

Handbook

Policies & Procedures for
Des Moines Pool
Metropolitan
Park District Employees

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Employee Handbook
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1. General Information

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. 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.

1.1.2. 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. The District’s **Mission** is to enhance our community’s quality of life through aquatics. The **Vision** is to create a water-safe community that honors our Puget Sound heritage.

The District’s **Core Values** are:

- Transparency and Accountability in all we do.
- Community and Inclusiveness and in that we value all members of our community
- Dignity and Respect in that we treat all people with dignity and respect
- Quality and Value by providing quality aquatics to the community at a reasonable cost.
- Safety is at the core of all decisions we make.

1.4. Purpose/Scope of Human Resource Policy. This handbook compiles the Des Moines Pool Metropolitan Park District’s current employment policies and practices. An operating procedure needs to be consistent with these policies and approved in advance by the Board of Commissioners or District General Manager. An electronic copy of this document is available on the District Policies page of the website at www.DesMoinespool.org.

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- 1.4.1.** The policies in this document are not intended to create promises or guarantees of employment or specific treatment in specific instances on which employees may rely.
- 1.4.2.** The provisions in the document have been developed at the discretion of the Board of Commissioners and, except for the policy of employment-at-will, may be amended or cancelled by them at any time as is deemed necessary and appropriate, without advance notice. District also reserves the right to deviate from these policies in individual situations, particularly in an emergency, in order to achieve its primary mission.
- 1.4.3.** These policies apply to all District employees.
- 1.4.4.** These provisions replace all previous policies and may not be changed or added to without the express approval of the Board of Commissioners.
- 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.** 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 Board of Commissioners if the District General Manager is the alleged perpetrator of the discriminatory action) for appropriate investigation and action.
- 1.7.2. Reasonable Accommodations – Disabilities.** The District recognizes that employees with sensory, physical or mental disabilities may need reasonable accommodations to enable them to perform their essential job duties. Any employee who believes s/he needs reasonable accommodation should notify the supervisor, District General Manager or designee.
- (a).** 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 his/her position and possible reasonable accommodations. Any reasonable accommodations shall not create an undue hardship on the District’s business and shall be approved by the District General Manager or designee.

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

(a). Any employee who sincerely believes that his or her religious beliefs or practices conflict with his or her 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 religious conflict that exists and the employee's suggested accommodation.

(b). The District will evaluate the request considering whether a work conflict exists, whether an 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 accommodations shall be approved by the District General Manager or designee.

(c). 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. 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.

1.8.1. 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.

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

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

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

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

(d). 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 co-worker has objected to that behavior; or blaming the victims of sexual harassment for causing the problem.

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

(a). Submission to this conduct is either an explicit or implicit term or condition of employment

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

(c). 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

1.8.4. 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 he/she is a victim of harassment, the employee should:

(a). Ask the offending employee to cease the conduct.

(b). If an employee is uncomfortable confronting the harasser, or if the conduct does not stop, s/he should report the alleged act immediately to any supervisor.

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

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

1.8.5. 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.

1.8.6. 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.

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

1.9. 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.

1.9.1. 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.

1.9.2. 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 Board President) any threatening or dangerous situations that occur within the work place 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.

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

1.10. 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.

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

1.10.2. 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 to not do anything or ask someone else to do anything that is illegal, dishonest, or unethical.

1.10.3. 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.

1.10.4. 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.

1.11. 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.

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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:

- 1.11.1.** Every contact with the public, (including by telephone and electronic communications) is conducted with respect, care, patience and professionalism -- with no exceptions.
- 1.11.2.** 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.
- 1.11.3.** 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.
- 1.11.4.** The management or District General Manager must make every reasonable effort to remedy the complaint and communicate that remedy to the customer.
- 1.11.5.** 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.
- 1.11.6.** 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.

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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 he or she 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. Working Hours & Shift Assignments. The Mt. Rainier Pool is open for business seven days a week. Facility closures and reduced hours are posted on the Mt. Rainier Pool's website, mtrainierpool.com. Different work schedules may be established by the District to meet job assignments and to provide necessary services.

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

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

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

2.2.4. 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.

2.2.5. 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 Manager. 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)

2.2.6. 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.

2.2.7. 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.

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

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

2.3.1. 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.

