reporter, may report suspected abuse or neglect to law enforcement or the Department of Children, Youth, and Families. Reports must be made as soon as

practicable and no later than the time required by law when a legal duty to report applies. Retaliation for making a good-faith report is prohibited. *See Appendix E.*

- 8.18. **Heat Illness Prevention.** Employees working outdoors or on hot pool decks must follow District heat illness prevention procedures, including hydration, rest, shade or cool-down access, monitoring for signs of heat-related illness, and prompt reporting of symptoms or concerns. Supervisors may modify work practices, break schedules, staffing, or duties in response to temperature, workload, and risk conditions.
- 8.19. **Compliance with Workplace Safety Laws.** The District complies with all applicable workplace safety laws and regulations, including the Washington Industrial Safety and Health Act (WISHA) as administered by the Washington State Department of Labor & Industries (L&I).
 - 8.19.1. The District will make reasonable efforts to provide a safe and healthful workplace for all employees and patrons.
 - 8.19.2. Employees are expected to comply with all safety rules, procedures, and training requirements established by the District and applicable regulatory agencies.
 - 8.19.3. Employees are required to immediately report any unsafe condition, hazard, injury, illness, or incident to their supervisor.
 - 8.19.4. Failure to follow safety policies or to report safety concerns may result in disciplinary action, up to and including termination.
- 8.20. **Workplace Notices and Postings.** The District complies with all federal and Washington State labor law posting requirements.
 - 8.20.1. Required workplace notices, including those issued by the Washington State Department of Labor & Industries (L&I), Equal Employment Opportunity Commission (EEOC), Employment Security Department and other applicable agencies, will be displayed in a location accessible to employees at the worksite and/or made available electronically.
 - 8.20.2. Employees are encouraged to review these postings and may request copies from management at any time.
- 8.21. **Safety Training Requirements.** Employees are required to participate in all safety-related training as a condition of employment.
 - 8.21.1. Required training may include, but is not limited to:
 - 8.21.1.1. Emergency procedures and response protocols
 - 8.21.1.2. Incident and accident reporting procedures
 - 8.21.1.3. Job-specific safety practices and hazard awareness
 - 8.21.2. Employees are responsible for completing required training within designated timeframes.
 - 8.21.3. Failure to complete required safety training may result in removal from assigned duties or disciplinary action, up to and including termination.
- 8.22. **Communicable Illness and Public Health Practices.** The District is committed to maintaining a safe and healthy environment for employees and patrons by reducing the risk of communicable illness in the workplace.

- 8.22.1. The District will follow applicable guidance from public health authorities, including the Centers for Disease Control and Prevention (CDC), Washington State Department of Health, and other relevant agencies, as appropriate to workplace conditions.
- 8.22.2. Employees who are ill, experiencing symptoms of a contagious illness, or have been advised by a medical provider or public health authority to remain home, are expected to notify their supervisor as soon as possible and should not report to work if doing so may pose a risk to others.
- 8.22.3. The District may implement temporary health and safety measures in response to workplace conditions or public health guidance, which may include, but are not limited to:
- 8.22.3.1. Modified work practices or schedules
 - 8.22.3.2. Temporary exclusion from the workplace
 - 8.22.3.3. Enhanced cleaning or sanitation procedures
 - 8.22.3.4. Use of personal protective equipment (PPE), when appropriate
- 8.22.4. Employees are expected to comply with all workplace health and safety measures implemented by the District.
- 8.22.5. The District may adjust operations, staffing, or service levels as necessary to maintain a safe environment during periods of increased illness or public health concern.
- 8.22.6. Nothing in this policy alters employee rights or obligations under applicable leave laws, including sick leave, Washington Paid Family and Medical Leave, or other protected leave provisions.
- 8.23. **Emergency Action Plans and Emergency Procedures.** Employees must know and follow the District's emergency action plans, emergency response procedures, and incident command expectations applicable to their assignment. This includes required drills, emergency equipment checks, reporting requirements, and post-incident documentation. Failure to follow emergency procedures may result in discipline.
- 8.24. **Volunteer Management.** Volunteers must be supervised and used in a manner consistent with District policy, training, and assignment limits. The District may require applications, background checks, orientation, confidentiality commitments, and conduct standards for volunteers based on the nature of the assignment. Employees responsible for volunteers must ensure volunteers do not perform duties outside their authorization or certification.
- 8.25. **Dispute Resolution.** The District recognizes that sometimes situations arise in which an employee feels that they have not been treated fairly or in accordance with District rules and procedures. For this reason, the District provides its employees with procedures for resolving disputes.
- 8.25.1. Step 1: An employee should first try to resolve any problem or complaint with their direct supervisor. The supervisor should respond to the employee, in writing, within five to seven working days after meeting with him/her.

- 8.25.2. Step 2: If the employee is not satisfied with the response from their Supervisor, the employee may submit the problem, in writing, to the District General Manager, or designee within ten working days after receiving their direct supervisor's response. The written complaint must contain, at a minimum:
- 8.25.2.1. A description of the problem.
 - 8.25.2.2. A specific practice, guideline, or procedure, which the employee believes, has been misapplied.
 - 8.25.2.3. The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances.
 - 8.25.2.4. The remedy sought by the employee to resolve the dispute.
- 8.25.3. The District General Manager or designee may meet with the parties, either individually or together, and will respond in writing to the aggrieved employee within ten working days of any such meeting. Such determination is generally the final decision regarding the employee's specific complaint. In the instance where the District General Manager is the subject of the complaint, the District Board President or designee will perform the actions normally done by the District General Manager.

8.26. Duty to Report Safety Concerns and Misconduct. All employees share responsibility for maintaining a safe and respectful environment.

- 8.26.1. Employees are required to immediately report:
- 8.26.1.1. Unsafe conditions or hazards
 - 8.26.1.2. Workplace injuries or incidents
 - 8.26.1.3. Violations of District policy
 - 8.26.1.4. Suspected misconduct, including harassment or inappropriate behavior
- 8.26.2. Employees working with or around minors must report any suspected abuse, neglect, or misconduct in accordance with District policy and applicable law.
- 8.26.3. Reports may be made to a supervisor, the District General Manager, or other designated authority as appropriate.
- 8.26.4. No employee will be subject to retaliation for making a good faith report or participating in an investigation.
- 8.26.5. Failure to report known safety concerns or misconduct may result in disciplinary action, up to and including termination.

