CITY OF COVINGTON, WASHINGTON
RESOLUTION NO. 12-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON; ADOPTING A REVISED CITY OF COVINGTON EMPLOYEE HANDBOOK, WHICH SUPERSEDES THE PREVIOUS VERSION OF THE EMPLOYEE HANDBOOK ISSUED UNDER RESOLUTION 07-12.

WHEREAS, the City of Covington was incorporated on August 31, 1997; and

WHEREAS, since the time of incorporation the City has established certain policies in regards to personnel; and

WHEREAS, due to changes in the laws, as well as to the services the City supplies to its citizens and the City's internal operating needs, it is necessary to revise those personnel policies to in order to comply with changes in state and federal law, to ensure consistency in the operations of the City, and to provide current information to the employees of the City so that they can better understand their job in relation to City government; and

WHEREAS, in order to prevent any inconsistencies between the revised City of Covington Employee Handbook and an earlier adopted version of the City of Covington Employee Handbook as well as procedures and policies contained in earlier Resolutions relating to personnel policies, now, therefore

BE IT RESOLVED by the City Council of the City of Covington, Washington, as follows:

The City Council does hereby approve and adopt for the City the revised City of Covington Employee Handbook in the form as attached hereto as Exhibit A, superseding Resolution 07-12.

PASSED in open and regular session on this 11th day of September, 2012.

Margaret Harto

Mayor Margaret Harto

ATTESTED:

Sharon Scott
City Clerk

APPROVED AS TO FORM:

Sara Springer
City Attorney

EXHIBIT A

FINAL DRAFT

Mailed to Council &

Distributed to MT on 8-28-12

Employee Handbook

Original Adoption September 7, 1999

Revision No. 3 Approved per Resolution No. ____ on _____

PROPERTY OF THE CITY OF COVINGTON
RETURN TO PERSONNEL UPON TERMINATION OF EMPLOYMENT

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City Of Covington
EMPLOYEE HANDBOOK

This handbook belongs to: _____

Your job title is: _____

Your starting date is: _____

Your regular workweek is: _____ through _____

(A mutually agreed-to and approved Work Schedule Agreement will specify your regular hours of work upon start of employment.)

You are a(n): ❑ Temporary/Seasonal Employee (***not*** eligible for benefits)

❑ Introductory Employee. Upon **successful** completion of your introductory period on _____, you will become a:

- ❑ Regular Full-Time Employee (eligible for benefits)
- ❑ Regular Part-Time Employee (eligible for benefits)
- ❑ Regular Part-Time Employee (but ***not*** eligible for benefits)

Your position is eligible for overtime: ❑ No (Exempt) ❑ Yes (Non-exempt)

Your position is eligible for the following checked employee benefits:

- ❑ Medical Insurance
- ❑ Vision Insurance
- ❑ Dental Insurance
- ❑ Employee Assistance Plan
- ❑ VEBA Health Reimbursement Arrangement (HRA)
- ❑ Section 125 Pre-Tax Benefit Plan
- ❑ Long-Term Disability Insurance
- ❑ Life Insurance
- ❑ Accidental Death & Dismemberment
- ❑ Survivor's Life Insurance
- ❑ 401(a) Retirement Plan
- ❑ 457 Employee Deferred Compensation Plan
- ❑ Roth IRA
- ❑ Vacation/Sick Leave
- ❑ Paid Jury Duty Leave
- ❑ Paid Holidays

Your Department Head's Name & Title: _____

_____

Your Supervisor's Name & Title: _____

_____

City of Covington Contact Info: 16720 271st Street, Suite 100; Covington, WA 98042
Telephone: (253) 480-2400 - Fax: (253) 638-1122

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Terms of Employment

This handbook has been prepared as a guide and reference for all employees. The programs, policies, and procedures described herein are not conditions of employment, and do not constitute promises of specific treatment in specific situations. Any department's Standard Operating Procedures (SOP's) need to be consistent with these policies; if a conflict exists, the policies and procedures contained within this Employee Handbook shall preside. The city, in its sole discretion, reserves the right to change, delete, suspend, deviate from, or discontinue any or all such plans, policies, or procedures, in whole or in part, at any time, with or without notice. The language used in this handbook is not intended to create, nor does it constitute or imply, a contract between the city and any of its employees. This handbook does not guarantee or promise employment for any specific period of time or specific treatment in specific instances upon which any employee may rely.

Unless specific rights are granted to individuals in written employment contracts, all employees of the city are considered at-will employees and may be terminated from city employment at any time, with or without cause and with or without notice. Only the city manager, in writing, can alter this employment "at will" policy, with the consent of the city council.

Any provision of this handbook will be superseded if in conflict with any provision of a valid and effective individual contract, or federal or state law.

This handbook supercedes and replaces any and all other employee handbooks, manuals, policies or procedures, effective immediately.

Action Required of New Employees:
After reviewing this Employee Handbook, please sign the handbook "Receipt and Acknowledgement Form" included at the end of this handbook, confirming that you have received and understand the contents of the City of Covington's Employee Handbook, and return the original signed form to Personnel within seven (7) days of the start of your employment.

Action Required of Current Employees Receiving an Updated Revision of This Handbook:
After reviewing this Employee Handbook, please sign the handbook "Receipt and Acknowledgement Form" included at the end of this handbook, confirming that you have received and understand the contents of the City of Covington's Employee Handbook, and return the original signed form to Personnel within seven (7) days of receiving this revision. ***Please destroy all previous issues/revisions of this handbook.***

Section 1 – Introduction

1.1 About the City Of Covington

Welcome to the City of Covington. The city incorporated on August 31, 1997, with eleven employees providing services to 12,500 residents. As of the middle of 2012, the population has grown to 17,640. The City of Covington contracts for many services such as police, court and jail services. City staff is responsible for overseeing contracts approved by the city council.

In addition to assuring that services are provided to the citizens of Covington, the city council has adopted a Vision, Mission and Goals Statement (Appendix J, Exhibit 1) stating their goals for Covington's future. Please familiarize yourself with this document, as many decisions are based upon what it states.

In 2004, the city council commissioned a Human Services Community Needs Assessment. Compared to the rest of King County, it was found that Covington's population had a significantly higher percentage of youth (35% vs. 22%). According to the U.S. Census of 2010, 80% of Covington households are families, and the average family size is 3.43.

1.2 Employee General Code of Conduct

Since the proper working relationship between employees and the public depends on each employee's on-going job performance, professional conduct, and professional behavior, the city expects certain minimum standards of personal conduct from its employees:

- use tact and courtesy towards the public and fellow employees;
- adhere to city policies, procedures, safety rules and safe work practices;
- comply with directions from management;
- preserve and protect the city's equipment, grounds, facilities and resources; and
- provide orderly and timely services to its citizens.

1.3 Welcome!

Welcome to the team! We pride ourselves on being a staff of dedicated professionals and welcome your contribution. This handbook has been prepared as a guide and reference to acquaint you with the policies and procedures of the city. Please spend the time necessary to review and understand this handbook. If you have any questions, please feel free to ask your department head or the personnel manager.

Section 2 - Employment

2.1 Equal Opportunity Employer

The city is an equal opportunity employer. We believe that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. It is our policy that all decisions involving any aspect of the employment relationship will be made without regard to race; color; creed; national origin; citizenship, gender, gender expression or gender identity; sexual orientation; religion; age; marital status; pregnancy; the presence of any sensory, cognitive, or physical disability; the use of a trained guide dog or service animal; honorably discharged veteran status or military status; or any other status or characteristic protected by local, state, or federal law. Discrimination and/or harassment based on any of those factors are totally inconsistent with our philosophy and will not be tolerated.

2.2 Anti-Harassment and Non-Discrimination Policy

The City of Covington expects employees to foster a professional and congenial work environment. Accordingly, all employees are expected to treat one another with courtesy, consideration, and professionalism.

The City of Covington prohibits any form of unlawful harassment or discrimination in the workplace. Harassment or discrimination based on an individual's race; color; creed; national origin; citizenship, gender, gender expression or gender identity; sexual orientation; religion; age; marital status; pregnancy; sensory, cognitive, or physical disability; use of a trained guide dog or service animal; honorably discharged veteran status or military status; or any other characteristic protected by local, state, or federal law is unacceptable and will not be tolerated. Conduct that demonstrates mutual respect is expected of all employees in the workplace.

Harassment can take many forms. Types of prohibited harassment include, but are not limited to:

- verbal (e.g., racial, sexual, or ethnic jokes, stereotypes and insults);
- physical (e.g., sexually suggestive or unwelcome touching or obscene gestures);
- visual (e.g., insulting cartoons, sexually suggestive or lewd pictures or photographs); and
- electronic and/or textual (e.g., any of the above-noted forms of harassment sent to another via e-mail, cell phone, text messages, and/or social networking sites).

Sexual harassment is one form of unlawful harassment. Sexual harassment may include requiring a person's submission to, or rejection of, sexual advances. Sexual harassment may also include a sexually abusive, intimidating, hostile, or offensive work environment that alters the terms and conditions of a person's job. Such an environment can be created by unwelcome sexual comments or advances, requests for sexual favors, gender or gender identity harassment, the display of sexually suggestive objects or pictures or emails, or any other verbal or physical conduct that would not exist but for the gender and/or gender

identity of the person at whom it is directed and which has the effect of unreasonably interfering with an employee's work performance.

If an employee believes s/he is a victim of objectionable conduct prohibited by this policy, the employee should let the offending employee know—immediately and firmly—that the behavior is offensive and that the conduct must cease. If any employee is uncomfortable doing this, or if the conduct does not stop after the request is made, s/he should report the alleged act promptly, as follows:

A. Reporting Discrimination and Harassment of Any Type

1. Any employee who believes that s/he has been subjected to objectionable conduct prohibited by this policy must report it immediately to any one of the following individuals, but not necessarily in the order presented: the department head, the personnel manager, and/or the city manager.
2. Each reported incident of unlawful harassment or discrimination will be investigated. Although we cannot guarantee confidentiality, reasonable efforts will be made to disclose information only as needed to investigate and resolve a complaint. If it is determined that a complaint is valid, appropriate remedial action will be taken promptly. When appropriate, the reporting employee will be informed that remedial action has been taken, but may not be told detailed information that the City of Covington deems to be confidential.
3. Supervisors and/or managers must report any incidents, or reports of incidents, of harassment or discrimination to one of the following individuals: the personnel manager and/or the city manager.

Retaliation against any person who complains of harassment or discrimination in good faith, or who participates in an investigation, is prohibited.

Employees found to have engaged in conduct in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

2.3 DisabilityAccommodation

The city will make reasonable accommodations for the known physical, mental, or sensory disabilities of an employee that is medically cognizable or diagnosable, exists as a record or history, or is perceived to exist, to allow them to perform the essential functions of his/her job, unless undue hardship to the city would result. The employee should advise the personnel manager of any accommodation s/he believes is medically necessary in order to perform his/her job. With the employee's written consent, the city may request information and/or medical certification from the employee's health care provider to assist the city in the determination of what, if any, reasonable accommodation may be appropriate. The city may take other action regarding employee accommodation as appropriate in accordance with state, federal or local laws.

2.4 Religious Accommodations

The city will make reasonable accommodations for any employee's sincerely held religious beliefs unless the city believes such an accommodation would create an undue hardship or is contrary to the city's commitment to diversity. For example, if, as a result of their

religious beliefs, you, as an employee, require a certain work schedule or the ability to dress in attire that varies from any dress code adopted by the city, please inform the personnel manager of your request for accommodation.

2.5 Use of City/Personal Vehicles

If driving is an essential function of your job, prior to your hire as a new employee and annually thereafter, in conjunction with the annual Employee Evaluation process, you will be required to review and complete a Vehicle Usage Agreement (Appendix A), and supply the applicable accompanying documents in order to operate any city vehicles or your personal vehicle in the performance of city business. For employees driving a city vehicle in the performance of their job-related duties, accompanying documents include copies of a valid driver's license or Commercial Driver's License (CDL), as applicable, and a "Complete Driving Record" from the Washington State Department of Licensing. Additionally, if you regularly operate your personal vehicle insead of a city-supplied vehicle in the performance of your job-related duties, you will also be required to provide proof of personal liability insurance. Current copies of your personal proof of insurance and your driver's license are required upon renewal if their renewal times do not coincide with the annual Employee Evaluation process—it is your responsibility to provide these to the Personnel Division in a timely fashion. Complete Driving Records will be reviewed to determine employee eligibility for driving while in the performance of city-assigned responsibilities.

Additionally, if your job responsibilities necessitate the possession of a Commercial Driver's License (CDL), mandatory drug and alcohol testing will take place in accordance with Personnel Procedure No HR-10.0, Drug & Alchol Testing for Commercial Driver's License (CDL) Holders (Appendix B).

If you use your personal vehicle for city business, your personal auto insurance coverage will be the primary coverage for both physical damage and liability coverage. The city's insurance will not cover physical damage and would only be in effect for excess liability coverage. Mileage reimbursement is available to employees for use of their personal vehicle while on city business, subject to contract stipulations for applicable employees. This reimbursement is intended to cover the employee's gas, depreciation, and insurance expenses. An employee's decision not to carry physical damage coverage on their personal vehicle does not obligate the city to provide reimbursement for damages incurred by an employee's vehicle.

You are required to notify your department head and/or the personnel manager of any infractions, citations, or criminal misdemeanor citations that have been received while operating a city vehicle. Furthermore, if your driver's license has expired, been suspended or revoked, you must notify your department head and/or personnel manager and must, immediately upon such expiration, suspension or revocation, cease operating city-owned vehicles.

Failure to comply with these provisions is subject to disciplinary action up to and including termination of employment.

2.6 Medical Examinations

To assure your safety and continued ability to perform your job, a medical examination may be required under some circumstances, at the sole discretion of the city, including under any of the following circumstances:

a. When you are returning from a medical leave of absence;
b. After you have become ill on the job;
c. After you have suffered a work-related injury; or
d. After you have been exposed to toxic materials.

The city may also require that you bring a signed doctor's release when returning to work after a serious injury or illness.

2.7 Hours of Work

Offices in the main building of City Hall are open to the public from 8 a.m. until 5 p.m., Monday through Friday. The Parks and Recreation Department, including the Aquatic Center, has business hours that may fluctuate, depending on the season and business needs.