2.3.2. 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.

2.3.3. 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.

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

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

2.4.1. 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.

2.4.2. 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 that allows each employee to check their schedule online and report their availability to work. Employees are asked to report their availability at least two weeks in advance. 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.

2.4.3. 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

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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.

2.4.4. 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 pre-approved leave of absence), the employee will be deemed to have abandoned his or her job and their employment will be terminated. Excessive absenteeism may be grounds for disciplinary action, including possible termination.

2.4.5. 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.

2.5. 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.

2.5.1. 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 his/her supervisor to indicate anticipated absence or late arrival to work and the reason for such absence or tardiness.

2.6. Breaks and Meal Periods. Employee are required to take breaks and meal periods in keeping with Washington State Employment Standards:

2.6.1. Employees working at least 4 hours in a single workday are required to take one paid 10-minute break no later than 3 hours into their shift.

2.6.2. Employees working at least 8 hours in a single workday are permitted two paid 10-minute breaks, the last break should be taken approximately 1 hour prior to the end of their shift.

2.6.3. Employees working in excess of five (5) hours in a single workday must take a meal break that shall last no less than 30 minutes. 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. Meal breaks must be taken no less than two hours and no more than five hours from the beginning of the shift. Meal periods are scheduled in coordination with the shift supervisor and other staff on duty.

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- 2.6.4.** Any employee who works more than ten (10) hours in a day is required to take a second thirty-minute (30) unpaid meal period around the middle of the second five (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.
- 2.6.5.** 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.
- 2.6.6.** 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.
- 2.7. 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.
- 2.7.1.** A refusal to respond to a call back may be grounds for disciplinary action, including termination. Employees called back to duty are paid their appropriate rate of pay for hours worked (and overtime rate, if applicable.)
- 2.7.2.** 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 one (1) hour worked. Exempt employees are not eligible for additional pay.
- 2.8. 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.
- 2.8.1.** Each employee is responsible for following the procedure for recording their time as required.
- 2.8.2.** Employees working lifeguarding shifts or swim instructor shifts must use the appropriate code to record each activity accurately. Purposefully recording activity inaccurately may be cause for disciplinary action up to and including termination.
- 2.8.3.** Supervisors are responsible for reviewing the time records for accuracy.
- 2.8.4.** Falsification of time records is grounds for disciplinary action, up to and including possible termination.
- 2.9. 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.

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2.10. 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.

2.11. 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.

2.11.1. An employee may periodically review his/her personnel file. An employee may place pertinent information in his/her personnel file with the approval of the supervisor, District General Manager or designee. An employee may also request removal of irrelevant or erroneous information in his/her personnel file. If the management denies the employee's request to remove the information, the employee may file a written rebuttal statement to be placed in his/her file.

2.11.2. 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.

2.11.3. 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.

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:

(a). complete a background check prior to offer of employment

- (b). learn to perform the duties of the position to District standards
 - (c). be evaluated for their potential to excel in the position
- 3.2. 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 District.
- 3.3. Benefits and Conditional Employments.** Benefit-eligible employees may not use vacation leave or floating holidays during their conditional employment period; however, they may use sick leave. See Section 6 for the complete list of benefit-eligible employees and detailed policies regarding leave.
- 3.4. 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. Our chain of command runs from the District General Manager, to the Aquatics Manager to the Aquatic Coordinator(s), to Leads (if any), to Lifeguards, Front Desk Attendants and Instructors.
- 3.4.1.** 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.
- 3.4.2.** With the exception of the District General Manager and District Clerk, all 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.
- 3.4.3.** 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.
- 3.5. 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.
- 3.5.1.** 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 Des Moines Pool Metropolitan Park 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 Des Moines Pool Metropolitan Park District.

3.5.2. A promoted employee may be demoted or terminated from the new position if the Des Moines Pool Metropolitan Park District or the Mt. Rainier Pool in its sole discretion, determines that the employee is not satisfactorily performing in the new position.

3.5.3. The Des Moines Pool Metropolitan Park 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.

3.6. Change in Workforce. Nothing contained in these personnel policies, the pay plan or the District's past practices or customs shall prevent the District from reducing its workforce, laying off, promoting, demoting, reclassifying or removing employees, modifying the pay plan or otherwise managing and directing the operation of the District and its workforce as deemed necessary and proper.