8.27. Suggestions and Complaints. All employees are encouraged to make suggestions which will improve the safety or efficiency of District operations or employee job satisfaction. Suggestions may be written or verbally given to the employee's supervisor at any time. The supervisor will then discuss the idea with the appropriate person or group and the District General Manager or designee.

- 8.27.1. Employees are encouraged to discuss work-related complaints or difficulties first with the shift supervisor. If the employee is uncomfortable speaking with the shift supervisor, then employees are encouraged to discuss the issue with the next highest level of management. Also, employees may discuss any work-related complaint or concern with the District General Manager at any time.

8.27.2. It is neither appropriate nor productive for employees to complain or bring issues to other employees who are not in a position to directly assist with or address the situation.

8.27.3. Likewise, it is not appropriate for employees to bring operational requests or complaints to members of the Board of Commissioners as they have delegated authority in all operational issues to the District General Manager. This prohibition does not include concerns about policy or ethics violations by the District General Manager as outlined in the Whistleblower Policy.

8.28. **Litigation.** From time-to-time the District may be involved in legal actions. The only persons authorized to receive tort claims, legal summons and lawsuit filings for the District is the District's Legal Counsel. Upon receipt of a tort claim, summons or lawsuit, Legal Counsel is responsible for promptly notifying the District General Manager, the Board President, and the District's insurance carrier. No other persons or employees are authorized or allowed to accept service on behalf of the District. Any unauthorized person should advise the process server of the appropriate method of serving the District.

8.29. **Compliance with Technology Policy.**

8.29.1. Employee use of District technology, including computers, phones, networks, and electronic systems, must comply with District Policy 270 (Technology Usage).

8.29.2. Employees are expected to use District technology primarily for business purposes and in accordance with all applicable policies, procedures, and security requirements.

9. **Whistleblower Policy.** The District encourages reporting by its employees of improper governmental action taken by District officers or employees and protects District employees who have reported improper governmental actions in accordance with the District's policies and procedures.

9.1. **Purpose.** The District Whistleblower Policy is designed to protect District employees who report improper or unethical conduct in good faith. Conversely, anyone found to have knowingly and purposefully submitted misleading reports will have violated the good faith protections of this policy.

9.2. **Definition of Improper District Action.** Any action by a District employee:

9.2.1. That is undertaken in the performance of the employee's official duties, whether or not the action is within the scope of the employee's employment; and

9.2.2. That (1) is in violation of any federal state, or local law or rule, (2) is an abuse of authority, (3) is of substantial and specific danger to the public health or safety or (4) is a gross waste of public funds.

9.2.3. Improper District action does not include personnel actions, including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, re-employments, performance evaluations, reductions in pay, dismissals, suspensions, demotions, or reprimands.

9.3. **Procedures for Reporting.** District employees who become aware of improper actions should first raise the issue with their supervisor. If requested by the supervisor, the employee shall submit a written report to the supervisor, or to some person designated by the supervisor, stating in detail the basis for the employee's belief that an improper action has occurred.

9.3.1. Where the employee reasonably believes, the improper action involves their supervisor, the employee may raise the issue directly with the District General Manager, or designee.

9.3.2. If the employee reasonably believes the improper action involves the District General Manager, or designee, the employee may raise the issue directly with the President of the Board of Commissioners.

9.3.3. In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee will report the improper action directly to the President of the Board of Commissioners with responsibility for investigating the improper action. Emergency means a circumstance that, if not immediately changed, may cause injury or damage to persons or property.

9.3.4. The supervisor and the District General Manager, or designee, as the case may be, will endeavor to take prompt action to assist the District in properly investigating the report of improper action.

9.3.4.1. District officers and employees involved in the investigation are required to keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizes the disclosure of their identity in writing.

9.3.4.2. After an investigation has been completed, the employee reporting the improper action should be advised of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.

9.3.5. District employees may report information about improper action directly to the appropriate government agency with responsibility for investigating the improper action if the District employee reasonably believes that an adequate investigation was not undertaken by the District to determine whether an improper action occurred, or that insufficient action has been taken by the District to address the improper action or that for other reasons the improper action is likely to reoccur.

9.3.6. District employees who fail to make a good faith attempt to follow the District's procedures in reporting improper action do not receive the protections provided by the District in these procedures.

9.4. **Protections Against Retaliatory Actions.** District officials and employees are prohibited from taking retaliatory action against a District employee because they has in good faith reported an improper action in accordance with these policies and procedures.

9.4.1. Retaliatory action means any adverse change in the terms and conditions of a District's employee's employment.

- 9.4.2. Employees who believe that they have been retaliated against for reporting an improper action should advise the District General Manager, or designee. The District General Manager, or designee will endeavor to take appropriate action to investigate and address complaints of retaliation.
- 9.4.3. If the District General Manager, or designee does not satisfactorily resolve a District employee's complaint that they has been retaliated against in violation of this policy, the employee may obtain protection under this policy and pursuant to state law by providing a written notice within 30 days after the occurrence of the alleged retaliatory action to the District Board of Commissioners that:
- 9.4.3.1. specifies the alleged retaliatory action and
 - 9.4.3.2. specifies the relief requested
- 9.4.4. District employees are required to provide a copy of their written notice to the District General Manager, or designee. The District will endeavor to respond within 30 days to the charge of retaliatory action.
- 9.4.5. After receiving either, the response of the District or 30 days after the delivery of the charge to the District, the District employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. An employee seeking a hearing shall deliver the request for hearing to the District General Manager, or designee within the earlier of either 15 days of delivery of the District's response to the charge of retaliatory action, or 45 days of delivery of the charge of retaliation to the District for response.
- 9.4.6. Upon receipt of request for hearing, the District may apply, within five working days, to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge.
- 9.4.7. The District will consider any recommendations provided by the administrative law judge that the retaliator be suspended with or without pay or dismissed.
- 9.5. **Responsibilities.** The District General Manager, or designee is responsible for implementing the District's policies and procedures for reporting improper action and for protecting employees against retaliatory actions. This includes ensuring that this policy and these procedures are posted where employees will have reasonable access to them, are made available to any employee upon request, and are provided to all newly hired employees. Supervisors are responsible for ensuring the procedures are implemented within their areas of responsibility. Violations of this policy and these procedures may result in appropriate disciplinary action, including termination.