The standard work week at the city is 40 hours. The standard work day is 8 hours, although, as set out below in this section, those hours as well as daily start and stop work times may be flexible depending on a number of circumstances. The full work week time frame normally commences on Sunday morning at 12:01 a.m. and ends the following Saturday evening at midnight; exceptions to that time frame occur when an employee is working a 9/80 work schedule (eight 9-hour work days, one 8-hour work day, and one day off in a two-week pay period). If you are on a 9/80 work schedule, the accounting clerk will explain the time frame of your work week.

Flexible start times and stop times have been found to be mutually beneficial to the city and its employees, and will be assigned depending on business needs and in order to ensure adequate staffing at necessary times. You will be asked to sign a mutually agreeable Work Schedule Agreement (Appendix C), upon the start of your employment stipulating your start time, the choice and length of your meal break, and your stop time, subject to supervisor and city manager approval.

Flexible work schedules have also been found to be mutually beneficial to the city and its employees. However, since flexible work schedules are subject to supervisor approval based upon business needs, they may not be available in all departments or divisions, or to all employees. Additionally, if it is found that following a flexible work schedule contributes to the need for overtime, the flexible work schedule may be subject to discontinuation in affected disciplines. Flexible work schedules may be discontinued for an individual employee, division, department, or citywide at any time at the city's discretion. Examples of current flexible work schedules are 4/10's (four 10-hour work days with the fifth day off each week) and 9/80's (eight 9-hour workdays plus one 8-hour workday with one day off in a two-week period). Other options may be available with supervisor and city manager approval.

You may be required to work overtime through an Overtime Request Form (Appendix D) previously approved by your supervisor, depending on your department's needs. All time worked is paid to the next highest quarter hour.

2.8 Rest Breaks and Meal Breaks

With supervisor approval, adult employees working more than five (5) consecutive hours are given the choice of a 30-minute or 60-minute unpaid ***meal break***, which should occur between the second and fifth working hour. Minors under the age of 16 years old must be given a meal break after four (4) consecutive hours of work. A choice of a break of either duration is offered on the Work Schedule Agreement form (see Appendix C) with supervisory approval at the start of employment, or at the supervisor's discretion to accommodate changing business needs of the city. If the approved meal break selection winds up having a negative impact on the business operations of the city, the supervisor may require the meal break duration to change. For non-exempt employees, the selected and approved meal break duration is not interchangeable at the employee's will with the alternate option, except for an occasional business or personal need with advance supervisor concurrence, although the employee may request supervisory approval to change the meal break duration on an on-going basis through the submission of a newly completed Work Schedule Agreement (Appendix C).

In exceptional and temporary circumstances that include child care, elder care, medical issues, and other circumstances of a similar nature or magnitude, it is possible for an employee to request permission to waive their meal break and apply the time saved from that break to either the beginning or end of their daily work schedule, subject to their supervisor's and the city manager's approval. The city's Work Schedule Agreement form (Appendix C) may be used to request that your meal breaks be waived.

Generally, ***rest breaks are not scheduled for the city's adult employees age 18 or older*** because, due to the nature of our work place and our jobs, breaks can be taken on an informal basis throughout the day. While taking your break, however, it is important to remain cognizant of your co-workers' work schedules and refrain from distracting them while they are performing their job. If, due to the nature of your job, you are unable to take informal rest breaks throughout the day, your department head will assign scheduled breaks of at least 10 minutes for every four hours worked. ***Minor employees under the age of 16*** years old must take a consecutive 10-minute rest break after every two consecutive hours of work, and ***minor employees between the ages of 16 and 18*** years old must take a consecutive 10-minute rest break after every four hours of work.

Rest breaks will be considered time worked for pay purposes. Rest breaks may not be taken immediately preceding or following the meal break or at the beginning or end of the workday.

2.9 Termination of Employment

While we hope your employment at the city will be long and mutually rewarding, the length of that employment is not for any fixed term and may be terminated by you or the city at any time, for any reason, or for no stated reason, at the discretion of the city.

Unless specific rights are granted to individuals in employment contracts or elsewhere, all employees of the city are considered at-will employees and may be terminated from city

employment at any time, with or without cause and with or without notice. Only the city manager, in writing, can alter this employment "at will" policy, with the consent of the city council.

If you decide to leave the city's employment, we request a minimum of two weeks notice. The city has the option of either allowing you to work during this notice period or providing pay in lieu of notice. You shall return all property of the city upon termination.

Your final paycheck will be issued on the next scheduled pay day.

2.10 Exit Interviews

If your employment ends, the personnel manager or you may request an exit interview. The personnel manager, or other designee, will schedule a time with you to conduct the exit interview.

2.11 Employee Evaluations

While the City of Covington strives to provide employee evaluations on the schedule that is outlined below, there is no guarantee that evaluations will be provided according to this or any specific schedule.

For new employees, introductory employee evaluations may be scheduled at approximately three (3) months and six (6) months after their hire date. Thereafter, employee evaluations are normally scheduled annually near or shortly following the end of each calendar year. You may also receive evaluations at other times throughout the year, as necessary, to facilitate assignment changes and/or to assist you in correcting identified performance deficiencies. The purpose of employee evaluations is to establish performance and/or employee development goals, to review your progress toward completing your objectives, and to provide you with an opportunity to discuss your performance and development needs with your immediate supervisor. Your immediate supervisor may, at this time, make recommendations regarding training or development opportunities to help you improve your performance.

If you have recently transferred to a new position, at the city's sole discretion you may also receive employee evaluations at approximately three (3) and six (6) months after starting your new position. Your written employee evaluations will also be reviewed by the personnel manager, department head, and city manager and maintained in your personnel file. Your written response to the evaluation is required, and there is a section for your written comments on the evaluation form. The completed evaluation will be maintained in your personnel file.

2.12 Personnel Files

The city maintains a personnel file for each employee that is kept confidential to the extent permitted by law.

At your request, we will give you a reasonable opportunity to inspect your file. If you disagree with anything in your file, you may add a statement of disagreement to the file. If you wish to review your file, contact the personnel manager to schedule an appointment.

The personnel manager will be present when you review your file. Personnel files are city property.

2.13 Health, Safety and Personal Protective Equipment

It is our policy to strive to provide a safe and healthful work environment for all employees. Safety is everyone's responsibility. If you observe a hazardous or unsafe situation, you are required to promptly report it to the Safety Committee Chairperson. If you have a work-related accident or suffer a work related injury or illness, report the accident, illness, or injury **immediately** to your department head so that appropriate steps can be taken, such as filling out a Hazard, Incident, Accident or Injury Report (Appendix E), and you can receive prompt medical attention.

Your position in the city may require special Personal Protective Equipment (PPE) or uniforms. If such equipment has been identified as necessary for your position, you will be provided such equipment and training on its proper use upon the start of your position. It will then be your responsibility to ensure that you always have and properly utilize this equipment.

2.14 Job Opportunities

Job openings will be posted on employee bulletin boards, the city's website, and through other appropriate advertising.

If you are interested in a posted job opening, it is advisable that you contact your department head first to notify them of your intent. Secondly, either contact Personnel Division staff to obtain a job application packet or print one from the employment section of the city's website. In general, to qualify for any job opening, you must have both a satisfactory performance record, no adverse disciplinary actions in the last twelve months and meet the minimum qualifications for the position. Your previous work history in the city will be taken into consideration when review of your application for the job opening takes place.

2.15 Employment of Relatives

While the city has no prohibition against hiring relatives of employees, close family members such as parents, children, spouses, siblings, significant others, or in-laws will not be hired into or transferred into a position where they directly or indirectly supervise or are supervised by another close family member or significant other. The city reserves the right to determine, in all cases, if a close relationship exists, in order to prohibit a supervisory relationship.

2.16 Co-worker Relationships

Romantic and/or sexual relationships between co-workers may pose certain risks to the city, particularly if the relationship involves an employee in a managerial or supervisory capacity and their subordinate, which is prohibited by the city.

Any supervisory-level employee who engages in a romantic and/or sexual relationship with a subordinate employee or anyone with whom they have an indirect or direct supervisory relationship with is required to report the existence of that relationship to the personnel manager or city manager. In this case, the involved employees will be offered

two choices: (1) transfer of one of the employees to a different department, if such transfer is possible and does not pose an undue hardship on the city; or (2) termination of one of the employees. Failure to abide by this policy may result in disciplinary action, up to and including termination of employment.

Section 3 - Pay Practices

3.1 Payroll

Payroll periods are two weeks in length, starting on Sunday at 12:01 AM and ending at midnight on the following Saturday. Paydays are every other Friday. If a payday falls on a banking holiday, you will be paid on the last business day immediately preceding the regular payday.

City Hall is closed in observance of both the day of Thanksgiving (the last Thursday of November) and the following Friday as holidays. If a payday falls on that Friday, every effort will be made to have paychecks distributed and direct deposits completed on the previous Wednesday. Otherwise, employees who normally elect to have direct deposit will have their paychecks direct-deposited on that Friday, in accordance with the normal schedule, and paychecks will be distributed on the previous Wednesday before the close of business. If for any reason that is not possible, those paychecks will be distributed to employee mailboxes by the close of business on the first business day (Monday) following City Hall's Thanksgiving weekend closure.

With each paycheck, you will receive a statement showing gross pay, deductions, and net pay. Payroll draws and advances are not allowed.

Contact the accounting clerk if you have any questions about your paycheck.

3.2 Time and Attendance Records

It is your responsibility to make sure that your attendance and hours worked are recorded accurately on your timesheet. Correctly charging the appropriate fund, if such charging is applicable to your position, is as necessary as correctly recording the amount of time worked. In addition to potential legal ramifications for both the city and the employee, mischarging on the timesheet in any way could cause the city to be excluded from participating for grants. Altering or falsifying your timesheet, or deliberately falsifying another employee's timesheet, is prohibited and may result in disciplinary action up to and including termination of employment. Completed timesheets are city property and are not to be removed from city premises. If you have questions about how to complete your timesheet, talk to your supervisor or the accounting clerk. Refusal to sign your completed timesheet or failure to submit your completed timesheet by the required due dates may result in disciplinary action, up to and including termination of employment.

3.3 Employee Status

Below are definitions of the different categories of employee status. It is to be noted that no matter what category a position falls under, all positions for the city that are not covered by a contract are **"at will" positions—meaning that employment may be terminated by either the city or the employee at any time, for any reason, or no reason at all.**

An **introductory employee** is a new hire intended to become a "regular" employee, either full-time or part-time as applicable, upon their successful completion of the 6-month introductory period. Introductory status does ***not*** apply to temporary or temporary seasonal employees, whose status is explained in more detail below. Introductory

employees are eligible to participate in normal employee benefits; however, they may be subject to certain

restrictions—particularly in the use of accrued vacation hours and the accrual of the Personal Floating Holiday (refer to Section **4.1 Vacation** and Section **4.2 Holidays**). Additionally, a "regular" employee may once again acquire the "introductory" status if they apply for and are accepted into a different job position than that which they currently hold within the city. In this case, the "introductory" status would be without the vacation use restrictions that would normally apply to a new hire.

A **regular employee who is eligible to participate in normal employee benefits** has successfully completed their 6-month introductory period of employment and is regularly-scheduled to work a minimum of 20 hours or more per week. "Regular" employees who are eligible for benefits are defined as full-time and part-time, as follows:

- A **regular, full-time employee** who is regularly scheduled to work 40 hours or more per week on a continuing basis.
- A **regular, part-time employee who is regularly scheduled to work a minimum of 20 hours**, but no more than 39 hours, on average and on an overall continuing basis each week, and receives employee benefits in a percentage prorated, where applicable, to coincide with their weekly average hours. Please see the different benefit sections of this handbook for proration information.

The following employee statuses do not receive some or all employee benefits, but the city pays Labor and Industries Worker's Compensation Insurance, Unemployment Insurance, as well as the city's portion of Social Security Replacement and Medicare. Standard deductions the employee is responsible for that still apply are Medicare, Federal Withholding tax, and the employee's portion of Social Security Replacement.

- A **regular part-time employee who works less than 20 hours** on average on a continuing basis per week receives the 401(a) Retirement Plan benefit only.

  There may be times when a regular, part-time employee normally working less than 20 hours on average per week may temporarily work significantly more hours per week and still not be eligible to receive benefits. These additional work hours may occur, for instance, in times of increased workload and/or in cases where employed students on school break are available to work additional hours. In these instances, it is city policy that an affected part-time employee's work hours may increase up to, but no more than, 35 hours per week.

  Additionally, such significantly increased work hours may occur for no more than 12 weeks during a calendar year, either consecutively or dispersed throughout the year, for each affected employee.
- A **temporary employee (full-time or part-time)** who is scheduled to work for an indeterminate length of time, but of a continuous duration generally lasting less than one year receives no benefits. Temporary employees are treated as new hires when a period of more than 90 days has passed since the last date of their active employment.

- A **temporary seasonal** or **temporary limited duration employee (full-time or part-time)** is fulfilling a need of a predetermined or "limited" duration, or of a specific project usually lasting no more than one (1) year receives no benefits. If a temporary seasonal or temporary limited duration employee (full or part-time) is rehired into the same status by the city, **they must be unemployed by the City for a period of at least 90 days prior to their rehire**. These rehires will be treated as new hires and may be subject to the same documentation and pre-employment requirements of a new hire.

You will be informed of your employee status when you are hired. Your status may change at any time at management's discretion.

Volunteers are not paid or entitled to employee benefits.

3.4 Exempt/Non-exempt Definitions

When employees are hired or when an employee's status changes due to a change in job assignment, they are notified of their exempt or non-exempt staus, as follows:

Non-exempt employees (overtime eligible): The Fair Labor Standards Act (FLSA) is a federal law governing overtime. This law, as well as state law, requires that non-exempt employees who work more than 40 hours in a workweek receive overtime pay. Employees have the right to choose compensatory time off in lieu of overtime pay and this policy is described more fully in section **3.6 Compensatory Time**. If you have questions about overtime eligibility, please see the personnel manager.

Exempt employees: Some employees are classified as exempt from the FLSA (and applicable state laws), and are not eligible for paid overtime. These positions are typically managerial, professional, or administrative in nature.

3.5 Overtime

Due to the nature of our work, you may be required to work overtime.

For payroll purposes, the city's work week varies depending on your shift schedule, but consists of 40 hours. If your position is non-exempt, and thus eligible for overtime, you will receive one and one-half (1 ½) times your regular hourly rate for every hour worked in excess of 40 in the work week, as required by state law. Overtime worked is calculated to the next highest quarter hour and may be compensated either in pay or in compensatory time off (see section **3.6 Compensatory Time**, below).