3.6.1. In determining who is to be laid off, consideration will be given to individual performance and the qualifications required for remaining jobs. Prior to such action, the District may endeavor to place affected employees into another available position for which they are qualified, as determined by the District.

3.6.2. Prior to a layoff, the District will try to provide affected employees at least two weeks' notice of the pending layoff.

3.6.3. During the 12-month period following a layoff, the District or the Mt. Rainier Pool may rehire a laid off employee if a suitable position becomes available for which the employee is qualified and the former employee has requested, in writing, to be considered for re-hire.

3.7. 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 return all District or co-worker's property, including uniforms and keys.

3.7.1. Non-exempt employees are requested to submit notice of resignation at least two weeks (14 days) prior to the effective date of their resignation. The District may terminate such employees with or without cause without any advance notice. All wages and expense reimbursement owed to the employee shall be provided on the scheduled payday for the period (more information on Paydays can be found in Section 4.2).

3.7.2. Either the District and/or an exempt employee that has completed the Temporary Employment Period may terminate employment at any time with 30 days advance notice to the other for any reason with or without cause. The District, without altering the at-will relationship, shall have the right to immediately terminate an employee's services for cause including but not limited to those defined in the Rules of Conduct. If terminated for cause, all

compensation and benefits described in this handbook shall cease as of the termination date.

3.8. Employment of Relatives. The District believes it is in the best interests to keep business and professional relationships separate from personal and family relationships. To prevent the appearance of or actual conflicts of interest, the District generally will not employ an employee's relatives. For this policy, "relative" is defined as any family relationship resulting from birth, marriage or adoption, as well as any person cohabiting with another employee. Under certain circumstances it may be necessary to employ relatives and then the following guidelines shall be observed:

3.8.1. Neither employee will supervise, appoint, remove or discipline the other

3.8.2. Neither relative will evaluate or audit the work of the other

3.8.3. The working relationship will not create a conflict of interest or the appearance of favoritism.

3.9. 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.

3.9.1. 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.

3.9.2. 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.

3.9.3. 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. 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, which is currently being established by the District Board of Commissioners. The District Board of Commissioners may revise the salary and wage schedule from time to time.

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

- 4.1.1.** 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.
- 4.1.2.** 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.
- 4.1.3.** 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.
- 4.2. 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.
- 4.2.1.** If a regularly scheduled payday falls on a weekend or holiday, paychecks are usually distributed on the next regularly scheduled weekday.
- 4.2.2.** One pay period covers the 26th through the 10th (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.
- 4.3. Time Recording.** *Recording of employee hours is currently be accomplished through a manual process using scheduling software. A time clock process is forth coming and will be published as an addendum to this Handbook.*
- 4.4. 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.
- 4.5. 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.
- 4.6. Expense Reimbursement.** District employees and officials may be reimbursed for approved normal and reasonable travel and other expenses incurred for business-related purposes. Normal and reasonable travel costs are defined as expenses for transportation to and from a location other than the employee's primary workplace, lodging, meals and related items who are traveling for District purposes only. Any such travel must be authorized in advance by the

District General Manager or designee.