10. Performance Counseling, Discipline & Termination.

- 10.1. **Overview.** The District endeavors to hire responsible, thoughtful people capable of growth and self-improvement. We expect that if a performance issue is brought to an employee's attention, they will want to solve it immediately. Therefore, our approach is to use communication, confidence and trust as tools to achieve mutually desirable goals. Those who consistently make no reasonable or meaningful effort to improve

their performance or who grievously and with malicious intent violate District policy should not expect continued employment with the District. Performance issues are evaluated on a case-by-case basis and the District is not required or obligated to take any preliminary steps before imposing a disciplinary sanction, including termination.

10.2. **Authorization.** The District General Manager and supervisors have full discretion and authority to discuss performance issues and impose disciplinary action up to and including termination, if necessary, in accordance with District policies and the circumstances of the particular case.

10.3. **At Will Employment.** Unless otherwise specified by resolution or a written employment contract, all employees are employed on an at-will basis and the District is under no express or implied obligation to take any preliminary steps before releasing an employee from their position.

10.4. **Performance Counseling.** Performance counseling is intended to increase an employee's efficiency and value to the District by improving the employee's conduct, attitude, habits, or work methods. A counseling session between the employee's supervisor and the employee on the subject of the employee's conduct and performance, or their failure to observe guidelines, rule, regulation, or administrative instruction. It is intended to increase an employee's efficiency and value to the District by changing the employee's conduct, approach, habits, or work methods. Following the counseling session, the supervisor should document the discussion in writing. In the event that counseling is ineffective, management is likely to decide that an employee is not suited to employment at the District.

10.5. **Termination.** Unfortunately, there are certain instances when a supervisor must relieve an individual of their duties and status as an employee with the Mt. Rainier Pool. All employment with the District is at-will and therefore may be ended by either party with or without warning at any time.

10.5.1. Situations requiring termination may include, but are not limited to:

10.5.1.1. When an employee has received appropriate performance counseling and remains either unable or unwilling to take corrective action to address a significant performance issue.

10.5.1.2. When the employee has grievously or maliciously violated the law or District policy or rules of employee conduct.

10.5.1.3. When the employee exhibits extreme negligence that has or may cause harm to the District, themselves or anyone else.

10.5.1.4. When the District determines that termination of the employee is in the best interest of the District.

10.5.1.5. The following procedures are not guaranteed, and all employees may be terminated without notice on an at will basis unless the General Manager in the General Manager's sole discretion, determines the following procedures will benefit the District. When the nature of a violation warrants termination, suspension without pay or demotion or may affect the liberty

interest of the individual the supervisor should prepare a written report to the District General Manager. The written report should include:

- 10.5.1.5.1. The reason(s) for termination,
- 10.5.1.5.2. Information on any previous performance counseling, warnings or corrective actions that may be relevant,
- 10.5.1.5.3. A brief summary of the employee's work record and length of employment with the District; and
- 10.5.1.5.4. Any other relevant information.
- 10.5.1.6. The District may conduct a pre-disciplinary hearing (Loudermill hearing). The hearing serves as a check against mistaken decisions and as an opportunity for employees to furnish additional facts before a disciplinary decision is finalized. Any member may elect to waive such hearing, or to waive the member's presence at the hearing if appearing through legal counsel. Hearings will be presided over by the District General Manager or a designated representative. The hearings are intended to be reasonably brief and informal, with no examination or cross-examination of any witnesses. The employee may show cause why they should not be disciplined or suggest what level of discipline the employee believes is appropriate. The employee may bring one person to the hearing as a representative.
- 10.5.1.7. The District General Manager will review the report, the employee's response at the hearing if any and shall assist the supervisor in the disciplinary process to ensure that all policies and applicable laws are followed. The written report shall be included in the employee's file.

11. Rules of Conduct.

- 11.1. **Overview.** The District places as few restraints on employee personal conduct as possible. The District relies on each employee's good judgment and sense of responsibility as the principal source of guidance for conducting day-to-day duties and responsibilities. However, for the protection of the District's business interests and other employees, certain rules of conduct have been established. The rules are formalized here for each employee's information and to minimize the likelihood of any employee, through misunderstanding or otherwise, becoming subject to disciplinary action.
- 11.2. **Prohibited Behaviors and Activities.** The following is a partial list of behaviors and activities that are not appropriate for District employees. Staff members who engage in these behaviors and activities will be released from their positions with the District.
 - 11.2.1. Theft, misappropriation or removal of District property or the property of employees, clients or members of the public; including food, drinks or merchandise intended for resale.
 - 11.2.2. Material falsification of any application for employment or any report, record, time record or any other District records.

- 11.2.3. Soliciting and/or accepting payment, gifts or any item of value for services performed during the regular workday while working for the District
- 11.2.4. Material alteration, destruction or waste of District property, facilities, records or equipment, wherever located or the destruction of another employee's property.
- 11.2.5. Violation of alcohol or drug policies.
- 11.2.6. Giving or taking a bribe of any nature as an inducement for obtaining or retaining a job or position
- 11.2.7. Disorderly conduct, fighting or insubordination. Insubordination includes, but is not limited to:
 - 11.2.7.1. Neglect of duty or refusal or failure to obey reasonable orders or instructions in the line of duty
 - 11.2.7.2. Use of abusive, insulting or obscene language to any supervisor or other employee.
- 11.2.8. Threatening, intimidating, coercing or interfering with supervisors or other employees.
- 11.2.9. Deliberate attempts to injure another employee or fighting on District property.
- 11.2.10. Sleeping during work hours
- 11.2.11. Possession of firearms, explosives or any dangerous weapons is prohibited while performing District work.
- 11.2.12. Recklessness resulting in a serious accident while on duty.
- 11.2.13. Workplace harassment or other unlawful discrimination directed toward another employee or other individual in the workplace.
- 11.2.14. Use of District property or time for personal financial gain.
- 11.2.15. Ignoring safety rules or common safety practices or contributing to unsanitary or unsafe working conditions.
- 11.2.16. Failure to report occupational injuries or accidents promptly to the employee's supervisor.
- 11.2.17. Engaging in activities other than assigned work during working hours without approval in advance by a supervisor.
- 11.2.18. Acting in an insulting, rude or insolent manner towards any citizen, employee or other person while working for the District or on District premises.
- 11.2.19. Failure to exercise care and attention to one's work as required by the circumstances.
- 11.2.20. Unexcused or excessive absences, or tardiness.
- 11.2.21. Leaving work before the end of the shift or not being ready to begin work at the start of the shift or working overtime without permission from the District General Manager.
- 11.2.22. Loafing or spending unnecessary time away from the job.
- 11.2.23. Unauthorized possession or use of any District property, equipment or materials.
- 11.2.24. Violation of any District Policy or Procedure.