Holidays, merit hours, vacation, compensatory time and sick leave are considered time actually worked when calculating hours worked for overtime purposes. Non-working time, such as meals or the commute to and from work, are not considered time worked when calculating time worked other than callout time defined in section **3.8 Callout** or when a non-exempt employee drives to the location of a business trip destination.

Non-exempt employees must complete an Overtime Request Form (Appendix D) and have it signed, in advance, by their supervisor in order to work overtime or to take work home with them. If you are a non-exempt employee and have been requested to work overtime

but cannot acquire your supervisor's signature on an Overtime Request Form in advance, please notify management as soon as possible. Failure to obtain prior approval for

working overtime hours may result in disciplinary action, up to and including termination of employment.

3.6 Compensatory Time

If you are a non-exempt employee and you work overtime, you may agree to receive compensatory time off instead of cash payment. If you decide to accept compensatory time off instead of an overtime payment, you will be credited with one and one-half (1½) times the hours you worked in excess of 40 hours in the work week. You may not accrue more than 80 hours in compensatory time. After the maximum accrual is reached, your overtime compensation will be included in your paycheck.

If a regular employee who normally works at least 20 hours per week but less than 40 hours per week works additional hours beyond their normal work schedule, they shall have the option to choose either cash payment or compensation time on an hour-for-hour basis for those hours worked beyond their normal work schedule up to 40 hours within the same work week. Hours worked beyond 40 in the same work week will be compensated at one and one-half (1½) times the hours worked or compensatory time.

Generally, compensatory time is used for short-term absences from work during times mutually agreed to by you and your supervisor. Use of accrued compensatory time is allowed during the introductory period, if approved by your supervisor. You may also use accumulated compensatory time off as additional vacation. If you want to use your accumulated compensatory time, notify your supervisor as soon as possible. Your request will be granted unless doing so would unduly disrupt city operations.

It is not the policy of the city to "cash out" compensatory time accumulated up to the 80-hour maximum while an employee is actively employed by the city. However, when your employment with the city ends for any reason, you will receive payment for your unused compensatory time.

3.7 Floating Holidays

Refer to section **4.2 Holidays** for pay practices regarding the annual Floating Holiday and also Personal Floating Holidays that result from sick leave conversion as noted in section **5.2.A Sick Leave Conversion to Floating Holidays**.

3.8 Callout

All employees are subject to callout in emergencies or as needed by the city to provide necessary services to the public. In particular, Public Works personnel will respond to Citizen Action Requests (CARs) 24 hours per day, 7 days per week, and 365 days per year, in order to better serve its citizens and protect against injury, liability, and infrastructure damage. Your department head will determine a callout situation and who is to be contacted. Public Works employees may refer to the Public Works Standard Operating Procedure, After Hours Callout (Appendix F). Employees of other departments should check with your supervisor and/or refer to your department's procedures in this regard. A refusal to comply with a callout may be grounds for immediate disciplinary action, including possible termination. Only non-exempt employees called out to duty will

be paid their appropriate rate of pay for a minimum of two hours, which includes travel time.

The two hours of callout time plus any additional time worked over the two hours callout minimum will be included in hours worked for calculating eligible employees' overtime for that work week.

3.9 Travel Policies

Please see the accounting clerk regarding the details of the city's travel policies and reimbursement of expenses incurred while on official city business. A Claim for Travel Expenses Report form (Appendix G) may be used for this purpose.

Section 4 - Employee Benefits

4.1 Vacation

If you are a regular full-time employee working 40 or more hours per week or a regular, part-time employee who is regularly scheduled to work a minimum of 20 hours or more each week, you will receive vacation based on your years of service with the City of Covington, according to the following schedule. Regular part-time employees who regularly work an average of 30-39 hours per week receive 75 percent of the full-time employee benefit, while regular part-time employees who regularly work an average of 20-29 hours per week receive 50 percent of the full-time benefit.

Vacation accrues each pay period and will begin to accrue as of your date of hire. Although vacation begins to accrue immediately, you are not eligible to take accrued vacation until after you have worked for the city for at least six (6) months. Exceptions to this may be made on a case-by-case basis, with the city manager's approval.

Length of Service	Full-Time Employee Annual Vacation Days*	Part-Time Employee (30-39 Weekly Hours) Annual Vacation Days*	Part-Time Employee (20-29 Weekly Hours) Annual Vacation Days*
1 - 2 years	12 (3.69 hrs/pay period)	9.0 (2.77 hrs/pay period)	6.0 (1.85 hrs/pay period)
3 years	13 (4.00 hrs/pay period)	9.75 (3 hrs/pay period)	6.5 (2 hrs/pay period)
4 years	14 (4.31 hrs/pay period)	10.5 (3.23 hrs/pay period)	7.0 (2.15 hrs/pay period)
5 years	15 (4.62 hrs/pay period)	11.25 (3.46 hrs/pay period)	7.5 (2.31 hrs/pay period)
6 years	16 (4.92 hrs/pay period)	12.0 (3.69 hrs/pay period)	8.0 (2.46 hrs/pay period)
7 years	17 (5.23 hrs/pay period)	12.75 (3.92 hrs/pay period)	8.5 (2.62 hrs/pay period)
8 years	18 (5.54 hrs/pay period)	13.5 (4.15 hrs/pay period)	9.0 (2.77 hrs/pay period)
9 years	19 (5.85 hrs/pay period)	14.25 (4.38 hrs/pay period)	9.5 (2.92 hrs/pay period)
10 – 11 years	20 (6.15 hrs/pay period)	15.0 (4.62 hrs/pay period)	10.0 (3.08 hrs/pay period)
12 – 13 years	21 (6.46 hrs/pay period)	15.75 (4.85 hrs/pay period)	10.5 (3.23 hrs/pay period)
14 – 15 years	22 (6.77 hrs/pay period)	16.5 (5.08 hrs/pay period)	11.0 (3.38 hrs/pay period)
16+ years	23 (7.08 hrs/pay period)	17.25 (5.31 hrs/pay period)	11.5 (3.54 hrs/pay period)

*** One day of vacation is equal to eight (8) hours. Accrual is based on a biweekly pay period.**

An employee's years of service for vacation accrual purposes may be calculated based on previous relevant experience. Credit of up to 25% may be given for related career service.

After your first six (6) months of employment, you may take accrued vacation, but you may not "borrow" from future vacation. Vacation accrual continues during vacation leave, recognized holidays and paid sick leave. Vacation is intended to be a time for you to relax

and get away from work. With this in mind, you are encouraged to take all of your available vacation in full each year, as it is available. Additionally, employees may also use accrued vacation for any reason, as long as the scheduled time off has their supervisor's approval. If you are unable to take all of your available vacation, you may carry over a maximum of two (2) years' accrual, in accordance with the above-mentioned accrual schedule, into the next year. Any excess of the two (2) years' accrual will be lost. Under special circumstances, or if you are unable to take your vacation because of requests by management, you may be allowed to carry over more than the maximum. This matter needs to be discussed with your supervisor and approved by the city manager.

To meet the needs of the public, please provide as much notice as possible to schedule your vacation. Generally, we ask for a minimum of five (5) days in advance with the submission of an Absence Request form (Appendix H), and all vacations of more than one day in duration should be approved in advance. If you find that you need to change your vacation schedule, discuss the matter with your supervisor. While we will strive to honor your vacation request, your supervisor may require a change in your requested vacation schedule, based on the needs of the organization. Vacation usage is charged in quarter-hour increments. Exempt employees are only to charge vacation leave time in increments of four hours or more per day—absences of less than four hours will not be deducted from their vacation leave. Vacation requests will not be approved if you are returning from an unpaid leave of absence of two (2) months or longer, until you have completed two (2) months of continuous service from the date you returned to work. If you have any questions regarding vacation accrual or eligibility, discuss the matter with the personnel manager or the accounting clerk.

If a paid holiday occurs during your scheduled vacation, the holiday will not count as vacation and will not be deducted from your available vacation balance.

When your employment with the city ends for any reason, except the unsuccessful completion of the 6-month introductory period, you will receive payment for your unused accrued vacation leave at the rate of pay in effect at the time of your termination. If you are rehired within two (2) years of leaving the city's employment, consideration will be given to your prior length of service in order to calculate your vacation accrual rate.

A. Vacation Leave Donations

An employee eligible for leave benefits may voluntarily donate a portion of their accrued vacation leave to another employee eligible for leave benefits who is experiencing a need due to hardship. Conditions for donating vacation leave are as follows:

1. Such need will be expressed through the city manager's office to the other city employees.
2. Donation may be made up to, but not in excess of, 20 vacation hours after the passage of a two-month period from any previous donation.
3. Employees donating leave must be left with at least a 20-hour balance of vacation leave after the donation.

4. Donation will be effective upon the completion of a Vacation Donation Request form (Appendix I) and approved by both the donating and receiving employee's department head and the city manager.
5. Donation amount will be transferred to receiving employee based on conversion of the hourly wage of the donating employee to the hourly wage of the receiving employee.
6. The receiving employee's own vacation, sick, compensatory time, floating holiday and merit hours accrual must be exhausted prior to using any donated vacation hours. Donated hours not used within 90 days or due to the death of the receiving employee shall revert back to the donors in the proportion that it was donated.
7. Donated vacation leave hours shall be excluded from termination payoff provisions as called out in section **4.1 Vacation** of this Employee Handbook.

4.2 Holidays

The city recognizes the following holidays:

1. January 1 (News Year's Day)
2. Third Monday in January (Martin Luther King, Jr., Day)
3. Third Monday in February (Presidents' Day)
4. Last Monday in May (Memorial Day)
5. July 4 (Independence Day)
6. First Monday in September (Labor Day)
7. November 11 (Veterans' Day)
8. Fourth Thursday in November (Thanksgiving Day)
9. Friday following Thanksgiving Day
10. December 25 (Christmas Day)
11. Personal Floating Holiday (used at the employee's discretion with supervisor's approval)

If you are a regular, full-time employee and you would normally have been scheduled to work on a city holiday, you will receive 8 hours paid time off for that day. Non-exempt employees must use vacation, compensatory time, floating holiday hours, merit hours or unpaid time off to supplement holiday pay if your regular work schedule would normally be more than an 8-hour work day on that holiday. You may also choose to work the balance of the unpaid holiday hours on another day within the same work week as the holiday with supervisory approval. If your regular schedule includes a flexible day off which falls on a holiday, you may take the business day prior to, or after, the holiday as a paid day off as mutually agreed to by you and your supervisor. If you are working a 4/10 work schedule, you may request an adjustment to your work schedule during a week that contains a holiday to reduce the number of work hours in the remaining four work days in that week, rather than take the 8 holiday hours as a single day off either before or after your flex day, depending on when the holiday falls. This work schedule adjustment must be approved by your supervisor. If you are working a 9/80 work schedule, however, a similar work schedule adjustment cannot be made. Please see the accounting clerk if you have questions in this regard.

If you are a regular part-time employee scheduled to work, on average, between 20-39 hours per week, you will receive a prorated share of paid holiday hours, as noted in the chart below:

Average Weekly Hours Worked	Percentage/Hours of Holiday Benefit Received

30-39 hours	75%, or 6 hours of an 8-hour holiday
20-29 hours	50%, or 4 hours of an 8-hour holiday

Regular part-time employees who are eligible to receive the holiday benefit may use their accrued vacation, compensatory time, floating holiday hours or merit hours, or take unpaid leave to make up the hours in their normal work shift or, with the approval of their department head, work the balance of the unpaid holiday hours on another day during the same week.

You must be employed by the city in a regular capacity on the work day immediately before and the work day after a holiday in order to receive pay for the holiday. An exception to this would be an employee who worked as a temporary employee on the work day immediately before the holiday, but whose status changed to that of a regular employee on the work day immediately following the holiday. Any exception needs the approval of the city manager.

Part-time employees working less than 20 hours on average per week, temporary, and seasonal employees are not eligible for paid holidays.

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

If you are a regular, non-exempt, full-time employee and the city requires that you work on a holiday, you will be paid one and one-half (1½) times your regular hourly rate of pay.

If your religious beliefs require observance of a holiday not included in the holiday schedule above, you may, with the approval of your supervisor, take the day off using vacation, compensatory time, floating holiday hours, merit hours, or leave without pay.

A. Floating Holidays

If you are an introductory employee hired with the intention of becoming a regular full-time or a regular part-time employee scheduled to work, on average, a minimum of 20 hours or more per week, you will be given Personal Floating Holiday hours at your start date as depicted in the following chart:

Employee Status	Start Date Prior to July 1	Start Date July 1 to Nov. 30	Start Date Dec. 1 to Dec. 31
Regular Full-time (40 hrs/week)	8	4	0
Regular Part-time (30-39 hrs/week)	6	3	0
Regular Part-time (20-29 hrs/week)	4	2	0

Personal Floating Holiday hours may be used during your introductory period and must be used before the end of the calendar year in which they are issued. Unused Personal Floating Holiday hours (or the employee's choice of other accrued paid time off) may be used to care for a minor or adult child with a health condition, or a spouse, parent, grandparent, or parent-in-law with a serious health condition or health emergency. Please notify your supervisor, as far in advance as possible, when you

would like to take your Personal Floating Holiday hours. Whenever possible, your requested time off will be honored, although your supervisor may require that you select another time, based on the staffing or business needs of the organization. You must take your annual Personal Floating Holiday and any Floating Holiday Hours that you may have acquired through the conversion of Sick Leave (see section **5.2.A. Sick Leave Conversion to Floating Holidays**) in the year in which it is assigned. Floating Holidays will not be carried forward and accrued.

The Personal Floating Holiday that is granted annually to each employee as a basic benefit (and which may be prorated for new employees and regular part-time employees) may be charged on an hourly basis. However, when this Personal Floating Holiday is taken in its entirety in an 8-hour increment, non-exempt employees must charge the balance of hours in their normal work day to vacation leave, compensatory time, merit hours or unpaid leave, if their normal work day is longer than 8 hours. In the case of exempt employees, 8 hours will cover the entire work day, even if the exempt employee's normal work day schedule is longer than 8 hours. However, Floating Holiday hours that are acquired as a result of the policy noted in section **5.2.A Sick Leave Conversion to Floating Holidays** are charged on an hour-for-hour basis by both non-exempt and exempt employees and must be charged by both types of employees in an amount equal to the work time that they intend to cover.

When your employment with the city ends for any reason, you will receive payment for your unused Floating Holiday hours if your termination of employment occurs within the same year that you have a balance of unused Floating Holiday hours.