- 4.6.1.** District expense reimbursement is based on actual expenses incurred in the service of the District, there are no per diems. Expenditures must be pre-approved and are reimbursed after submission of a District Reimbursement Form filed within 15 days of the purchase or travel date and accompanied by original receipts for each expense reported.
- 4.6.2.** No claim for reimbursement shall be paid unless it is accompanied by an original, bona fide vendor's receipt. Should a receipt be lost or not be obtainable, an employee certification signed by the District General Manager or designee will serve as a substitute for a receipt. Such receipt or certification should show the date, a description of the purchase, vendor identification, amount paid, and an explanation for the lack of a receipt should that be the case. Falsification of a receipt or certification is grounds for disciplinary action up to and including termination.
- 4.6.3.** The District may approve reimbursement for the following business expenses:
- (a).** Materials, supplies or other items used for District business purposes.
 - (b).** Mileage for personal vehicle shall be reimbursed for travel at the current maximum rate allowed by the United States Internal Revenue Service (IRS) to and from a location other than the employee's primary work- place.
 - (c).** Meals (including a sensible tip) may be reimbursed only when pre-approved and associated with official business. If expenses include the cost of meals for other persons, the reimbursement form must list names of individuals, the purpose, time and location. All employees claiming reimbursement for meals consumed while on District business must provide original receipts. Employee certification in lieu of original receipt will not be accepted for meals.
 - (d).** The District will reimburse the cost of standard airfare (coach) only. Reservations should be made at least 3 weeks in advance whenever possible to guarantee the ticket is purchased at the lowest available fare.
 - (e).** Automobile rental expenses will be reimbursed to the extent they are reasonable and appropriate. Additional automobile insurance should be purchased when renting an automobile for foreign travel.
 - (f).** Alcoholic beverages are not a reimbursable travel expense.
 - (g).** Reasonable, incidental charges such as gratuities are reimbursable and need not be supported by a receipt. However, such charges should be tracked and submitted as certification of the expenditure. Falsification of this certification is grounds for disciplinary action up to and including termination.
 - (h).** Lodging may be reimbursed when necessary for travel outside of the District. Employees are encouraged to seek out reasonably priced accommodations to minimize the cost to the

District. Costs associated with upgrades in accommodations will not be reimbursed unless standard accommodations are not available. Itemized receipts for all lodging expense must accompany the District Reimbursement Form.

- (i). The actual cost of preapproved conferences, seminars, training courses, and classes related to training and training materials may be reimbursed. More information on allowable training and professional development opportunities can be found in Section 5.2.

4.7. Compensation Upon Termination. When an employee's employment with 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):

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

4.7.2. Any overtime or paid time off that has not already been paid.

5. Performance & Professional Development. Employees are 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.

5.1. 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 is receiving the best possible supervisory support and is in the position that best fits their skills.

5.1.1. 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.

5.1.2. 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.

5.1.3. Managers are available and encouraged to provide feedback to staff and/or discuss performance at any time. It is recommended that the manager 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.

5.1.4. Supervisors also complete performance evaluations for each employee they supervise every three months (four times per year). This evaluation is part of an employee's personnel record and will influence whether the employee is to 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:

(a). *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

(b). *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

(c). *This person is at risk for low performance.* Please answer Yes or No.

(d). *This person is ready for promotion today.* Please answer Yes or No.

5.1.5. 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).

5.2. 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.

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

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

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

(i). 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.

(ii). 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.

(iii). 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.

5.2.2. 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 trainings.

5.2.3. 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:

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

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

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

5.2.4. 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 "C" or equivalent in order to receive reimbursement.

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

5.3. 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.

5.3.5. 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.

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.

6. Benefits and Leave. Employees of the 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.

6.1. Pool Staff Benefits Allowance.

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

(a). Head Lifeguards

(b). Lifeguards

(c). Instructors

6.1.2. 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.

6.1.3. Pool Staff is not eligible for Floating Holiday compensation.

6.1.4. 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.

6.2. Pool Staff Use of the Facility. Pool employees are eligible for 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.

6.2.1. 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.

6.2.2. 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.

6.2.3. These privileges are extended to 1 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.

6.3. Salaried Employees Benefits Allowance.

6.3.1. Salaried employees are currently defined as:

(a). District General Manager – contracted, salaried exempt

(b). District Clerk – nonexempt, hourly, part time

(c). Aquatics Manager – contracted, salaried exempt

(d). Aquatic Coordinator – salaried, non-exempt

6.3.2. 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.

6.3.3. 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.

6.4. 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.

6.4.1. 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.

6.4.2. 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.)

6.4.3. 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.

6.4.4. 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.

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

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

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

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

6.4.9. 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.

6.5. 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.

6.5.1. 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 non-eligible position do not count toward years of service for vacation accrual.

6.5.2. 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.

6.5.3. Part time employees, accrual rate is tied to the number of hours actually worked. Paid time off does not count as time worked.

6.5.4. For the purposes of accrual calculations, previous years of service are lost if an employee voluntarily leaves the District and returns.

6.5.5. 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.

6.5.6. An employee can accrue only the annual maximum as detailed in the chart below.

6.5.7. Unused vacation leave is paid out to an employee upon separation.

6.5.8. 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

6.6. Salaried Employees Sick Leave.

6.6.1. The accrual rate for exempt employees is 8 hours of sick leave per month. Unused paid sick leave of 92 hours or less will be carried over to the following year.