11.3. **Financial Responsibility and Cash Handling.** Employees are responsible for safeguarding District funds, property, and financial resources and must comply with all applicable District policies related to financial management and internal controls.

11.3.1. Prohibition on Misuse of Funds.

11.3.1.1. Employees shall not misuse, misappropriate, or intentionally mishandle District funds, cash, or financial resources.

11.3.1.2. Theft, fraud, embezzlement, or unauthorized use of District funds or property is strictly prohibited and may result in disciplinary action, up to and including termination, and may also result in criminal prosecution.

11.3.2. Cash Handling Requirements.

11.3.2.1. Employees who handle cash, payments, or financial transactions must follow all District-established cash handling procedures.

11.3.2.2. Cash handling procedures are established in District Policy 535 and related administrative procedures.

11.3.2.3. Employees are required to follow all controls related to receipting, deposits, reconciliation, and separation of duties, as applicable to their position.

11.3.2.4. Failure to follow required cash handling procedures may result in disciplinary action, up to and including termination.

11.4. **Fraud Prevention and Reporting.**

11.4.1. Employees must act in a manner that supports the prevention, detection, and reporting of fraud or financial misconduct.

11.4.2. Any suspected fraud, theft, or financial irregularity must be reported immediately to a supervisor, the District General Manager, or other designated authority.

11.4.3. Reports of suspected fraud will be handled in accordance with District Policy 532 (Fraud Prevention).

11.4.4. No employee will be subject to retaliation for making a good faith report of suspected fraud or financial misconduct.

11.5. **Accountability and Compliance.**

11.5.1. Employees are responsible for understanding and complying with all applicable District financial policies, including but not limited to Policy 532 (Fraud Prevention) and Policy 535 (Cash Handling).

11.5.2. Violations of financial policies or internal control procedures may result in disciplinary action, up to and including termination.

11.6. **Off Duty Conduct.** Employees are considered representatives of the District at all times and will behave with respect. It is desirable, whether off-duty or on-duty, that an employee's conduct reflect favorably on the employee, their fellow employees and the District. Off-duty misconduct may result in discipline when it renders an employee less capable of performing their duties and responsibilities, or when it reflects unfavorably upon an employee's continuing qualifications for employment, or puts the District, either directly, indirectly, or proximately, in a negative public light.

12. ***Social Media.*** All personnel must comply with the District’s Social Media Policy 250. Personal Use When using Social Media for personal use all Employees shall adhere to the following:
- 12.1. Employees may not use Social Media for personal purposes with District resources including District computers and District internet access.
 - 12.2. Employees must use personal email accounts for personal Social Media activities not District email accounts.
 - 12.3. Employees should not use personal Social Media to disseminate District information, District Images or conduct District business. Employees must understand the using personal Social Media to conduct District business may convert personal Social Media into public Social Media subject to the Public Records Act and other laws governing the conduct of municipal government.
 - 12.4. When Employees identify themselves as associated with the District while using Social Media for personal purposes, the Employee must comply with the following requirements
 - 12.4.1. If your comments relate in any way to the activities of the District you must clarify that the comments are your own views and opinions and not those of the District with language substantially similar to the following: “The views expressed on this [blog, page, etc.] are my own and do not reflect the views of my employer.”
 - 12.4.2. Employees are free to express themselves as private citizens on Social Media sites to the degree that their speech does not impair or impede the performances of their duties or negatively impact the District’s legitimate interest in the efficient performance of the workplace.
 - 12.4.3. Employees shall not post, transmit, or otherwise disseminate any information or District Images or videos to which they have access as a result of their District affiliation without advance written permission from the District General Manager
 - 12.4.4. Employees shall not display District logos, uniforms, or similar identifying items on personal Social Media sites and web pages without advance written permission from the District General Manager or designee. In the event a member does receive such permission, the use of such information shall be conditioned on compliance with Section 11.3.
 - 12.4.5. Employees may not directly or indirectly identify or disclose an association with the District through Social Media if the Social Media activities are inconsistent with or would negatively impact the District’s legitimate interest in the efficient performance of the workplace or the District’s reputation or standing in the community.
 - 12.4.6. Commissioners shall not communicate with each other regarding District business via Social Media.
 - 12.4.7. Employees may not post or share confidential District information, patron or employee personally identifiable information, payment information, incident details, nonpublic photographs, or images of patrons or program participants

taken in the course of District work except as expressly authorized. Employees may not imply that their personal views are official District positions unless they are specifically authorized to speak for the District. Nothing in this section is intended to restrict rights protected by applicable law, including employees' rights to engage in protected concerted activity.

DRAFT

APPENDIX A – FAMILY MEDICAL LEAVE ACT

The screenshot shows the Washington State Department of Labor & Industries website. The main heading is "Family Leave Act". The page includes a navigation menu with categories like "Safety & Health", "Claims & Insurance", "Workplace Rights", and "Trades & Licensing". A sidebar on the left lists various leave types, with "Family Leave Act" highlighted. The main content area explains the Family Leave Act (FLA) and lists three circumstances under which it applies:

- In the case of a pregnancy, when a woman works for an employer who has 50 or more employees within 75 miles of the pregnant woman's worksite, she will qualify for 12 weeks of FLA in addition to the pregnancy disability leave ordered by her health care provider. This will give her more total protected leave from work than her 12-week entitlement under the FMLA because, in most cases, her pregnancy disability leave will count against her 12 weeks of FMLA but not against her FLA. The FLA does not run during pregnancy disability leave. Instead, the 12 weeks of FLA will begin to run when the woman's doctor releases her to work following the birth of her child, usually six to eight weeks after the date of birth.
- In a case when an employee qualifies for FMLA (50 employees within 75 miles, one year or more tenure, and having worked 1,250 hours in the past 12 months) and the employee needs leave to care for a registered domestic partner with a serious health condition, the employee can use up to 12 weeks of FLA for this purpose. Only the FLA will run, and the employee will still have 12 weeks of FMLA available for FMLA-qualifying purposes.
- If a qualifying employee exhausts all or part of his or her FMLA entitlement because of qualifying exigency leave, the employee may still have access to all 12 weeks of state FLA. This is because certain military exigencies are not covered under the FMLA and certain covered servicemembers do not meet the definition of family member under the FLA. In such cases, the FLA will not run when the FMLA is running for those purposes.