B. Merit Hours

The city has two distinct merit award programs—one that is offered to all regular, benefitted full- or part-time employees and another that is offered to regular, non-benefitted part-time Aquatic Center employees. Both reward employees for exceptional job performance. Each program is tailored to the needs of its target group, but only the "Merit Award Program for General Employees" offers an award between 0 and 32 merit hours based on the collective progress an eligible employee makes during each calendar year toward three (3) merit goals. Merit hours are leave hours used on an hour-for-hour basis by both eligible non-exempt and exempt employees. Up to 64 merit hours may be carried over from year to year; amounts beyond that must be used by the employee by the end of the year or be forfeited. For a detailed explanation of the program, see Personnel Procedure HR-16.1, Employee Compensation Procedure (Appendix J), which contains Personnel Procedure No. HR-2.5, General Employee Merit Award Program.

4.3 Insurance Benefits

NOTE: The insurance benefits outlined below are subject to the terms and conditions found in the carriers' contracts. Should any conflicts exist between any plan documents and this policy, the plan documents will govern. Benefits are also subject to change at the discretion of the city. **For additional information, see Personnel Procedure No. 16.1, Employee Compensation Program (Appendix J).** This handbook is not an

official summary plan description. For further information about your benefits, contact the Finance Department, personnel manager or other designee.

If you are a regular full-time employee scheduled to work 40 hours or more per week or a regular part-time employee regularly scheduled to work between 20-39 hours per week, you will be eligible to receive medical, dental and vision insurance through the city effective on the first of the month following your date of hire, if your start date is later than the first day of the month. For example, if you are hired on March 16, your insurance will be effective on April 1; if your first day of work is March 1, your insurance will be effective on March 1.

The city contributes toward the cost of premiums as authorized by the city council. For regular full-time or regular part-time employees regularly scheduled to work 20 or more hours on average per week, dental and vision insurance is paid in full by the city for both the employee and dependents. For regular full-time employees, the city pays the employee medical insurance premium in full, but pays 81% of the dependent premiums. The dependent medical premium benefit given to full-time employees is prorated for regular part-time employees working 20 or more hours on average per week, in accordance with the following chart:

Average Weekly Hours Worked	Percentage of Medical Insurance Premium Benefit Received
40 hours (full-time)	100% for employee; 81.00% for dependents
30-39 hours (part-time)	100% for employee; 60.75% for dependents
20-29 hours (part-time)	100% for employee; 40.50% for dependents

Specific questions about the plans are covered in the material provided by the insurance carrier, the Association of Washington Cities (AWC) Benefit Trust.

Notify the accounting clerk or designated benefits administrator immediately if you have any changes in status, including changes in marital status, additions, deletions, address changes, etc. Adding dependents to the plan is restricted by the insurance carrier and, depending on the circumstances, may be limited to the annual open enrollment period.

Regular part-time employees scheduled to work less than 20 hours on average per week, as well as full-time or part-time seasonal and temporary employees, are not eligible for insurance benefits.

A. Domestic Partner Benefits

Domestic Partner benefits may be available through the City of Covington, based on satisfaction of certain criteria. Please see Personnel Procedure No. HR-3.1, Domestic Partner Benefits (Appendix K). For further information, please see the personnel manager or the accounting clerk.

If subscribing to domestic partner benefits, please also check with your tax advisor, as this benefit may be subject to federal withholding tax.

4.4 Health Reimbursement Arrangement/Voluntary Employees' Beneficiary Association ("HRA VEBA") Plan

The city has a Health Reimbursement Account/Voluntary Employees' Beneficiary Association (HRA VEBA) Medical Reimbursement Plan for Public Employees in the Northwest. Eligibility for "Group" participation in this plan is based on the employee being of a regular, benefitted employment status. Contributions on behalf of each eligible employee are based on three funding sources, including sick leave cash-outs upon termination of employment (if employee terminates in good standing) or retirement, mandatory employee contributions, and additional employer contributions. For the complete procedure, Personnel Procedure HR-12.0, Health Reimbursment Arrangement/Voluntary Employees' Beneficiary Association ("HRA/VEBA") Plan (Appendix L).

4.5 Health Insurance Continuation (COBRA)

If you are enrolled in our health insurance plan and your employment terminates or there is a change in your marital status, you and your enrolled spouse and/or dependents may be allowed to continue coverage through the COBRA insurance continuation plan. You and/or your covered dependents are responsible for all premiums associated with this continuing coverage. Administrative fees may be required to be paid by the employee. If you have questions about COBRA, talk to the personnel manager or other designee. You are responsible for notifying the personnel manager of any changes in status, including changes to your marital status and address changes, that may affect your COBRA eligibility or notification.

4.6 Retirement Benefits

If you are a regular full-time or regular part-time employee of the city, you are covered under the 401(a) plan. The 401(a) plan is funded, in part, through employee contributions and, in part, by the city. The city's portion does not vest for a period of five years after commencement of employment to encourage employees to remain long term with the city. Other conditions may also apply toward vesting, particularly for part-time employees; for further information see the accounting clerk or designated benefits administrator. Additionally, if an employee who is not yet vested is involuntarily terminated due to a Reduction In Force (RIF), that employee may not lose the unvested portion of their retirement under certain circumstances, as approved by the city manager. Benefit levels and contribution rates for the 401(a) plan are set by the city council. Please refer to the Summary Plan Description provided to you upon the start of your employment for further information regarding this benefit. Participation in this plan is mandatory.

You may also enroll in the Employee Deferred Compensation 457 Plan or Roth IRA. Participation in these plans is voluntary.

The age at which employees may retire under the city's 401(a) retirement plan and be eligible for the Association of Washington Cities (AWC) retirement insurance is 55 years.

Should any conflicts exist between any plan documents and this policy, the plan documents will govern.

If you are intending to retire, notify the personnel manager, or other designee, at least 45 days prior to your anticipated date of retirement.

4.7 Social Security Benefits

In lieu of contributions to the Federal Social Security Program, the City of Covington has authorized a pension plan. This plan, known as a 401(a), can be explained by the Summary Plan Description provided to you upon the start of your employment. Participation is mandatory.

4.8 Membership in Professional and Technical Societies

The city encourages you to participate in technical and professional societies as applicable to your position; however, consideration must be given to budget constraints and impact on job responsibilities. These activities are considered a benefit to the city and to you, through additional knowledge or personal associations gained from the membership. The city, through the budgeting process, will determine what fees and dues it will pay for an employee's membership(s) in technical and professional societies. The city will pay only basic national and local dues. Additional voluntary program contributions will not be paid by the city.

If the city has agreed to pay dues or fees for a particular organization, the city's address shall be used on all mail to and from that organization. All magazines and publications received as part of that membership will be available for all employees to use.

4.9 Professional and Technical Registration

The city encourages professional and technical registration as it applies to your job and assumes that, if you are qualified, you will want to achieve professional status at the earliest opportunity. With your department head's and the city manager's approvals, the city will pay fees associated with obtaining professional and technical certificates and/or licenses.

4.10 Workers' Compensation Insurance

All employees may be covered while **on the job** by Workers' Compensation Insurance. This insurance may provide coverage for you if you suffer an occupational illness or injury at work. Eligibility and payments for medical expenses and lost time are determined by state law. A Hazard, Incident, Accident or Injury Report (Appendix E) describing the details of the on-the-job injury must be filled out as quickly as possible by the person

involved, or, in the event that you are unable to fill out the form, by someone who was present at the time of the injury. The form is available either through the personnel manager (either directly or in their public drive) or posted on the First Aid box in City Hall's copy room and should be returned to the personnel manager promptly upon its completion.

4.11 Unemployment Insurance Compensation

Upon severance of employment with the city, you are entitled to file for Unemployment Insurance Compensation. Eligibility and payments are determined by state law.

4.12 Education and Training

It is the policy of the city to encourage training opportunities for all employees in order that services rendered to the City will become more effective. Such training will be considered for approval in accordance with Personnel Procedure No. HR-4.0, "Tuition Reimbursement Policy," (Appendix J, Exhibit 4), and as allowed for and approved during the annual budget process.

4.13 Service Awards

In order to encourage heightened employee morale, pride, motivation and loyalty, the city has adopted a Service Recognition Award Program that recognizes an employee's accumulated years of service to the city. Service periods of one, five, ten, fifteen and twenty years are recognized in accordance with Personnel Procedure No. HR-1.1, Service Recognition Awards Program (Appendix M).

Section 5 - Absence from Work

5.1 Attendance and Punctuality

It is important that you report to work on time, as scheduled. If for some reason you will be delayed more than a few minutes, or are unable to report to work due to illness, you must call your supervisor promptly to explain the circumstances. In the event that your supervisor is not available, a logical second choice should be notified. Excessive tardiness and poor attendance may result in discipline up to and including termination of employment.

No show/no call situations will result in disciplinary action and/or termination of employment.

If you are absent from work for five or more consecutive working days without giving proper notice, you will be considered to have "voluntarily quit."

5.2 Severe Weather, Natural Disasters, and Emergency Closure

City offices and activities are to be open and in operation during established working hours. Even during times of severe weather or a natural disaster, it is essential that the city continue to provide vital city services since many are of primary importance during emergency conditions. Therefore, employees need to make every reasonable effort to report to work on as timely basis as possible and to stay at work as long as possible to cover the duration of their work schedule without compromising their safety. Only the city manager, or other designee, has authority to close all, or some, of the city's operations, or to send employees home in the event of severe weather or a natural disaster. If, in the rare event the city manager makes the decision to shut city offices due to an emergency condition, such closure will be posted on the city's website (www.covingtonwa.gov) and/or at the beginning of the city's telephone greeting after dialing City Hall's main telephone number (253-480-2400).

If a city office closure does not occur during an emergency situation, it is the employee's responsibility to contact his/her supervisor to indicate tardiness, absence, or early departure. A non-exempt employee who is unable to report to work, reports to work late or who must leave early will be given the option of having pay deducted for the time lost or, if such accrued time is available, using either vacation leave, compensatory time, floating holiday hours, or merit hours to offset any loss of pay, subject to the approval of the employee's supervisor and department head. An exempt employee will have the option of utilizing vacation leave, floating holiday hours, or merit hours for absences that are four (4) hours and greater.

5.3 Sick Leave

If you are a regular, full-time employee, you will be given a bank of 40 hours of sick leave at the start of your employment. In addition to the bank, at approximately the beginning of your sixth month of employment, you will begin accruing sick leave at the rate of 3.69 hours per pay period. Part-time, regular employees working a minimum of 20 hours per week or more, on average, will receive a sick leave bank and sick leave accrual during the same time frames, in amounts depicted by the chart on the next page:

Part-time Average	Percentage of	Sick Leave	Sick Leave Accrual

Weekly Hours Worked	Benefits Received	Bank	Per Pay Period
30-39 hours	75%	30 hours	2.77 hours
20-29 hours	50%	20 hours	1.85 hours

Sick leave is only to be used for the following reasons:

a. your own health condition due to illness, injury, physical or mental disability, including disability due to pregnancy or childbirth which prevents you from working;
b. use of a prescription drug which impairs job performance or safety;
c. illness or injury to your spouse, domestic partner, minor or adult children, parents, grandparents or parents-in-law;
d. medical or dental appointments for the employee or dependent child;
e. birth of a child to you, your wife, or domestic partner; or actual period of temporary disability associated with pregnancy or childbirth;
f. exhibiting symptoms of a contagious disease where on-the-job presence of the employee would jeopardize the health of others; or
g. actual periods of temporary disability associated with pregnancy or childbirth.

Whenever possible, all sick leave must be approved, in advance, by your supervisor. We recognize, however, that many illness occur unexpectedly. Therefore, if you are unable to provide advance notification, advise your supervisor of your absence as soon as possible. On the day you return from your unplanned sick leave, submit a completed Absence Request Form (Appendix H) to your supervisor as soon as practical. The city reserves the right to require an employee to supply a doctor's note for absences of three (3) or more consecutive days. **Sick leave is charged in quarter-hour increments.** Exempt employees are only to charge sick leave in increments of four hours or more per day—absences of less than four hours will not be deducted from their sick leave. When you return from sick leave, a doctor's certification may be required, in the sole discretion of the city.

The amount of sick leave pay you receive will be based on the number of hours you would normally have been scheduled to work that day. If you have not accrued sufficient sick leave, you will be paid only for the sick leave you have accrued and the remaining time, if any, will be unpaid, unless you choose to use vacation leave, compensatory time, floating holiday hours, or merit hours to supplement the sick leave. You may not "borrow" from future sick leave.

If you are unable to work for reasons covered by this sick leave policy, and you are also receiving time loss payments under worker's compensation, or any other insurance paid for by the city, you will receive payment for your accrued sick leave in an amount which, when combined with your worker's compensation (or other insurance) will equal your regular salary. Similarly, if you are unable to work because of a disability under a state pension plan, the amount of sick leave paid by the city, when combined with your state pension plan disability payment, will equal your regular salary.

Your accumulated sick leave will be reduced only by the amounts actually paid out to you. Unused sick leave will continue to accumulate and may be carried over from year to year, to a maximum of 720 hours.

You may not convert sick leave to cash or use it as vacation or holiday time, except as provided in section **5.3.A. Sick Leave Conversation to Floating Holidays**, below. When your employment terminates and ***if you terminate in good standing***, you will receive a contribution into your HRA/VEBA account equivalent to 25% of your accrued sick leave, up to the maximum 720-hour accrual allowance. Included in "termination" for this provision are voluntary resignations, retirements, layoffs or death. In the case of termination due to an employee's death, their designated beneficiary will receive this benefit. If you have any questions regarding the city's sick leave policy, contact the personnel manager.

A. Sick Leave Conversion to Floating Holidays

As an incentive to not abuse the use of sick leave and to additionally provide time for an employee to take off from work for reasons that may not normally be associated with sick or vacation leave, regular full-time and part-time benefitted employees accumulating more than a certain base number of sick leave hours may convert a portion of those hours exceeding the minimum number required to floating holiday hours:

Average Weekly Hours Worked	Sick Leave Accrual Base	Sick Leave Hours Over Base That May Be Converted
Full-time (40 hrs.)	160 hrs.	Up to 20 hrs.
Part-time (30-39 hrs.)	120 hrs.	Up to 15 hrs.
Part-time (20-29 hrs.)	80 hrs.	Up to 10 hrs.

Employees qualifying for this option must fill out a Sick Leave Conversion Request Form (Appendix N) in December to convert hours for the coming year. All floating holiday hours must be used during the calendar year for which they are assigned or they will be forfeited. Although similar, merit hours are subject to different carryover criteria (see section **4.2.B. Merit Hours** for additional information).