6.6.2. The accrual rate for non-exempt, part-time, and hourly employees is 1 hour of sick leave for every 40 hours worked. Unused paid sick leave of 40 hours or less will be carried over to the following year.

- 6.6.3.** Accrual amounts are pro-rated and reported to the employee every pay period to reflect the actual time worked.
- 6.6.4.** Employees may use accrued paid sick leave regardless of their status as a conditional/temporary employee or regular employee.
- 6.6.5.** Employees reporting an absence due to illness or injury must phone the shift supervisor in keeping with the Section 2.4. Attendance. Employees are then responsible for sending their supervisor a follow-up email that includes the exact dates of absence that may be charged toward their accrued sick leave.
- 6.6.6.** When an employee uses sick leave for three or more days in a row, a doctor's certification may be requested.
- 6.6.7.** Sick leave may not be combined with vacation leave to extend that vacation leave.
- 6.6.8.** Unused sick leave will not be paid out to an employee upon separation.
- 6.7. Salaried Employees Holidays & Floating Holidays.** The Mt. Rainier Pool is closed on the following holidays: December 25th and the fourth Thursday in November (Thanksgiving Day). Additionally, the pool will be closed early (1:00pm) on December 24th and December 31st. To compensate for the lack of traditional paid holidays throughout the rest of the year, eligible employees as defined in Section 6.3 are provided with five (5) Floating Holidays at the beginning of the calendar year to be used throughout the year at any time with approval from their supervisor. See [Section 6.4](#) for more information on requesting and using paid time off.
- 6.7.1.** Exempt employees are not expected to work on days when the pool is closed for holidays but will be compensated in the usual manner. If, due to an emergency, they are required to report to work, exempt employees will not receive additional compensation.
- 6.7.2.** Non-exempt employees will not be scheduled to work when the pool is closed for holidays but have the option of using floating holidays or vacation leave (see Section 6.6) as compensation. 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.
- 6.7.3.** Floating holidays can only be used with supervisory approval (as outlined in Section 6.3) during the calendar year in which they are given and will not carry over into a new calendar year.
- 6.7.4.** Unused floating holidays will not be paid out to an employee upon separation.
- 6.7.5.** Floating holiday allotment for newly salaried employees will depend on the time of year they start in the salaried position. They will receive the full 5 days at the beginning of their next calendar year.

6.7.6. New employees will not be allotted floating holidays during the three-month conditional employment period nor will they be approved to use floating holidays during this period. Once a new employee is converted from temporary to regular employment status at the conclusion of the conditional employment period, the number of floating holidays they receive will be based on their actual start date in the eligible position.

6.7.7. Floating Holiday Allotment Schedule for Newly Eligible Employees:

Start date time frame	Number of Floating Holidays allotted
Jan 1 – Feb 29	5
March 1 – April 30	4
May 1 – June 30	3
July 1 – Aug 30	2
Sept 1 – Dec 31	1

6.8. Washington State Family Care. In accordance with the Washington Family Care Act, employees may use any accrued time off, including sick leave, that they have available on their own to use in order to care for their child, spouse, registered domestic partner, parent, parent-in-law or grandparent.

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

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

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

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

- 6.9. Family and Medical Leave (Salaried and Pool employees).** The District will comply with applicable state and federal laws on Family Medical Leaves whenever it has the required number of employees (50) in its employ for application of the laws and the factual circumstances warrants its application. See the attached Addendum A for the most current FMLA policy.
- 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 proceeding.
- 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, he or she 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 his/her 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 his/her position or an equivalent one unless the employee would otherwise have been terminated had he/she 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 her/his family members.
- 6.12.2.** The District may request verification that the employee or her/his family member is a victim of abuse, and that the leave is for one of the covered remedial activities. Verification is

satisfied by one or more of the following: (1) a police report indicating the employee or family member was a victim of abuse; (2) a court order protecting the employee or family member; (3) documentation from an attorney, clergy member, medical provider, or other professional from whom assistance was sought; or (4) the employee's own written statement that s/he or a family member is a victim and needs the leave to seek assistance. 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 his/her 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 the time missed unless they are eligible for paid time off and request vacation or floating holiday leave. Pool employees will not be compensated by the District for time spent on jury duty. An employee released from jury duty for part of a day should call his/her supervisor for instructions. An employee receiving a jury summons should inform his/her department as soon as possible so that arrangements may be made to cover for the employee.