A callout box titled "More worker rights coming in 2019-20" states: "Starting in 2020, Washington will be the fifth state in the nation to offer paid family and medical leave benefits to workers. The program will be funded by premiums paid by both employees and many employers, and will be administered by the Employment Security Department (ESD). This insurance program will allow workers to take necessary time off when they welcome a new child into their family, are struck by a serious illness or injury, or need to take care of an ill or ailing relative. As directed by the Legislature, premium payments begin on Jan. 1, 2019 and benefits can be taken starting Jan. 1, 2020. For more information, see Paid Family and Medical Leave (PFML) (www.asd.wa.gov)." Below this, there is a link for "Military Family Leave Provisions of the FMLA Frequently Asked Questions" and a note that the FMLA supersedes the FLA if the situation does not fit into any of the three circumstances described above.

For more information, the page lists several resources:

- Family Leave – RCW 49.78.010 through 49.78.904 (apps.leg.wa.gov)
- Washington State Family Leave Act Q&A (122 KB PDF)
- Table of Protected Leave Laws (131 KB PDF) Provides a comparison of state and federal laws regarding leave for pregnancy and other family care issues.
- File a Protected Leave Complaint (F700-144-000)

The bottom of the page features a navigation bar with sections for "Find a Law (RCW) or Rule (WAC)", "Get a Form or Publication", "Report Fraud", "About L&I", "For Business", "For Workers", and "For Medical Providers".



APPENDIX B– MT. RAINIER POOL RULES & REGULATIONS

RULES AND REGULATIONS

Des Moines Pool Metropolitan Park District

MOUNT RAINIER POOL

The Mount Rainier Pool is a 213,000-gallon pool governed by the Des Moines Pool Metropolitan Park District, and operated by Aquatics Management Group (AMG). It is a public facility and does not require membership or have any joining fees. There are many admission options including single use, punch cards or three-month and annual pass choices.

Check in Procedure

- Pool users new to the facility must show ID and sign in at the front desk on the provided sign in sheet.
- Returning users must check in by marking their zip code of residence on the tally sheet provided. This includes all who enter the building regardless of entry into the water. This information will provide the Des Moines Park and Metropolitan Pools District demographic information about out pool users which may be useful for future pool funding.

PLEASE SECURE ALL YOUR BELONGINGS. YOU MAY BRING A PADLOCK TO USE ON A LOCKER.

Pool Rules

Make your visit a fun and safe experience.

Please observe all rules. These are for your safety. Individuals who interfere with the staff's ability to perform their duties may be asked to leave.

1. Pool staff is authorized to enforce rules and supervise the public's use of the pool facility. Please obey them.
2. Adult supervision: Children younger than six (6) years of age or less than 48 inches in height must be directly supervised by an adult in the water and must be within arm's length distance at all times.
3. Non-swimmers cannot go beyond shoulder-depth water. Pool staff may ask anyone in the pool to perform a swim test before using the diving board or deep-water area.
4. No diving in shallow water. Diving is only allowed from the deck in designated areas unless under direct supervision. (Diving area is marked by yellow line and red line at the pool's edge marks non-diving area.)
5. If you have a communicable disease that can be transmitted by water or have been ill with diarrhea or vomiting in the last two weeks, do not use the pool. Bathers with seizure, heart or circulatory problems are advised to swim with a buddy.
6. Do not use the pool when under the influence of alcohol or drugs.
7. Food and drink in designated areas only. No gum or glass containers.
8. Spectators are welcome in the designated areas.
9. All swimmers must shower before entering the pool.
10. Running, horseplay or pushing is not allowed.
11. Masks, fins, snorkels, floating devices, and any other swim aids must be approved by pool staff.
12. Bathers wearing diapers must have tight-fitting protective covers. Diapers must be changed in the locker rooms or restrooms.
13. Report all accidents and incidents immediately to the pool staff.
14. Additional rules may be required where necessary for the safety and enjoyment of users.
15. Persons failing to obey facility rules or facility staff are subject to removal from the premises.

In case of Emergency: Call 911

Diving Board Rules

1. One person on diving board at a time.
2. One bounce only. Jump or drive straight off the board and quickly swim out of the area.
3. No swinging on the ladder or diving board hand railing.
4. Wait until diving area is clear before jumping or diving.
5. No catching or spotting people from the diving board.

If you have any questions about appropriate diving, please ask pool staff.

Rules are subject to change. To be alerted when rules change, please sign up for our email notification system on the main page of our website at mtrainierpool.com.

APPENDIX C– SALARY AND WAGE SCHEDULE

Des Moines Pool Metropolitan Park District 2026 Proposed Wage/Salary Matrix							
	Step A	Step B	Step C	Step D	Step E	Step F	Position
Grade 1*	14.56	15.14	15.75	16.38	17.03	17.72	Asst. (15 Year Old Position)
Min Wage Rate	17.13	N/A	N/A	N/A	N/A	N/A	Minimum Wage Level
Grade 2	18.92	19.67	20.46	21.28	22.13	23.01	Lifeguard
Grade 3	20.24	21.05	21.89	22.77	23.68	24.62	
Grade 4	21.66	22.52	23.42	24.36	25.33	26.35	Water Exercise/Daytime Guard
Grade 5	23.17	24.10	25.06	26.07	27.11	28.19	Head Lifeguard
Grade 6	24.79	25.79	26.82	27.89	29.01	30.17	Lead Head Lifeguard
Grade 7	26.53	27.59	28.69	29.84	31.04	32.28	
Grade 8	28.39	29.52	30.70	31.93	33.21	34.54	
Grade 9	30.37	31.59	32.85	34.17	35.53	36.95	Front Desk/Clerk Specialist
Grade 10	32.50	33.80	35.15	36.56	38.02	39.54	
Grade 11	34.77	36.17	37.61	39.12	40.68	42.31	Aquatics Coordinators
Grade 12	37.21	38.70	40.25	41.85	43.53	45.27	
Grade 13	39.81	41.41	43.06	44.78	46.58	48.44	
Grade 14	42.60	44.30	46.08	47.92	49.84	51.83	Aquatics Manager
Grade 15	45.58	47.41	49.30	51.27	53.33	55.46	

District GM. - Negotiation with District Board.