Any employee notified of their possible inclusion as part of a Reduction In Force (RIF), subsequent to a council designation of such employee RIF, may also convert up to the maximum number of sick leave hours over the allowable base to floating holiday hours, pursuant to the above terms and conditions. The conversion application form may be filed at any time after official notification to the specific employee, but before final termination of the employment relationship.

5.4 Family and Medical Leave Policy

The following is a summary of the City of Covington's Family and Medical Leave Policy, per the Family and Medical Leave Act of 1993 (FMLA) and subsequent amendments, as well as the Washington State Family Leave Act (WFLA) and Washington Maternity Regulation (WMR). If you believe you may need to avail yourself of this policy, you are encouraged to contact the personnel manager.

The city is required to provide up to 12 weeks of unpaid leave to eligible employees for reasons relating to family and medical care. The city is also required to provide up to an

additional 12 weeks of unpaid leave for the period of sickness or temporary disability to eligible employees who are pregnant or who have given birth (explained further in section **5.4.B. Eligible Uses**, below).

A. Covered Employees:

To be eligible for family medical leave under the FMLA or WFLA, an employee must:

- have worked for the city at least 12 months;
- have worked at least 1,250 hours during the 12 months preceding the start of the leave;
- be employed at a worksite with 50 or more employees within 75 miles of that worksite; and
- not have already used his/her allotment of family medical leave for the current 12-month period (by the city's choice, the "current 12-month period" means the 12-month period measured forward from the date an employee's first leave begins).

B. Eligible Uses:

Eligible employees can take up to 12 work weeks of FMLA unpaid leave during a 12-month period for/to:

- the employee's own serious health condition that makes an employee unable to perform the essential functions of his/her job;
- care for a newborn or a newly-adopted child or a newly-placed foster child—additional conditions may apply in this case, as follows:

  women who qualify for FMLA who take leave from work for pregnancy-related conditions or childbirth are entitled to additional leave benefits under the Washington Family Leave Act. After any pre- or post-pregnancy disability related leave or childbirth-disability-related leave is finished, the woman is entitled to 12 weeks of additional leave under the Washington Family Leave Act (WFLA) for bonding with and caring for the baby. Leave to care for a child after birth or placement for adoption or foster care must be concluded within 12 months of the birth or placement.

  Spouses employed by the same city are jointly entitled to a combined total of 12 weeks of leave under the FMLA and WFLA for the birth or placement of a child for adoption or foster care.
- care for a spouse, domestic partner, child, or parent with a serious health condition; or
- any "qualifying exigency," to be defined by the Secretary of Labor, arising when the spouse, child (employee's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the employee stood in loco parentis, who is on active duty or call to active duty status, and who is of any age), or parent (identified in the same way a child is identified, above) of the employee is called to active duty or is on active duty. Eligible employees can take up to 26 work weeks of unpaid leave during a single 12-month period to care for a service member who is a spouse, child, parent, or "next of kin" and who has suffered a serious injury or illness while on active duty. For additional information related to Military Leave, see section **5.5. Military Leave**, below.

C. FMLA Leave Advance Notice Requirements

Employees seeking to use FMLA leave are required to provide 30 days advance notice of the need to take leave when the need is foreseeable. The city may require delay of any leave if the need was foreseeable and proper notice was not given. For leaves that were not foreseeable, the employee is obligated to give notice "as soon as practicable." For emergency leaves, the employee must give notice within two days of being able to return to work.

D. Medical Certification

The city may require the employee to document the need for the leave by providing a certification issued by a health care provider. The city will allow the employee 15 days to obtain the medical certification. The city may request recertification at intervals of 30 calendar days or when the previous certification expires.

A second medical certification may be performed by a different doctor at the city's expense. If the second certification differs from the first, the employee and the city may mutually select a third health care provider, paid for by the city, whose opinion will control.

E. Intermittent/Reduced Leave Schedule

Employees may take leave intermittently for a single qualifying event. Intermittent leave means alternating leave time with work time, or by reducing the employee's normal weekly or daily work schedule. Leave may be taken intermittently whenever medically necessary to care for a seriously ill family member or because the employee is seriously ill and unable to work.

If the leave is for birth or placement for adoption or foster care, use of intermittent leave is subject to the city's approval. Leave for birth or for placement for adoption or foster care must conclude within 12 months of the birth or placement.

F. Substitution of Paid Leave and Leave Accruals While on FMLA

The city requires employees to use the balance of their accrued vacation leave, sick leave, floating holiday hours, and/or merit hours from the start of the leave of absence before the leave reverts to an unpaid status. Although not required by the city, the employee may request to use compensatory time, if applicable, in lieu of unpaid FMLA leave. Any compensatory time that the employee chooses to use while on FMLA cannot be counted against the allowed duration of the FMLA. The employee continues to accrue vacation or sick leave only during those periods of leave for which the employee is receiving compensation.

G. Maintenance of Health Benefits While on FMLA

While an employee is on FMLA leave, the city must maintain the employee's health insurance coverage, including family coverage, if applicable, and continue to pay the city's share of the coverage as if the employee were still at work. The employee must

pay his/her share of the insurance premium. The city may cancel coverage if the employee's premium payment is more than 30 days late and the city has given the employee written notice at least 15 days in advance, advising that coverage will be cancelled if the premium is not received.

Although Washington State employees on maternity leave may receive additional leave for the period of any sickness or temporary disability associated with the pregnancy and childbirth, the city is only obligated to maintain its portion of medical insurance coverage for a maximum of 12 weeks.

If the employee fails to return from leave, the city may recover the premiums it paid for any coverage unless the failure to return to work is due to a "serious health condition" that prevents return, or other circumstances beyond the employee's control.

5.5 Military Leave

It is the policy of the city to comply with Washington State and federal laws regarding leave for military service. Military service includes active military duty and reserve or National Guard training. An employee must provide his/her supervisor with copies of his/her military orders as soon as possible after he/she receives those orders. Reinstatement upon return from military service is determined in accordance with applicable federal and state law.

Leave for up to 21 days per year for military duty is paid by the city (the employee is not required or allowed to use any part of their accrued leave bank in order to receive compensation during this leave). The city will continue the employee's health insurance coverage the same as it would through an FMLA leave, in accordance with 5.4.G, above.

A. **Family Leave Due to a Call to Active Duty** – 12 weeks of FMLA leave for "any qualifying exigency (as the Secretary of Labor shall, by regulation, determine) arising out of the fact that the spouse, or son, daughter, parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation." The following type of exigencies qualify:
   - making arrangements for childcare;
   - making financial and legal arrangements to address the service member's absence;
   - attending counseling related to the active duty of a service member;
   - attending official ceremonies or programs where the participation of the family member is requested by the military;
   - attending farewell or arrival arrangements for a service member;
   - attending to affairs caused by the missing status or death of a service member; and/or
   - any other event that the employer and employee agree is a qualifying exigency.

B. **Spousal Leave** – the State of Washington's Family Military Leave Act provides that during a period of military conflict, an employee who is the spouse of a member of the Armed Forces, National Guard, or Reserves who has been called to active duty or who has been deployed is entitled to 15 days of unpaid leave per deployment. An employee who seeks to take family military leave must provide the employer with notice of his/her intent to take leave within five (5) business days of receiving official notice of an impending call, order to active duty, or notice of a leave from deployment. It is the employee's option to use any accrued leave as part of this military-related leave.

For additional information on Military Leave, see also section **5.4.B. Eligible Uses**, above.

5.6 Bereavement Leave

If you are a full-time regular employee and a death occurs in your family, you will receive paid bereavement leave in accordance with the following guidelines:

You will be granted up to 3 days off work with pay in the event of the death of a member of your immediate family. Immediate family is defined as your spouse, domestic partner, grandparents, parents, siblings, children, or grandchildren, and "step" or "in-law" relationships to the same degree. Requests for bereavement leave should be made to your supervisor. You may request two additional days off work with pay due to unusual or extenuating circumstances. This request must be approved by your department head and the city manager.

5.7 Domestic Violence, Sexual Assault and Stalking Leave

An employee may take reasonable leave from work, intermittent leave, or leave on a reduced leave schedule, with or without pay (employee is not required to first use up their paid leave bank before requesting unpaid leave), to:

- seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking;
- seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking, or to attend to health care treatment for a victim who is the employee's family member;
- obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crises center, or other social services program for relief from domestic violence, sexual assault, or stalking;
- obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking, in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking; or
- participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future domestic violence, sexual assault, or stalking.

The city will continue the employee's health insurance coverage the same as it would through an FMLA leave, in accordance with section **5.4.G. Maintenance of Health Benefits Whle on FMLA**, above.

The city may request verification that the employee or family member is a victim of abuse and that the leave is for one of the covered remedial activities. Vertification 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 city will maintain the employee's provided information as confidential and will not require the employee to disclose information beyond the verification material listed above.

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

5.8 Administrative Leave

On a case-by-case basis, the city may place an employee on administrative leave with or without pay for an indefinite period of time. Administrative leave may also be used when the city manager has determined that an administrative leave is in the best interests of the city while an investigation or other administrative proceeding is pending.

5.9 Unpaid Personal Leave of Absence

The granting or denial of an unpaid personal leave of absence is at the discretion of the city manager.

5.10 Jury Duty and Appearance as a Witness

A. Jury Duty

Each employee who is called to jury duty or as a nonparty witness is strongly encouraged to fulfill his/her civic responsibility. A regular employee will be granted leave at his/her regular rate of pay and benefits on those days he/she is waiting at the court's direction to be available for jury duty, is actually serving on a jury, or is subpoenaed as a nonpareil witness. Days during the period of summons for jury duty on which the employee is not required to report to the court are not covered by this leave; the employee is expected to report for his/her normal work assignments if such "days off" occur during the employee's regular work schedule.

Compensation received for jury duty or witness fees, except mileage reimbursement, must be reimbursed to the employer. The check you receive from the court should be turned in to the accounting clerk. A copy of the summons must be presented to the personnel manager as soon as possible after receipt.

B. Deposition or Witness/City Business

If you are subpoenaed to give a deposition or appear as a witness on city business, you will be paid for the hours required to appear as a witness on city business in accordance with your normal rate of pay. A copy of the summons must be presented to your department head and the personnel manager as soon as possible after receipt.

C. Deposition or Witness/Non-city Business

If you are subpoenaed to give a deposition or appear as a witness on non-city business, you may use compensatory time, vacation, or unpaid leave if other forms of leave are exhausted. A copy of the summons must be presented to your department head and the personnel manager as soon as possible after receipt.

Section 6 - Personal Conduct

6.1 Employee Behavior

Certain rules are necessary for the efficient operation of the city and for the benefit and protection of the rights and safety of everyone. Conduct that interferes with the city's operations, brings discredit to the city, or is offensive to the public, volunteers or fellow employees, will not be tolerated whether it occurs on or off city time or property. If you have questions in connection with this policy, you should talk to the personnel manager.

All employees are expected to conduct themselves professionally and behave in a manner that is conducive to the efficient operation of the city.

The following examples are illustrative of the type of behavior that will not be permitted. **This list is illustrative only and is not meant to be all-inclusive or to otherwise alter the city's employment at-will policy.** The city reserves the right to determine what conduct is inappropriate under any circumstances and what level of discipline such conduct warrants. Any questions in connection with this policy should be directed to your department head.

A. Unacceptable Conduct

You are, of course, expected to conduct yourself professionally at all times and to behave in a manner that is conducive to the efficient operation of the city. The following list is illustrative of the type of conduct that may subject you to disciplinary action, up to and including termination. ***This list is not meant to be all-inclusive, but is simply intended to provide examples of inappropriate behavior or conduct which is unacceptable.*** The city reserves the right to determine what conduct is inappropriate under any circumstances and the level of discipline, if any, such conduct warrants. Any questions in connection with this policy should be directed to the personnel manager. This list of unacceptable conduct includes:

1. the use, possession, or sale of alcoholic beverages or illegal drugs on city property, including vehicles and lockers, or reporting for work while under the influence of drugs or alcohol;
2. the use of profanity or abusive language (refer to section **6.1.B. Violence in the Workplace**, below);
3. the possession of firearms or other weapons, except as required by commissioned police;
4. failure to appropriately perform your assigned duties;
5. insubordination, which is defined as a refusal to follow management's lawful instructions concerning a job-related matter;
6. assault on a fellow employee or a member of the public (refer to section **6.1.B. Violence in the Workplace**, below);
7. theft or misuse of city property or of another employee's property;
8. falsifying any city record or report, such as an application for employment, a production record, a time record, or shipping and receiving records;
9. fighting on city premises during work time or during other times and places if such behavior affects city operations (refer to section **6.1.B. Violence in the Workplace**, below);
10. removal of city property without written management approval;

11. damage to city property or materials or to another employee's property;
12. sleeping during work hours (note that a rest break is not considered working hours, so sleeping during a rest break is acceptable, if accomplished in an appropriate manner, which is subject to department head discretion);
13. falsely altering either your or another employee's completed and approved time sheet, or punching a time clock for another employee;
14. violating city safety rules, or other city policies or procedures, including harassment and discrimination; and
15. inappropriate, unprofessional appearance (see section **6.3 Personal Appearance and Uniforms**).

B. Violence in the Workplace

Violence in the workplace is any verbal or physical action that is communicated or perceived as a threat, harassment, abuse, or intimidation; or personal contact that produces fear or causes bodily harm or damage to property. Employees may not bring weapons of any type into the workplace. This type of behavior by you or anyone on city property will not be tolerated. All acts of violence are treated seriously and each act of violence will be appropriately dealt with using administrative, managerial, legal and disciplinary actions that may include dismissal, arrest and prosecution to minimize risk to employees and property.

Additionally, you are responsible for notifying your supervisor, department head or the city manager of any threatening or dangerous situations that you have witnessed, received, or have been told that another person has witnessed or received. You are responsible for making this notification regardless of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were the focus of the threatening behavior. Employees who feel an immediate threat and cannot promptly reach their supervisor or manager should call 911 and leave the area as soon as possible.

Finally, if you apply for or obtain a protective or restraining order which could apply to you in the workplace, you must provide a copy of the petition and declarations used to seek the order and a copy of any temporary or permanent restraining order that has been granted to your department head, the personnel manager, or the city manager. The city understands the sensitivity of the information requested and will respect your privacy to the extent possible in this procedure.