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 pro-rated 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.

7. DRUG & ALCOHOL-FREE WORKPLACE POLICY.

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.

7.1.3. This policy provides for pre-employment drug testing of prospective employees in all positions, and post-accident, reasonable suspicion, “return-to-duty” and “follow-up” drug and alcohol testing for all employees.

7.2. Responsibilities:

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

- (a). Adopting this Policy and for establishing a drug free workplace in compliance with applicable laws and regulations.
- (b). Adopting a drug and alcohol awareness information program and associated policies and procedures for the employees.
- (c). 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:

- (a). Implementing and enforcing this policy and applicable procedures.

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

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

- (a). Not reporting to duty while under the influence of drugs or alcohol.
- (b). Not being under the influence of drugs or alcohol while On the Job.
- (c). Fully informing themselves of the content of this policy and the District's drug and alcohol testing procedures.
- (d). Seeking appropriate assistance with chemical dependency or drug and alcohol abuse problems before such problems result in a violation of this Policy.
- (e). Cooperating and complying with applicable testing procedures established in this policy.
- (f). 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 chief then will determine whether the employee can remain at work and whether any work restrictions will be necessary.

8. Employees Responsibilities and Conduct. 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.

8.1. 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:

- 8.1.1.** Basic tact and courtesy towards the public and fellow employees;
- 8.1.2.** Adherence to District practices, procedures, safety rules and safe work practices;
- 8.1.3.** Compliance with directions from supervisors;
- 8.1.4.** Preserving and protecting the District's equipment, grounds, facilities and resources; and
- 8.1.5.** Providing orderly and cost-efficient services to its citizens.
- 8.1.6.** In addition to the general standards of conduct described above, there are some specific expectations that the District has of all staff, including:

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- (a). 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.
 - (b). 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.
 - (c). Staff must refrain from distracting others who are guarding.
 - (d). 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.
- 8.1.7.** 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.
- (a). 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.
 - (b). 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.
 - (c). 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.
 - (d). 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.

8.2. 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.

8.2.1. 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.

- (a). 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.

- (b). The District will order and provide the uniforms for those whose positions require them.
- (c). Clothing items provided by the employee must conform to the following guidelines:
 - (i). Manager's shirts must have a collar and/or be considered "business casual".
 - (ii). T-shirts (other than Mt. Rainier Pool shirts) are prohibited.
 - (iii). Shorts and skirts are permitted; however, they must be at least fingertip length and be appropriate for a casual business environment.
 - (iv). Sandals and flip-flops are permitted.
 - (v). Sweatpants, shorts made out of sweat-pant material and/or work-out gear is not permitted.
- (d). If the employee's supervisor concludes the employee's attire is inappropriate for any non-discriminatory reason, the employee may be sent home without pay.
- (e). If an employee has any questions regarding appropriate attire, the employee should contact his or her supervisor.

8.2.2. 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:

- (a). Employees are expected to report to work free of strong odors, whether personal or artificial (i.e. scented personal care products or perfumes).
- (b). Hair, including facial hair, must be neatly trimmed or restrained before coming into contact with machinery of any kind.
- (c). Fingernails must be neat and clean in appearance. They may be unpolished or polished neatly with no chipping.
- (d). 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.

8.3. 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.

8.3.1. 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.

8.3.2. Tasks that should be attended to daily include:

- (a). 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.
- (b). 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.
- (c). Staff room – 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.
- (d). 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.
- (e). 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.
- (f). Lobby – Glass doors cleaned, and debris swept from the floor.

8.3.3. 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.

8.3.4. 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.

8.3.5. 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.

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

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

- (a). 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.
- (b). Is conducted during the employee's work hours with the District .
- (c). Utilizes District telephones, computers, supplies, or any other resources, facilities or equipment.
- (d). 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.
- (e). May reasonably be perceived by members of the public as a conflict of interest.

8.4.2. 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.

8.4.3. 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.

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

8.6. 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.