Salary Matrix Notes

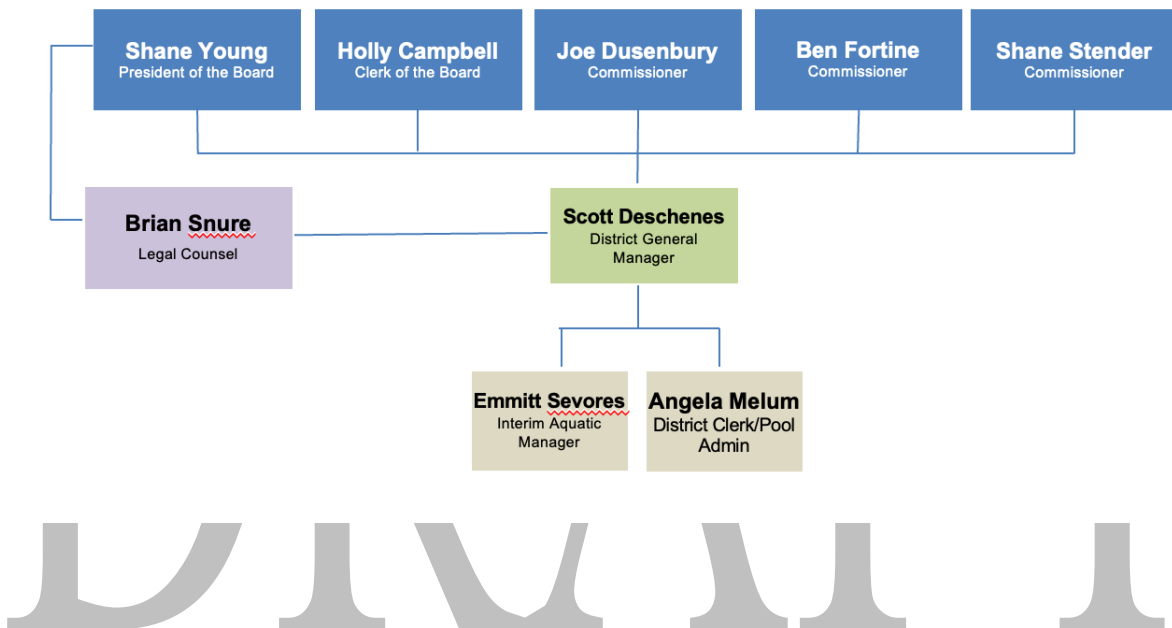
- * Grade 1 is below minimum wage. Only for 15 years of age for Assistant positions for training.
- * Each salary grades 2 thur 15 are separated by 7%
- * Each salary steps A thur F are separated by 4% , most salary matrix plans assumes the employee will begin at "Step A" when hired and with a satisfactory performance evaluations be advanced to the next step annually until reaching "Step F"at the completion of five years of tenure
- * Grade separations of 7% and Step separations of 4% represent best practices for public sector salary matrixes

Bonus/Incentives

- * WSI Certified Instructors get \$.50/hour for lifeguarding.
- * Early Morning Guards (Before 8:00am), Fridays and Saturdays after 5pm, and Sundays, get \$2.00/hour.
- * Swim Lesson Instruction \$4/hour.

APPENDIX D – DISTRICT ORGANIZATIONAL CHART

Des Moines Pool Metropolitan Park District Organizational Chart - 2026



APPENDIX E – WASHINGTON STATE DEPARTMENT OF LABOR & INDUSTRIES
EMPLOYMENT STANDARDS FOR TEEN WORKERS

Teens at Work: Facts for Employers, Parents and Teens

This brochure covers all industries other than agriculture.



This brochure answers many questions employers, teen workers and parents have about non-agricultural work rules, permits and conditions for working minors, including teens working in their family's non-agricultural business.

What does an employer have to do to hire minors?

Post a current Minor Work Permit endorsement

Employers need a Minor Work Permit endorsement on their business license for each work site where they employ minors. They can apply to get one with the business license application through the Department of Revenue's Business Licensing Services (www.dor.wa.gov/manage-business/state-endorsements/minor-work-permit) or any L&I office. The business license with current Minor Work Permit endorsement must be posted and renewed every year.

Keep specific information on file for each minor worker

An employer must have the information below about each minor worker on file at the minor's work site and maintain these records for three years from the last date of the minor's employment:

Proof of age

The date of birth must be supported by proof:

- Driver's license.
- Birth certificate.
- Passport.
- Baptismal record.
- Notarized statement of a parent or guardian.

Job description

The job description must include a complete description of duties.

A Parent/School Authorization form

If the student is working during the school year, a *Parent/School Authorization* form must be completed by the employer and kept on file at the minor's work site. The employer must complete this form before obtaining signatures from the employee, parent/guardian and school representative. The employer needs to renew this form every school year by Sept. 30, or when the minor's schedule changes. If the minor has their General Education Diploma (GED) or high school diploma or is home schooled, parents may certify this on the form.

Parents and schools may adjust the minor's work schedule if academic performance or attendance is suffering due to working too many hours.

A *Parent Authorization for Summer Work* form is required for minors who are hired during summer break only.

What is the minimum age to work?

Youth must be 14 years old to work at non-agricultural jobs. A child younger than 14 can work if the employer completes the *Court Form Granting Permission* and *Employer Petition to the Court* forms (available from L&I) and has them signed by a superior court judge in the county where the minor lives.



Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an equal opportunity employer.

What is the minimum wage for minor workers?

The minimum wage for 16- and 17-year-old workers is the same as for adults. Minors under 16 may be paid 85% of the state minimum wage. Find out more at: www.Lni.wa.gov/Wages.

What about meal and rest breaks?

Fourteen- and 15-year-old workers may not work more than four hours without a 30-minute uninterrupted meal period. The meal period must be separate from, and in addition to, rest breaks. These minors must be provided a paid rest break of at least 10 minutes for every two hours worked. When working a four-hour period, they cannot be required to work more than two hours without either a 10-minute rest break or a 30-minute meal period.