6.2 Disciplinary Action

Disciplinary action will be taken as a result of an infraction of the city's rules or policies. As a general guideline, disciplinary action may progress, if necessary, from an oral warning, to a written warning, and to termination of employment. The actual steps taken in a specific case may vary from situation to situation, depending on the circumstances. For example, in some severe cases, preliminary steps may be eliminated and an employee may be immediately terminated. In other cases, specific steps may be skipped, repeated, or modified. Exempt employees are not subject to unpaid disciplinary suspensions, except in increments of full weeks, unless the infraction leading to the suspension is for a violation

of a safety rule of major significance. Except as clearly and specifically established otherwise, all employees are employed at the will of the city and may be terminated at any time, for any reason (with or without cause).

6.3 Personal Appearance and Uniforms

Your clothing and grooming should be appropriate to your work situation. In some cases, health and safety standards or legal requirements may dictate that the city require special clothing, shoes, hairstyles, or uniforms. Keep in mind that your appearance should represent the city to the public in a professional nature. However, while "business casual" dress is appropriate in the general office environment, due to the wide variance in the nature of job responsibilities fulfilled by city staff, some departments or divisions may have different dress codes. If you have questions in this regard, please speak with your supervisor or department head. The interpretation of the appropriateness and acceptability of an employee's appearance is up to management discretion.

Please direct questions regarding city-paid uniform expenses to your department head and see Personnel Procedure No. HR-11.0, Uniforms and City-supplied Apparel (Appendix O).

6.4 Children in the Workplace

While the city recognizes the occasional need to accommodate visits by employees' children in the workplace, these instances should be brief and/or infrequent in order that workplace productivity and city-provided services are not compromised. Additionally, normal city policies and procedures should be adhered to, including those applying to safety or the payment of applicable fees for the use of city-owned facilities.

6.5 Technology Resources and Usage Policy

Policies related to the use of the city's computer and information systems, networks, and other information technology resources are intended to safeguard and protect against anything other than authorized and intended use. The primary policy points are:

— The city provides network, communications systems, equipment and devices ("technology resources") to carry out legitimate city business. By using the city's technology resources, an employee consents to disclosing the contents of any data files, information, and communications created on, stored on, transmitted, received, or exchanged via its network, communications systems, equipment, or devices.
— There is no right to privacy in the use of city technology resources. By using the city's technology resources, an employee consents to monitoring, recording, and reviewing the use of that technology resource with or without notice to the employee.
— Users are expected to act lawfully, ethically, and professionally and to exercise common sense. Actions that are or may potentially be embarrassing to explain to the public, city council, city manager or media should be avoided.
— Users who are granted access to critical data are responsible for its protection.
— Incidental use for personal needs is allowed as long as that activity does not interfere with city business or conflict with any city policy, work rule, or supervisory direction.
— Use of technology in violation of this policy is subject to disciplinary action up to and including termination.

A. Scope

This policy applies to access of the city's network and use of computing technology resources (including computers, mobile computing devices, smart phones, and all related peripherals, software, electronic communications, and internet access) at any location, from any device, via wired or wireless connection. All users of city computing and network resources will do so in an ethical, legal, and responsible manner to carry out legitimate city business. All use of technology resources must be consistent with the intent and requirements of all city policies and work rules. Technology resources may not be used to facilitate operation of a personal business.

B. Ownership of Data

The city owns all data, files, information, and communications created on, stored on, transmitted, received, or exchanged via its network, communications systems, equipment and devices (including e-mail, voicemail, text messages, and Internet usage logs even if such communications resides with a third party provider) and reserves the right to inspect and monitor any and all such communications at any time, for any business purpose, and with or without notice to the employee. The city may conduct random and requested audits of employee accounts (including accounts with commercial or other third party providers if used in the course of conducting city business) in order to ensure compliance with policies and requirements, to investigate suspicious activities that could be harmful to the organization, to assist departments in evaluating performance issues and concerns, and to identify productivity or related issues that need additional educational focus within the city. Internet, e-mail, voicemail, text message communications, and Internet usage logs may be subject to public disclosure and the rules of discovery in the event of a lawsuit. The city's Internet connection and usage is subject to monitoring at any time with or without notice to the employee. There is no right to privacy in the use of city technology resources.

C. Personal Use

Technology resources may be used for incidental personal needs as long as such use does not result in or subject the city to additional cost or liability; interfere with business, productivity or performance; pose additional risk to security, reliability, or privacy; cause or tend to cause damage to the city's reputation or credibility; or conflict with the intent or requirements of any city policy or work rule. Incidental personal usage should generally conform to limits typically associated with personal phone calls.

This document does not attempt to address every possible situation that may arise. Professional judgment, etiquette, and common sense should be exercised while using city technology resources. Please note that any data stored on city systems including but not limited to email, word documents, and photos may be subject to public disclosure requests and should be retained pursuant to the city's public records retention policies and procedures.

D. Internet Usage

1. Internet usage should be focused on business-related tasks. Incidental personal use is allowed as discussed in the previous paragraph, but there is no right to privacy in an employee's use of the Internet. Employee Internet usage may be monitored.
2. Use of the Internet, as with use of all technology resources, should conform to all city policies and work rules. Filtering software may be used by the city to preclude access to inappropriate web sites unless specific exemptions are granted as a requirement of work duties (e.g., police have the ability to access sites on criminal activity, weapons etc.). Attempts to alter or bypass filtering mechanisms are prohibited. Staff using city equipment should not use outside wireless services to bypass web filtering and monitoring.
3. Except for city business related purposes, visiting or otherwise accessing the following types of sites is prohibited:
   - "adult" or sexually-oriented web sites;
   - sites associated with hate crimes or violence;
   - personal dating sites;
   - gambling sites; or
   - sites that would create discomfort to a reasonable person in the workplace.
4. The city recognizes that public Internet communications technologies (Web 2.0) are effective tools to promote community and government interaction and that employees want to participate in public communication via blogging, discussion forums, wikis, mashups, social networking, message boards, e-mail groups, and other media that are now commonplace tools by which people share ideas and information. However, because activities on public Internet communication sites are electronically associated with city network addresses and accounts that can be easily traced back to the City of Covington, employees must follow the guidelines set forth in the city's social media policy (see section **6.7 Social Media**).

E. E-mail Usage

1. E-mail content must be consistent with the same standards as expected in any other form of written (or verbal) communication occurring in a business setting where documents are subject to public disclosure.
2. Users must manage their e-mail in accordance with the city's public records retention policies and procedures.
3. The city provides staff access to and support of the Exchange/Outlook messaging (email) system. Access or usage of any other messaging systems is not allowed unless it is web-based. Subject to the personal use limitations explained above, staff may access web-based personal email but should not download personal documents or attachments from these sites. Staff may not install client based software such as AOL for internet service on city equipment.
4. Users should be attentive to emails that have unusual or questionable subject lines to mitigate spam, phishing, and script-born viruses that come into the network email attachments or by clicking on links that lead to hostile web sites.

   If you suspect phishing or script-born viruses in email attachments, immediately contact the senior information systems administrator.

5. The use of e-mail to send or solicit the receipt of inappropriate content such as sexually-oriented materials, hate mail, content that a reasonable person would view as obscene, harassing, or threatening and having no legitimate or lawful purpose or contents falling within the inappropriate categories for internet usage is prohibited.
6. The incidental personal use of e-mail from a city account to express opinions or views other than those reflective of city policy must contain the following disclaimer: "The contents of this electronic mail message do not necessarily reflect the official views of the elected officials or citizens of the City of Covington."

F. Security

1. The senior information systems administrator must authorize all access to central computer systems. Each user is responsible for establishing and maintaining a password that meets city requirements. The use of another user's account or attempt to capture other users' passwords is prohibited. Each user is responsible for restricting unauthorized access to the network by locking their computer when leaving their computer unattended. Since it is not possible to identify every circumstance where a computer needs to be locked, employees should use common sense and discretion in making that determination, which would include locking the computer when you will be away from and out of visual range of your computer for extended periods. Staff who discover unauthorized use of their accounts must immediately report it to the senior information systems administrator.
2. The City of Covington is aware of the need to appropriately protect the confidentiality, integrity, and availability of all of its critical information. Critical information is defined as information that, if released, could damage the city financially, put employees at risk, put facilities at risk, or could cause legal liability. Examples of critical data include: employee health information, social security numbers, credit card holder information, banking information, etc.
3. Staff with access to critical information are responsible for its protection. Staff must take reasonable steps to ensure the safety of critical information including: avoid putting critical data on laptops; encrypting data any time it is electronically transported outside the city network; not storing, saving, or transmitting critical data to a home computer or other external computer; ensuring inadvertent viewing of information does not take place, and destroying or rendering the information unreadable when done with it.
4. Staff should not transport critical city data on unencrypted devices such as thumb drives, CD's, or smartphones. City standards for encrypted USB drives should be used for this purpose. Information about these standards can be obtained from the senior information systems administrator.
5. The city will restrict access to critical information only to staff who have a legitimate business need-to-know.
6. Staff will be assigned unique user IDs and passwords for network access. Access to systems and applications containing critical information will only be allowed via unique user IDs.

7. Staff is prohibited from sharing their passwords or allowing anyone in addition to the senior information systems administrator to use their network account.

G. Network Access and Usage

1. The senior information systems administrator must approve connecting devices to the city's network. This includes PCs, network hubs and switches, printers, handhelds, scanners, remote connections, and wireless or wired devices. The use of personal routers and wireless access points on the city network is not allowed.
2. The installation, removal, or altering of any software on city-owned equipment is prohibited without authorization from the senior information systems administrator and the department head or designee.
3. Personally-owned smart phones may be connected to the city's network after approval by the senior information systems administrator. This approval will only be granted after verification that the phone meets city standards and staff have signed applicable wireless communication device and/or stipend agreements per Personnel Procedure No. HR-17.0, Personal Wireless Communication Devices Also Used for City Business (Appendix R).
4. Exploiting or attempting to exploit any vulnerability in any application or network security is prohibited. Sharing of internal information with others that facilitates their exploitation of vulnerability in any application or network security is also prohibited. It is also prohibited to knowingly propagate any kind of spyware and/or denial of service attack or virus onto the city network or computers. Staff who encounter or observe vulnerability in any application or network security must immediately report it to the senior information systems administrator.
5. Staff must follow the privacy and rules governing the use of any information accessible through the network, even if that information is not securely protected.
6. Non-city staff (e.g. vendors, contractors) are required to have their personal computers (PC) scanned by the senior information systems administrator for virus detection prior to connecting to the city's network. If the PC is going to continue to be connected (even occasionally) to the city's network it must be scanned a minimum of every 60 days. Representatives of the contracting departments are responsible for assisting their contractors to engage the senior information systems administrator to perform these services.
7. Use of USB drives (either by staff or vendors, etc.) that have been exposed to use outside of the city's network must be subjected to an antivirus software scan completed on the city's computer prior to accessing the data stored on the USB drive. If such scan is not automatically initiated upon the drive's insertion into the computer, a manual scan must be initiated
8. Disabling, altering, over-riding, or turning off any mechanism put in place for the protection of the network and workstation environments is strictly forbidden. This includes the installation of any software designed to circumvent security measures.
9. Personal use of the city's network to download non-business related information is prohibited. Misuse of the city's network may be subject to disciplinary action, up to and including termination.
10. Transmission, distribution, or storage of any information or materials in violation of federal, state, or municipal law is prohibited. Software that is copyrighted or licensed may not be shared or illegally distributed. Copyright

violations are federal offenses that may result in civil and criminal penalties to employees and the City of Covington.

11. Users must manage their electronic documents in accordance with the city's public records retention policies and procedures.
12. Access to the city's network via secure remote technologies requires approval from the senior information systems administrator and the department head.
13. At least annually, departments need to review and approve network accounts and accounts for their applications. The senior information systems administrator will assist as needed in doing these reviews.

H. Administration, Reporting, and Violations/Discipline

1. As with any set of policies or rules, exceptions may be granted and documented on a case-by-case basis. These require authorization from the department head involved, as well as from the senior information systems administrator. Some exceptions may also require city manager approval.
3. Violations of this policy or otherwise inappropriate use of technology resources are subject to disciplinary action up to and including termination. Actions that demonstrate a clear disregard for these policies and requirements and either resulted or could have resulted in damage or serious disruption to the city's network, systems, services, or data; or either resulted or could have resulted in damage to the city's credibility or reputation with the public, may result in immediate discharge.

I. Definitions

1. "Blog" is short for web log, a blog is a web page that serves as a publicly accessible personal journal for an individual. Typically updated daily, blogs often reflect the personality of the author. Blogging is when one posts to a Blog.
2. "Incidental use" is the use of city systems for limited personal use such as Internet browsing to look for and order personal items. This use should be limited to personal time such as lunch and breaks.
3. "Mashup" is a web page or application that uses and combines data, presentation, or functionality from two or more sources to create new services.
4. "Phishing" is the act of sending an e-mail to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft. The e-mail directs the user to visit a web site where they are asked to update personal information, such as passwords and credit card, social security, and bank account numbers that the legitimate organization already has. The web site, however, is bogus and set up only to steal the user's information.
6. "Physical Media" is media that is utilized to store data and could potentially be used to transport information out of secure areas. These include but are not limited to paper reports, faxes, thumb drives, and CDs.
7. "Spyware" is any software that covertly gathers user information through the user's Internet connection without his or her knowledge, usually for advertising purposes. Spyware applications are typically bundled as a hidden component of freeware or shareware programs that can be downloaded from the Internet; however, it should be noted that the majority of shareware and freeware applications do not come with Spyware. Once installed, the Spyware monitors user activity on the Internet and transmits that information in the background to someone else. Spyware can also gather information about e-mail addresses and

even passwords and credit card numbers. Spyware is similar to a Trojan horse in that users unwittingly install the product when they install something else. A common way to become a victim of Spyware is to download certain peer-to-peer file swapping products that are available today.

6.6 Wireless Communication Devices

Wireless communications devices include, but are not limited to, cellular telephones, wireless handheld devices, and pagers ("wireless device"). This section provides clarification for the:

— issuance of city-owned wireless communication devices;
— the use of city-owned or personal wireless communication devices;
— the protocol for reimbursement by employees for personal use of City of Covington devices;
— and the process an employee who has been approved for a city-owned wireless communication device must follow if they are seeking approval to use their personal wireless communication device to conduct city business.

Wireless communications devices include, but are not limited to, cellular telephones, wireless handheld devices, and pagers ("wireless device").