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

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

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

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8.7.1. 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.

8.7.2. 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.

8.8. Tobacco-Free Workplace. For health and safety considerations and in accord with State law, the District prohibits the use of any tobacco product in or near the District building and property.

8.8.1. Employees using tobacco products outside the building in accordance with this policy are requested to remove or cover their Mt. Rainier Pool uniform or anything that identifies them as a District employee or choose a location out of view from the public.

8.9. 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.

8.9.1. 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.

(a). 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.

(b). 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.

8.9.2. 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

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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.

- (a).** 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.
- (b).** 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.
- (c).** Because E-mail is a business communications tool, all E-mail messages should be business-like and professional in tone and content. Obscene, offensive, illegal, or unprofessional communication through E- mail is forbidden. This includes, but is not limited to:
 - (i).** Obscene, profane, abusive, or threatening language or graphic representations; such as "flaming" (exhibiting anger though vitriolic content and/or implied yelling by using all capital letters);
 - (ii).** 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.
 - (iii).** Reference to or discussion of any sexual acts, sexual relationships, dates, dating, or any personal relationships.
 - (iv).** Jokes or non-work-related chain emails of any nature.
 - (v).** Communications that violate the personal privacy of, or are disrespectful of, any individual.
 - (vi).** Communications in furtherance of any illegal activity, including, but not limited to, "football pools" and other forms of illegal gambling
- (d).** Standard security protocols should be followed at all times. This includes, but is not limited to:
 - (i).** 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.
 - (ii).** No user may access computer systems with another user's password or account information unless authorized by District management.

- (iii). 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.
 - (iv). New software or updates to current software should not be downloaded onto any computer without the prior authorization of the management.
 - (e). 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.
 - (f). 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.
 - (g). District computers and internet may never be used to:
 - (i). 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.
 - (ii). 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
 - (iii). View or access websites that depict or enable any sexual acts, sexual relationships, dates, dating, or any personal relationships
 - (iv). 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.
 - (v). 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.
- 8.9.3.** 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.

8.9.4. 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.

8.10. 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.

8.11. 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.

8.12. 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.

8.13. 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.

8.14. Safety. The District endeavors to use 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 his/her supervisor. The District will endeavor to remedy problems as quickly as possible.

8.14.1. 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.

8.14.2. Employees are expected to comply with the following specific safety rules, including but not limited to:

(a). Keep your individual work area clean and orderly at all times.

(b). Do not smoke or permit others to smoke on District owned or leased property.

(c). Do not allow unauthorized people to have access to restricted areas.

- (d). Store all materials and equipment in their proper places and appropriately.
- (e). Conduct themselves in a professional manner at all times while on work premises.
- (f). Driving safety and courteously when operating a vehicle as part of work.
- (g). Awareness of chemical hazards and proper uses.
- (h). If your job duties include lifting heavy objects, do so with the appropriate equipment and/or assistance.
- (i). Report immediately any injury or accident, safety hazard, or property needing repair to the shift supervisor

8.14.3. 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.

- (a). 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.
- (b). 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.

8.14.4. Employees should exercise caution in the performance of duties and shall follow and adhere to published safety regulations and controls.

8.15. Dispute Resolution. The District recognizes that sometimes situations arise in which an employee feels that he/she has 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.

8.15.1. Step 1: An employee should first try to resolve any problem or complaint with his/her direct supervisor. The supervisor should respond to the employee, in writing, within five to seven working days after meeting with him/her.

8.15.2. Step 2: If the employee is not satisfied with the response from his/her 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:

- (a). A description of the problem;
- (b). A specific practice, guideline, or procedure, which the employee believes, has been misapplied;
- (c). The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;
- (d). The remedy sought by the employee to resolve the dispute.

8.15.3. The Manager or District General Manager 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.

8.16. 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.

8.16.1. 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.

8.16.2. 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.

8.16.3. 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.

8.17. Litigation. From time-to-time 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.

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 his or her 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.

(a). 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 his or her identity in writing.

(b).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 he or she 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 he or she 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:

(a).specifies the alleged retaliatory action and

(b).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

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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. 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 District is not required or obligated to take any preliminary steps before imposing a disciplinary sanction, including termination.

10.1. 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.

10.2. 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.