Sixteen- and 17-year-old workers are entitled to an uninterrupted meal period of at least 30 minutes for every five hours of work. These meal periods must start no less than two hours but no more than five hours from the beginning of their work shift. These minors are entitled to at least a 10-minute paid rest break for each four hours worked. They must receive a rest break at least every three hours.

What about paid sick leave?

Paid sick leave must be provided for most employees, including workers under the age of 18. Eligible employees must earn one hour of paid sick leave for every 40 hours they work. They may begin using it after 90 days of employment. Find out more at: www.Lni.wa.gov/SickLeave.

When can 16- and 17-year-olds work extra hours?

If there is "good cause" why a 16- or 17-year-old needs to work more hours per week than shown on the back page, the employer can apply for a variance.

Special variance — up to 28 hours per week

Many older teens have a reduced school schedule or have shown that they are able to work additional hours on top of their school schedule and extracurricular activities. The parents and the public or private school can grant permission to work up

to eight extra hours during the school week. They must complete the special variance section of the *Parent/School Authorization* form. This does not apply to homeschooled students.

Regular variance — more than 28 hours per week

If the extra hours provided by the special variance are not enough, or if the minor does not qualify for the special variance, the employer can request a regular variance.

Theatrical variance

Youth may be employed as actors, performers or models in film, video, audio or theatrical productions in Washington State under certain conditions. These conditions apply if the minor is working in Washington — regardless of where they live. In most cases, employers must complete and submit a *Theatrical Minor Work Variance Application* to L&I.

No work for minors during school hours

Minors are prohibited from working during the hours that their neighborhood school is in session. For example, if the neighborhood school website shows that school is in session from 8 a.m. to 3 p.m., the minor **may not** work between those hours. This also applies to homeschooled minors and those not enrolled in school. If an employer wants a minor to work during school hours, the employer must apply for a variance.

Are there exemptions for hours of work?

A 16- or 17-year-old may work non-school hours during the school year if he/she is:

- Married.
- A parent.
- Registered in accredited college course(s), including Running Start.
- Emancipated by court order.

Minors who have a high school diploma or GED may also work non-school hours during the school year.

Prohibited work for teens

Some jobs are potentially hazardous for young workers. Washington State and federal laws spell out which jobs are prohibited.

All minors under 18 are prohibited from doing the following work in any industry (refer to WAC 296-125-030 for more detail):

Restaurants, delis and grocery stores

- Operating meat slicers or powered bakery equipment such as a Hobart mixer.
- Regular driving of motor vehicles to make deliveries, such as pizza delivery. (No driving on public roads for those 16 or under.)
- Working at heights greater than 10 feet off the ground or floor level.
- Loading, operating or unloading of paper balers and compactors.
- Work in freezers (occasional entry not prohibited), meat coolers and in preparing meats for sale. Wrapping, sealing, labeling, weighing, pricing and stocking is permitted if work is performed away from meat-cutting and preparation areas.
- Slaughtering, meatpacking or food processing.
- Working alone past 8 p.m. without supervision by someone 18 years or older who is on the premises at all times, in service occupations.

Construction and related activities

- Roofing — All work on or around a roof.
- Working at heights greater than 10 feet off the ground or floor level.
- Driving, or working near, a forklift.
- Wrecking and demolition.
- Hoists and cranes.
- Flagging and work on roadways.
- Trenching or excavating.
- Boilers or in engine rooms.

- Power-driven woodworking or metal-forming machines.
- Earth-moving machines or working in proximity to earth-moving machines.
- Explosives and mining.

Other prohibited duties

- 17-year-olds may drive only under very limited circumstances.
- Firefighting.
- Logging and sawmill work.
- Selling candy, flowers or other items to motorists on a public roadway.
- Manufacturing of brick, tile and similar products.
- Jobs where exposures require the use of respiratory protection or hearing protection.
- Nurses' aide or nurses' assistant, unless the minor is in or has completed a state-certified training program.
- Jobs with possible exposure to bodily fluids, or radioactive and hazardous substances.

Additional prohibited duties for minors under age 16 (WAC 296-125-033)

- House-to-house sales.
- Cooking and baking.
- Any power-driven machinery.
- Construction.
- Manufacturing.
- Commercial packing and processing operations.
- Public messenger.
- Amusement park rides.
- Loading or unloading trucks.
- Transportation, warehouse, storage and work around conveyors.
- Any work above ground, including ladders.
- Maintenance and repair in gas stations.

What hours are teens under 18 allowed to work in non-agricultural jobs?

	Hours per day	Hours per week	Days per week	Begin	Quit
14–15 year-olds					
School weeks	3 hours (8 hours Sat.–Sun.)	16 hours	6 days	7 a.m.	7 p.m.
Non-school weeks	8 hours	40 hours	6 days	7 a.m.	7 p.m. (9 p.m. June 1 to Labor Day; this is a federal rule)
16–17 year-olds					
School weeks	4 hours (8 hours Fri.–Sun.)	20 hours	6 days	7 a.m.	10 p.m. (Midnight Fri.–Sat.)
School weeks with a special variance from school	6 hours (8 hours Fri.–Sun.)	28 hours	6 days	7 a.m.	10 p.m. (Midnight Fri.–Sat.)
Non-school weeks	8 hours	48 hours	6 days	5 a.m.	Midnight

Please note:

- An adult must supervise minors working after 8 p.m. in service occupations, such as restaurants and retail businesses.
- Overtime rules apply for all hours worked over 40 in one week.
- These rules also apply to home-schooled teens and teens not enrolled in school.

What are the penalties for violating non-agricultural child labor laws?

Permit revocation

L&I can revoke an employer’s Minor Work Permit if proper working conditions are not being met or if there are conditions that are detrimental to the health, safety or welfare of minor workers.

Penalties

L&I can assess civil penalties on employers in violation of child labor laws. The size of the civil penalty depends on the severity of the violation. Violations that result in the death or permanent disability of a child may result in a Class C felony charge. An employer who knowingly or recklessly violates child labor laws may be charged with a gross misdemeanor. Under federal law, child labor violations by employers may be subject to a civil penalty up to \$11,000 for each minor worker.