A. Issuance of City-owned Wireless Devices

1. A city wireless device will be issued under one or more of the following conditions:
   - Job responsibilities require an employee to be away from regular landline access for extended periods of time and communication by the employee is necessary to fulfill job objectives.
   - Wireless device use enhances the employee's personal safety on the job and provides communication during emergencies.
   - The employee's role requires the ability to conduct two-way communication at all times.
2. The issuance of a city-owned wireless device shall be approved by the applicable department head. It shall be the responsibility of the department head to ensure that funds are budgeted for the purchase and monthly service costs prior to issuance.

B. Use of City-owned Wireless Devices

1. The city entrusts employees with communications equipment to enhance productivity and safety. It is the employee's responsibility to use the equipment prudently to ensure the safety of themselves, their co-workers, and the general public. Wireless devices provided by the city are the property of the city and are to be used to conduct city business. The general use of wireless devices shall not be in lieu of more cost-effective, safe, and available means of communications.

2. Employee responsibilities for use of city-owned wireless devices include:
   - protecting the city-owned wireless device from theft, loss, or damage;
   - immediately reporting loss or theft of the device to supervisor or department head;
   - as cell phone calls are not secure, using discretion while making sensitive or confidential calls; and
   - immediately returning the wireless device to the supervisor or department head if it is determined that it is no longer necessary, or upon leaving city employment.

3. Employees have no right to privacy with respect to the use of city-owned wireless devices. This includes any and all voicemails, social media messaging, emails, text messages, call history, and/or any other information stored on a device, regardless of whether stored in the device or in remote sites and/or with remote services. The city has the right to inspect and monitor any and all city-owned wireless devices used by employees for such information at any time and without notice.

4. City-issued wireless devices are issued for work-related activities. While it is understood that occasional personal calls of short duration may be necessary when no other immediate means of communication is available, personal calls, incoming and outgoing, must be kept to a minimum and must be incidental to business use. Employees should use good judgment when making personal calls and should recognize that the city incurs airtime-related costs.

   The city's wireless devices plan is based on "pooled minutes" for all city-owned devices. If the city's allotment of pooled minutes is exceeded, resulting in additional charges to the city, individual device use will be reviewed to determine if personal use of a city-owned device has contributed to the resultant overage. If so, the responsible employee(s) will be required to reimburse the city for a proportional amount of the "overage" rate specified on the applicable billing period's invoice statement. IRS regulations stipulate that such personal usage is taxable. Employees may provide reimbursement by payroll deduction, personal check, or cash. Failure to reimburse the city for the cost of personal usage will result in tax liability for the employee as well as possible disciplinary action. Monthly cell phone bills will be reviewed to ensure that calls relate to business or have been properly reimbursed by the responsible employee.

   Additionally, individual device records may be scrutinized at the city's discretion for excessive personal use, even if the city's pooled minutes allotment has not been exceeded. Excessive personal use may be subject to disciplinary action, up to and including termination.

5. Wireless device use in violation of any local, state, or federal law is prohibited. Use in violation of city or department work rules, procedures or policies or for the purpose of personal financial gain is prohibited. Wireless devices may not be used for blogging, jokes, gambling, games, or personal social networking (e.g., non-city Facebook or Twitter accounts). Wireless device use for any discriminatory, derogatory, sexual, illegal, unethical, or otherwise inappropriate remarks or purposes is strictly prohibited.

6. Except as provided below, the use of handheld wireless devices, including but not limited to cellular telephones and smart phones (including text messaging), is not permitted while operating a car or other moving vehicle unless a hands free device is used. If a hands-free device is not used, all necessary phone calls must be made before leaving the previous location or after arriving at the next destination. In the event an employee must make or receive a call or message while driving, he/she must find a safe place to pull over and stop the vehicle. Under Washington state law, a person operating a moving motor vehicle while holding a wireless communications

device to his or her ear is guilty of a traffic infraction (RCW 46.61.667). Also under state law, a person operating such a vehicle is prohibited from sending, reading, or writing a text message while driving (RCW 46.61.668). These prohibitions do not apply to: an authorized emergency vehicle; or to a person operating a moving motor vehicle using a hand-held wireless communications device or electronic communications device to report illegal activity, summon medical or other emergency help, or prevent injury to a person or property. RCW 46.61.667 does not apply to a person operating a moving motor vehicle while using a hearing aid.

Employees violating this policy are subject to disciplinary action up to and including termination.

7. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the wireless device for return or inspection. Employees unable to present the device in good working condition within the time period requested may be expected to bear the cost of replacement.

C. Use of Personal Wireless Devices

1. While at work, employees are expected to exercise the same discretion in using personal wireless devices as is expected for the use of city devices. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and can be distracting to others.

2. An employee may be eligible to receive a wireless device allowance for use of a personal device for city business. Only employees who have a legitimate business need and who would normally be eligible for a city-owned device are eligible for the allowance. The request to utilize a personal wireless device for regular business purposes and receive an allowance must be approved by the employee's department head. The allowance amount allocated for use of a personal wireless device for city business shall be provided pursuant to Personnel Procedure No. HR-17.0, Personal Wireless Communication Devices Also Used for City Business (Appendix R), attached hereto and incorporated by this reference.

3. If an employee chooses an allowance, the employee shall enter into a Personal Wireless Devices Used for City Business Contract (see Attachment A to Appendix R) with the city, which must be active as long as an allowance is in place. Reimbursement for use of a personal wireless device for city business will be issued to the employee on their city paycheck and is taxable.

4. Employees receiving a wireless device allowance have specific responsibilities. For additional information, refer to Personnel Procedure No. HR-17.0, Personal Wireless Devices Also Used for City Business (Appendix R).

5. The department director is responsible for an annual review of employee business-related personal wireless device use to determine if the existing allowance should be continued as is, changed, or discontinued, and to determine if any new allowances should be established.

D. Public Records Act

Employees should be aware that work-related texts and voice messages on wireless devices, whether city-owned or personal, are public records subject to the Public Records Act. Employees have a duty to maintain such records in accordance with the Washington Local Government Record Retention Schedules and with the city's public records retention policies and procedures. Please consult your supervisor for additional direction in this regard. Detailed phone call billing statements and records are also subject to public records requests.

Any violation of this Wireless Communication Devices section of the Employee Handbook may result in disciplinary action, up to and including termination.

6.7 Social Media

The City of Covington uses various tools to share information and communicate with the public, stakeholders, partners, and the media. Social media platforms offer a way to deliver public information and customer service to constituents. The addition of social media tools gives citizens another means to interact with their government. The city encourages the use of social media to further the goals of the city and the missions of its departments when appropriate.

This section establishes guidelines for the use of social media in the performance of city business. It also provides guidelines for conduct by city employees who use social media to engage with customers on behalf of the city. This policy is not intended to address employee's personal use of social media sites.

This section applies to all users of City of Covington communications and computing resources, including regular employees, temporary employees, elected officials, volunteers, contractors, and all others who use these resources on the city's behalf.

A. Definitions

1. "Social Media Coordinator" is the city's community relations coordinator, or other individual designated by the city manager, who is responsible for overseeing the city's social media program.

2. "Employee" includes elected officials and personnel holding a position (regular or volunteer) of service with the City of Covington.

3. "Employer" is the City of Covington.

4. "Public Record" is any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics (RCW 42.56.010(2)).

5. "Social Media / Web 2.0" are Internet-based technology communication tools with a focus on immediacy, interactivity, user participation, and information sharing. Examples include, but are not limited to: forums; weblogs; wikis; social networking, communication, and bookmarking sites; podcasts; photo or video sharing sites; and real-time web communication sites/systems.

B. Responsibilities

It is the responsibility of the social media coordinator to:

1. oversee the city's social media program;
2. read and adhere to relevant policies, maintain current and accurate information via city social media platforms, and ensure that the city is being appropriately represented; and
3. consider department requests for social media accounts, review Terms of Service (TOS) agreements, consider changes to city social media uses, and provide support and monitor usage of social media sites.

It is the responsibility of department directors or designees to:

1. enforce this policy;
2. ensure that relevant city standards are met;
3. ensure that the use of social media platforms meets the city's business needs; and
4. review and make decisions regarding the approval and distribution of information on social media platforms.

C. Social Media Platforms

Social media platforms must comply with applicable federal, state, and local laws, regulations, and policies. This includes adherence to established laws and policies regarding copyright, public records, records retention, First Amendment rights, privacy laws, and security and conduct policies established by the City of Covington.

The best, most appropriate uses of social media platforms for the City of Covington fall into two general categories: as channels for disseminating time-sensitive information as quickly as possible (i.e., emergency information); and as marketing or promotional channels which increase the city's ability to deliver its messages to the widest possible audience.

D. Administration of City Social Media Accounts

1. Request for Creation of Social Media Site - all requests for official city social media sites are subject to review and approval by the social media coordinator.

2. Terms of Service (TOS) - a TOS agreement is typically associated with the use of third-party social media tools. Each social media site usually requires users to accept a TOS agreement specific to that site. In order to avoid violations, the social media coordinator will:
   a. review the most current TOS prior to implementing any new social media site and may ask the city attorney to review the TOS as well;
   b. review significant amendments made to the TOS for any sites currently used by the city to determine whether these amendments contradict city policy; and
   c. notify the city attorney if the TOS appears to contradict city policy, who will determine whether the use of such media is appropriate.

3. Access, User Names, and Passwords - requests for site or account changes (including, but not limited to adding or removing sites, creating new user accounts, and changing permissions) must be submitted to the social media coordinator, who will maintain a list of all city social media sites, logins, and passwords. As needed, the social media coordinator may create administrative user accounts to enable the city to change account settings and to immediately add, edit, or remove content from social media sites.

a. Each staff member authorized to access and update a social media site must have a unique user account. Multiple staff members may not share a generic login, and staff members may not share their login or passwords with other staff members, volunteers, or others who update the site.
b. Each social media user account must be set-up in conjunction with an official city e-mail account for the purposes of privacy, security, and records retention.

4. Site Maintenance, Format, and Content:
   a. Official Website – the city's official website (www.covingtonwa.gov) will remain the city's primary and predominant Internet presence.
      - All social media sites will include a link to the city's official website.
      - Wherever possible, content or messages posted to the city's social media sites should include links directing users back to the city's official website for more information, forms, documents, or services.
   b. Language - content provided on city communications should avoid the use of abbreviations, jargon, acronyms, or slang iterations. Although social media sites are often more casual than other communication tools, they still represent the city and should maintain a professional image.
   c. Site Standards and Templates – for consistency and ease of use, social media sites will use approved names, official titles, and the official city logo in the header/main page whenever possible. The social media coordinator may develop standards for specific social media sites to offer guidance on appropriate uses, content, templates, and issues related to specific social media tools.
   d. Equal Access – sites requiring membership or subscription to view content should be avoided. Site settings should be as open as possible to allow the public to view content without requiring membership or login. When posting information on a site that requires membership or subscription, the city will provide an alternate source for the information so those who are not members may have equal access.
   e. Updates and Maintenance – a social media platform, like any communication resource, must be updated regularly to ensure the information provided is current, accurate, and useful. The social media coordinator or other city manager designee is responsible for maintaining social media sites by viewing and updating them as necessary and appropriate.
   f. Commenting and Discussions - commenting and/or discussion boards available via social media sites must be disabled, unless specific permission is granted by the social media coordinator. If commenting or discussions are enabled, the following guidelines apply:
      - Social media sites are limited public forums, moderated by City of Covington staff to ensure content posted by outside users is appropriate. The city reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.
      - The social media coordinator must promptly remove inappropriate content prohibited by the city's Comment/Discussion Disclaimer (Appendix Q).
      - Any content removed from city social media sites based on these guidelines must be retained, including the time, date, identity of the poster when available, and the name of the staff person who removed the content.

g. Disclaimers - users of City of Covington social media platforms shall be notified that the intended purpose of the site is to serve as a mechanism for communication between city departments and members of the public.
   - All social media sites must include a general disclaimer regarding public records, external links, and advertisements (Appendix Q).
   - If comments or discussions are enabled on a social media site, the Comment/Discussion Disclaimer must be provided directly on the site or via hyperlink (Appendix Q).

h. Appropriate Use - all City of Covington presences on social media platforms are considered an extension of the city's information networks and are governed by applicable city policies regarding employee conduct and technology use. Employees representing the city via social media platforms must conduct themselves at all times as representatives of the City of Covington. Employees who fail to conduct themselves in an appropriate manner are subject to disciplinary action as explained in this Employee Handbook.
   - When posting or exchanging information on the city's or another agency's social media site, employees must identify themselves by full name and title and shall address issues only within the scope of their specific authorization.
   - If employees exchange information on the city's or another agency's social media site, but are not authorized to speak on behalf of the city, they must clarify that they are presenting information on their own behalf and that they do not represent the position of the city.

   Participation in online discussions by elected or appointed officials may constitute a meeting under the Open Public Meetings Act. Councilmembers, commissioners, and other officials and volunteers should, in general, not comment or otherwise communicate on the city's social media site(s).

i. Public Records Act Compliance - any public records created through the use of social media platforms are subject to state public records laws and records retention requirements.

Each city-sponsored social media site must clearly indicate that any articles or other content posted or submitted for posting are subject to public disclosure laws (see General Disclaimer, Appendix Q).

In general, original content should not be created via social media platforms. Wherever possible, all information posted on city social media sites should first be provided on the city's official website and/or in another readily available format, such as a public notice or press release posted at city buildings and/or the newspaper. According to Washington State public records retention requirements, the city is not required to maintain secondary copies of records.

Original records may be created when unique information related to city businesses is provided via social media platforms that is not provided via the city's official website or in another format, and are, therefore, subject to the Public Records Act and records retention requirements. Examples of original records that may be created through use of social media tools include, but are not limited to:

- account information (user names, passwords, etc.);
- listings of social media site 'friends,' 'followers,' 'fans,' etc.;

- information posted to social media sites that was not first provided via the city's official website, press release, or other format;
- comments posted by visitors/users of the city social media site; and/or
- comments removed from the city social media site by city staff.