10.3. 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 a guideline, rule, regulation, or administrative instruction. It is intended to increase an employee's efficiency and value to 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.

10.4. 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 Metropolitan Park District. All employment with the District is at-will and therefore, except as provided in Section 3.6.2, may be ended by either party with or without warning at any time.

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

- (a). When an employee has received appropriate performance counseling and remains either unable or unwilling to take corrective action to address a significant performance issue.
- (b). When the employee has grievously or maliciously violated the law or District policy or rules of employee conduct.
- (c). When the employee exhibits extreme negligence that has or may cause harm to the District, themselves or anyone else.
- (d). When the District determines that termination of the employee is in the best interest of the District.

10.4.2. When the nature of a violation warrants termination, suspension without pay, 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:

- (a). The reason(s) for the termination;
- (b). Information on any previous performance counseling, warnings or corrective actions that may be relevant;
- (c). A brief summary of the employee's work record and length of employment with the District; and
- (d). Any other relevant information.
- (e). The District will 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 he/she 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.

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10.4.3. 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. 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.

11.1. 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.

11.1.1. 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

11.1.2. Material falsification of any application for employment or any report, record, time record or any other District records

11.1.3. Soliciting and/or accepting payment, gifts or any item of value for services performed during the regular workday while working for the District

11.1.4. Material alteration, destruction or waste of District property, facilities, records or equipment, wherever located or the destruction of another employee's property

11.1.5. Violation of the alcohol or drug policies

11.1.6. Giving or taking a bribe of any nature as inducement for obtaining or retaining a job or position

11.1.7. Disorderly conduct, fighting or insubordination. Insubordination includes, but is not limited to:

(a). Neglect of duty or refusal or failure to obey reasonable orders or instructions in the line of duty

(b). Use of abusive, insulting or obscene language to any supervisor or other employee

11.1.8. Threatening, intimidating, coercing or interfering with supervisors or other employees

11.1.9. Deliberate attempts to injure another employee or fighting on District property

11.1.10. Sleeping during work hours

-
- 11.1.11. Possession of firearms, explosives or any dangerous weapons is prohibited while performing District work
 - 11.1.12. Recklessness resulting in a serious accident while on duty
 - 11.1.13. Workplace harassment or other unlawful discrimination directed toward another employee or other individual in the workplace
 - 11.1.14. Use of District property or time for personal financial gain
 - 11.1.15. Ignoring safety rules or common safety practices or contributing to unsanitary or unsafe working conditions
 - 11.1.16. Failure to report occupational injuries or accidents promptly to the employee's supervisor
 - 11.1.17. Engaging in activities other than assigned work during working hours without approval in advance by a supervisor
 - 11.1.18. Acting in an insulting, rude or insolent manner towards any citizen, employee or other person while working for the District or on District premises
 - 11.1.19. Failure to exercise the care and attention to one's work as required by the circumstances
 - 11.1.20. Unexcused or excessive absences, or tardiness
 - 11.1.21. 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
 - 11.1.22. Loafing or spending unnecessary time away from the job
 - 11.1.23. Unauthorized possession or use of any District property, equipment or materials
 - 11.1.24. Violation of any District Policy or Procedure.
- 11.2. **Off Duty Conduct.** Employees are considered representatives of the District at all times and will behave with respect.

ADDENDUM A – FAMILY MEDICAL LEAVE ACT

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Family Leave Act

Like the federal Family and Medical Leave Act (FMLA), Washington's Family Leave Act (FLA) provides up to 12 weeks of protected leave in a 12-month period for eligible employees. To be eligible, an employee must be employed at least 12 months with the employer and must have worked 1,250 hours in the 12-month period preceding the requested leave. In most cases, the FLA will run concurrently with the FMLA and the enforcement rights are under the federal law. Workers may enforce their rights under the FLA in the following three circumstances:

1. 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.
2. 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.
3. 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 FLA 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.

More worker rights coming in 2019-20

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.ssd.wa.gov).

For information about qualifying exigency leave under the FMLA, see: [Military Family Leave Provisions of the FMLA Frequently Asked Questions](#)

If your situation does not fit into any of the three circumstances described above, the FMLA supersedes the FLA and you must enforce your rights under the federal law.

For more information:

- 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).

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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