PUBLICATION F700-022-000 [10-2018]

Employer checklist

Here’s a checklist of what an employer needs when hiring a minor:

- A Minor Work Permit endorsement
- A signed *Parent/School Authorization* form or *Parent Authorization for Summer Work*
- Proof of minor’s age
- Personal data and employment description

For more information


www.Lni.wa.gov/TeenWorkers
TeenSafety@Lni.wa.gov
1-866-219-7321

Federal laws
(U.S. Department of Labor, Wage and Hour Division):
www.youthrules.dol.gov
www.osha.gov/youngworkers/
206-398-8039

APPENDIX F – WASHINGTON STATE DEPARTMENT OF CHILDREN, YOUTH & FAMILIES
MANDATORY REPORTING & CHILD ABUSE PREVENTION

Mandatory Reporting & Child Abuse Prevention

Families come in all shapes and sizes and may not fit traditional expectations. Just because a family doesn't align with your perception doesn't mean they require reporting. Often, they may simply need support rather than intervention.



Things to Consider:

- Do I know enough about the circumstances to understand the family's risk and protective factors?
- What is my understanding of the parent's unique cultural background?
- How are my own experiences impacting my understanding and assessment of the parent?
- Is the parent's prior history influencing my decision despite evidence of change?

- What Does Not Justify a Report, but May Require Support?**
- **Family financial struggles:** Share information about and encourage access to financial assistance programs.
 - **Parental stress:** Recommend parenting classes or counseling resources.
 - **Minor injuries from accidents:** Suggest medical follow-up if necessary.
 - **Behavioral issues:** Refer to school counselors or child psychologists for guidance.


Who Are Mandatory Reporters?

Mandatory reporters are professionals and volunteers who work with children, youth and families.

Some key groups include:

- **School Personnel**
- **Healthcare Professionals** (dentists, nurses, medical examiners, pharmacists, and medical practitioners, etc.)
- **Social Workers** (staff and volunteers from Department of Children, Youth, and Families (DCYF)/Department of Social and Health Services (DSHS), Ombudsman's, and HOPE centers)
- **Law Enforcement** (juvenile probation and Department of Corrections (DOC) Staff)
- **Child Care Providers**

While this list covers those legally required to report, it does not exclude those who wish to report and fulfill other caregiving roles. Learn more about who is required to report child abuse and neglect by scanning the QR code at the bottom of the page.



If you are deaf, hard of hearing, or speech-impaired and wish to report suspected child abuse or neglect, you can use a Relay Service (such as 711 or 1-800-833-6384) to connect with the Statewide intake line at 866-363-4276.

What Must Be Reported?

- Physical abuse
- Sexual abuse
- Sexual exploitation
- Severe forms of trafficking in persons
- Negligent treatment or maltreatment
- Abandonment

Full definitions can be found in RCW 26.44.

How to Report

1. **Recognize:** Identify signs of abuse or neglect.
2. **Record:** Note relevant details (date, time, observations).
3. **Report:** Contact the appropriate authorities immediately.

Contact Information

Call 866-363-4276 or find your local intake number by scanning the QR code below to find office information.

Legal Obligations

Failure to report can result in legal consequences.

Consequences of Making a False Report (a report you know is untrue)

- Legal action can be taken against individuals who knowingly make false reports.
- False reporting can divert resources from real cases and harm innocent people.
- A person who intentionally makes a false report of abuse or neglect is guilty of a misdemeanor punishable by RCW 9A.20.021. (<https://app.leg.wa.gov/RCW/default.aspx?cite=9A.20.021>)

Reporting child abuse can have profound and lasting effects on the families involved, influencing their relationships, dynamics, and emotional well-being. If possible, prioritizing support over reporting can help minimize the lasting impacts on families while still addressing the needs of the child.

RESOURCES FOR SUPPORT: All families experience stressors, and everyone needs support at some point. By helping families discover their inner resilience, you can positively influence their trajectory and foster lasting change.

Parent Trust for Washington Children: Provides support and resources for families. Call 1-800-932-4673 or visit Parenttrust.org

Help Me Grow Washington: Help Me Grow is a free service that connects parents and caregivers to resources in their community including understanding child's development, food assistance, free or low-cost health insurance as well as pregnancy and parenting resources. Learn more at <https://helpmegrowwa.org>



For More Information:

Use the QR Code, or go to www.dcyf.wa.gov/safety/report-abuse

Protective Factors

Research identifies five protective factors that effectively prevent child abuse and neglect. Families that are equipped with these are better positioned to lower stress and reduce associated risks. Learn more at <https://dcyf.wa.gov/services/child-development-supports/sfwa>

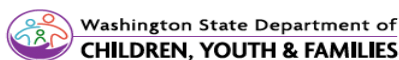
*Parental Resilience:
I can overcome hard times.*

*Knowledge of Parenting and of Child/Youth Development:
I know where to go to find out about parenting skills and my child's developmental growth.*

*Social Connections:
I have people who know and support me.*

*Concrete Supports:
I know where to turn for help.*

*Social and Emotional Development:
I know how to help my children talk about their feelings.*



DCYF does not discriminate and provides equal access to its programs and services for all persons without regard to race, color, gender, religion, creed, marital status, national origin, citizenship or immigration status, age, sexual orientation or gender identity, veteran or military status, status as a breastfeeding mother, and the presence of any physical, sensory, or mental disability or use of a dog guide or service animal. If you would like free copies of this publication in an alternative format or language, please contact DCYF Constituent Relations at 1-800-723-4831 or email communications@dcyf.wa.gov.
DCYF PUBLICATION CWP_0040 (01-2026)

Des Moines Pool Metropolitan Park District
Employee Handbook Acknowledgement

I acknowledge receipt of the Des Moines Pool Metropolitan Park District employee handbook. I agree to read the handbook and to follow the guidelines and policies set forth in the handbook and any amendments to the handbook along with the other policies and procedures of the District.

I understand that I am not being hired for any definite period of time even though my wages are paid regularly. I further understand that I am an at-will employee, and my employment can be terminated at any time, with or without cause and with or without prior notice either by the District or myself and without reference to or compliance with any disciplinary policies adopted by the District.

I am aware that the contents of the employee handbook are presented as a matter of information and that except for the at-will provisions, the handbook can be amended at any time.

I understand and agree that the handbook is for informational purposes only and is not intended to create a contract, nor is it a contract of employment or continuing employment between myself and the District. I also understand that neither the handbook nor any policy of the District is a guarantee or promise of employment or continuing employment. I am aware that District policy requires employees to be hired at-will, and this policy cannot be changed by any oral modifications. My at-will employment status with the District has been fully explained and I have been given an opportunity to ask questions regarding District policies and my at-will employment status.

Signature

Printed Name

Date