All social media content with public records value must be maintained for the minimum required retention period in an easily accessible format that preserves the integrity of the original record to the extent possible. Staff should refer to the most recent versions of the Washington State approved records retention schedules for applicable records retention requirements. Various methods may be employed to retain public records created on social media sites. Options include:

- Archiving Software/Service - the city may use software or an electronic service designed to capture content from social media sites for retention and retrieval.
- E-mail - updates, comments, and account change notifications are sent to a city email account created for this purpose and retained as described in this section.
- Website Capture - web capture tools may be used to capture snapshots of city websites in their native format, such as the Washington State Digital Archives website capturing program.
- PDF Format - staff may convert social media pages to PDF format and then save the PDF files for retention purposes. This option retains the content and formatting (look and feel) of the original web page.

j. Privacy and Security - employees should not include personally identifiable information about themselves or others, such as Social Security Numbers, personal phone numbers or email addresses, or home address, via official city social media site(s). Additionally, employees may not post any content involving or related to any of the following:

- items that are involved in litigation or that could be involved in future litigation;
- defamatory, libelous, combative, offensive, disparaging, demeaning, or threatening materials related to any person or group; or
- personal, private, sensitive, or confidential information of any kind.

6.8 Contact with News Media

The city council, city manager, and social media coordinator, or other city manager designee, are responsible for all official contact with the news media, including answering questions from the media. The city council or city manager may designate specific employees to give out procedural, factual, or historical information on particular subjects.

6.9 City Property

The city reserves the right to inspect, with or without advance notice, all city property, including but not limited to, lockers, desks, file cabinets, computer files, etc. Depending on the department, you may be asked to sign an equipment inventory sheet.

City equipment, including vehicles, should be used by employees for city business only, unless otherwise agreed to by the city manager.

6.10 Bulletin Boards

Job openings and other items of interest to all employees are posted regularly on the city bulletin boards. If you have questions about posting information or the information contained on a bulletin board, please contact your department head or the city clerk/executive assistant.

6.11 Personal Property

The city will not assume any responsibility for loss, theft, or damage to personal property, including vehicles, which you bring to work.

The city retains the right to appropriate, inspect, or destroy any unidentifiable package left on the premises.

6.12 Outside Employment

Outside employment, second jobs, or "moonlighting" of regular full-time or part-time employees must be approved, in advance, by the city manager. Regular part-time employees include those whose full-time positions have been reduced to part-time as a result of participation in the Employment Security Department's Shared Work Program. This outside employment will generally be approved so long as the outside employment does not:

1. detract from your efficiency while performing your duties for the city;
2. interfere with your city-assigned duties or work schedule;
3. entail the use of city-owned equipment or supplies or the use of city facilities;
4. present or appear to present a conflict of interest with city business;
5. take preference over extra duty required by city employment; and/or
6. create liability for the city. In cases where, in the city manager's sole judgment, there is a question of liability, the city may require that you provide evidence of a written contract between all parties showing the respective liability of each party, prior to granting approval for the outside employment.

To acquire the city manager's approval, please submit a memorandum addressed from you to the city manager, with copies listed to your supervisor, department head, and the personnel manager. In the body of the memorandum, include the name and address of the second employer, your anticipated work schedule, number of hours of outside employment work each week, a reasonably detailed listing of the job duties that represent the full scope of the job, and whether or not you would be available to accept additional work hours beyond your normal work schedule with the city, should the need arise. If you need assistance with the memorandum format, please contact the personnel manager. If you are engaged in outside employment which conflicts with the requirements of this section, you will be asked to resign from such outside employment; or, if you refuse to resign from such outside employment, your employment with the city will be terminated.

Significant changes to your outside employment, including changes that could potentially interfere with emergency callout situations, must be reported to the personnel manager and your department head immediately. If, after you have accepted outside employment, situations arise which could interfere with your job with the city as described above, you must immediately report the situation to your department head.

If you are unsure of the criteria or effect of outside employment, or if you have any questions about this policy, contact your department head or the personnel manager.

6.13 Solicitation

Solicitation by an employee of another employee is prohibited during either employee's work time. "Work time" is defined as time when an employee is expected to be working and does not include lunch or break periods. Distribution or posting of literature, petitions, surveys, or other materials of any nature are not permitted during work time in work areas, unless related to city business and authorized by management. Solicitation by supervisors of their subordinate employees is prohibited.

There may also be occasions where you have the opportunity to make purchases from outside vendors. This activity will be tolerated only if done on your lunch or break period and in such a manner and place as to not disrupt the routine operation of City Hall. Solicitations at the workstation are not allowed. Additionally, the city reserves the right to disallow this practice at any time, for any reason.

6.14 Smoke and Tobacco Free Workplace

Effective December 2005, the Washington Clean Indoor Air Act was amended to prohibit smoking in any public place or vehicle and all places of employment. Smoking is also prohibited within 25 feet of entrances, exits, windows that open, or air ventilation outlets of covered buildings. Employees are not permitted to smoke or use smokeless tobacco in any building owned or leased by the city, in any city-owned park or open space, or in any city-owned or leased vehicle. There are no designated smoking or chewing areas inside any city building.

6.15 Substance Abuse Policy

While at work, each city employee has a responsibility to coworkers, and to the general public, to perform his or her work in a safe and conscientious manner. The city expects employees to be able to work in an environment free from the effects of alcohol and/or other job-impairing substances. This does not mean that employees cannot perform their jobs while taking prescription or nonprescription medications in accordance with a lawful prescription or consistent with the standard dosage recommendations, unless such medications cannot be taken in a safe manner, or if the medications impair the employee's ability to do the essential functions of his or her position with or without an accommodation that does not create an undue hardship for the city.

Employees in safety-sensitive jobs are responsible for notifying their department head or the personnel manager if they are taking medications which may interfere with their ability to do their jobs safely. In addition, the unauthorized use, sale, or possession by any employee of alcohol, controlled substances, drugs not medically authorized and used in the manner prescribed, or other substances which may impair job performance or pose a hazard to the safety and welfare of the individual employee, the public, or other employees, is strictly prohibited and may result in disciplinary action, up to and including the termination of employment.

The city may require that employees submit to periodic testing for alcohol and/or other job-impairing substances. Refusal to submit to testing in these circumstances may result in disciplinary action, up to and including termination of employment.

6.16Political Activities

Because of your position as a city employee, the following restrictions are required regarding political activities. Participation in political or partisan activities is acceptable, provided that city resources and property are not used and the activity does not adversely affect your responsibilities to the city, or your ability to perform your job effectively and efficiently. You may not campaign during work time or in a city uniform or while representing the city in any way. You may not allow others to use city facilities or funds for political activities.

If, during the course of your employment, you meet with, or may be observed by the public, or otherwise represent the city to the public, you may not wear or display any button, badge, or sticker relevant to any candidate or ballot issue during working hours or while performing your job duties. You may not solicit on city property or during working time for contributions for political causes.

6.17Interest in Legislation

No employee shall have any private interest in any legislation pending before the city council and participate, discuss, or give an official opinion to the city council, unless the nature and extent of such interest is disclosed, on official record, to the council.

6.18Interest in Contracts

1. No employee shall participate in or influence the making of a contract involving the city in which the employee has a direct or indirect private benefit or monetary interest.
2. No employee shall have any direct or indirect private interest in any contract involving the city that may be made by reason of the employee's position with the city. Provided, this section shall not apply to employees whose interest in a contract is deemed to be remote and the fact and extent of such "remote interest" (as defined by RCW 42.23.040) is disclosed in writing to the mayor or designee prior to the formation of the contract.
3. No employee shall receive any compensation, gratuity, or reward in connection with any contract with the city from the contracting party or any other person beneficially interested therein. Provided, this section shall not apply to employees whose interest in a contract is deemed to be remote and the fact and extent of such "remote interest" (as defined by RCW 42.23.040) is disclosed in writing to the mayor or designee prior to the formation of the contract.

6.19 Receipt of Gifts or Favors

No employee shall solicit or receive any favor, including, but not limited to, retainer, gift, loan forgiveness, entertainment, or other thing of monetary or non-monetary value, if such favor was solicited, received, or given with the intent to give or obtain special consideration or influence as to any job-related action by the employee. This shall not apply to any of the following:

1. Attendance at a hosted meal provided in conjunction with a meeting, seminar, conference, etc., which relates directly to city business, or which is attended as a staff representative.
2. An occasional unsolicited, non-monetary gift that has minimal value (less than $25) when such gift is offered without obligation or the appearance of obligation.
3. An award publicly presented in recognition of public service.

4. Any gift which would have been offered or given to the employee regardless of city employment.

6.20 Confidential Information

Employees may, in the course of their employment with the city, receive information on projects, practices, customers, staff and citizens that is confidential in nature. Employees agree to maintain the strict confidence of such proprietary information, both during and after their term of employment with the city, and to share it only as a matter of necessity with those who have a legitimate "need to know" as their job responsibilities dictate. No employee shall disclose or use any information gained by reason of employment for the immediate or anticipated, direct or indirect, benefit of the employee or any other party or person. However, nothing shall prohibit the disclosure or use of information that is a matter of public information. This obligation exists even after the employee leaves the organization. Compliance with public disclosure requests must be handled according to the law and by following the city's policies for dealing with such requests.

Section 7 - Miscellaneous

7.1 Reference Checks and Verification of Employment

From time to time, the city receives requests for reference checks and verification of employment. As a general rule, such requests should be directed to the personnel manager or Personnel Division staff.

Assuming you have directed requests for a reference check and verification of employment to the Personnel Division staff as outlined above, when asked to provide information regarding your employment, we will limit it to your position(s) held, verification of salary range and dates of employment and whether or not you are considered "rehirable". No other information concerning your employment with the city will be released unless the request is in writing and authorized by you either on a release provided at the time of your exit interview, on a signed release provided by the requesting agency, or is required by law.

No city employee other than the personnel manager, or another person designated by the city manager, has the authority of the city to provide references, checks, or verifications of employment for any employee.

7.2 Reporting Improper Governmental Action ("Whistle Blowing") and Protection Against Retaliatory Action

It is the policy of the city to encourage employees to report improper governmental action taken by city officers or employees. The city is also committed to protecting city employees who have reported improper governmental actions in accordance with the city's policies and procedures. To implement the above, the city has adopted a policy which is contained in Personnel Procedure No. HR-7.1, Reporting Improper Governmental Action and Protection Against Retaliatory Action (Appendix P). If you have any questions about this policy, contact the personnel manager.

7.3 Complaint Procedures

We encourage you to bring to the attention of management any complaints you have about work-related situations. If an employee has a concern about discrimination and/or harassment, the city has set up special procedures to report and address those issues. The proper reporting procedures are set forth in the city's anti-harassment and non-discrimination policy and the employees are required to follow those procedures for those types of complaints or concerns.

If you have a complaint, bring it first to the attention of your immediate supervisor. You are encouraged to raise any complaints within ten (10) working days of the occurrence or the date that you became aware of it. If your complaint is one that you are reluctant to discuss with your supervisor or is not resolved satisfactorily by your supervisor, you may go directly to your department head or the city manager, whichever position is next in the line of supervision. Additionally, in these circumstances, the personnel manager is available to listen to your complaint, as well. You are strongly encouraged, however, to seek resolution first through your immediate supervisor or, as a second alternative, the personnel manager whenever practical.

If your complaint needs to be submitted to the city manager, it must be in writing and must contain, at a minimum:

1. a description of the problem;
2. an identification of the policy or procedure which you believe has been violated or misapplied;
3. the date of the circumstances leading to the complaint, or the date you first became aware of those circumstances; and
4. the resolution you are seeking.

The written complaint to the city manager should be submitted within ten (10) working days of the occurrence leading to the complaint, or ten (10) working days after the last response to your complaint.

The city manager may, if necessary, meet with you and any other involved parties, either individually or together. The city manager's response and decision is final and binding.

7.4 Computer Software and Unauthorized Copying

The City of Covington does not condone the illegal duplication of software. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117).

Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support and no information about product updates.

With regard to use on local area networks or on multiple machines, city employees shall use the software only in accordance with the license agreement.

Employees learning of any misuse of software or related documentation within the company shall notify their department head or the city manager.

According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. City employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination of employment.

City of Covington
Vehicle Usage Agreement
Revised 08/12 (WCIA FLT.01.1, 02/05)

NEW HIRES: Sign this form and provide applicable attachments as noted on page 2.

CURRENT EMPLOYEES: At the time of you complete your annual employee self-evaluation, sign a new copy of this form and provide it to the Personnel Division. Attachments need not be supplied—updated documents are acquired by Personnel as necessary.

It is the policy of the City of Covington to provide vehicles for business use, to allow employees to drive on City business, and to reimburse employees for business use of personal vehicles according to the guidelines below.

The term "vehicle" as used in these guidelines includes, but is not limited to, cars, trucks, backhoes, front end loaders, graders, and any motorized water craft.

1. Employees may not drive any vehicles for the City of Covington without prior approval of their supervisor. ***Before approving a driver and annually thereafter in conjunction with the Employee Evaluation process, each affected employee must read, sign, and provide applicable attachments as checked at the bottom of the second page of this form*** to their supervisor (***in the case of a new hire, Personnel Division staff will coordinate with the new employee to obtain these forms***). Upon receiving this completed and signed form with the necessary attachments, Personnel Division staff will obtain a current driving record for affected employee. This completed form, its attachments, and driver record will be retained by the Personnel Division in the employee's personnel file.
2. Employees approved to drive City vehicles are required to inform their supervisor, as soon as practical, of any [illegible] that may affect either their legal or physical ability to drive or their continued insurability. Employees are not permitted, under any circumstances, to operate a City vehicle or a personal vehicle for member business when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of injury, illness, or medication.
3. ***The City prohibits the operation of any vehicle during the performance of City-related duties while the employee is using a cell phone, blackberry or other electronic or technological device to conduct a conversation without the use of a headset/hands-free device, or to type, send, or read text messages, utilize the internet, or a similar activity that may be considered to distract attention from the operation of the vehicle.***
4. Employees holding jobs requiring regular driving for must, as a condition of employment, be able to meet the City's driver approval standards. Additionally, employees required to have Commercial Driver's Licenses must also abide by the City's requirements for drug and alcohol testing.
5. Employees who drive a vehicle on City business must, in addition to meeting approval requirements, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Employees are also responsible for any driving infractions or fines as a result of their driving.
6. Employees may use City vehicles for non-business purposes only with the advance approval of their supervisors.
7. Non-employee, non-business passengers are prohibited from riding in City vehicles without prior approval, utilizing the City form entitled, "Request for Permission to Ride in a City Vehicle, Assumption of Risks and Waiver." This form is available from the Personnel Division.

Sample Only

8. Although employees are encouraged to use City vehicles when they are available, employees may use their own vehicles for business purposes. Please note that insurance industry practices dictate that auto liability coverage follows the auto. Therefore, when an employee uses their personal vehicle during City business, the employee's personal auto insurance would be considered primary and City coverage would be considered excess. Employees who use their personal vehicle for approved business purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage; therefore, those employees are required to use their personal vehicles for business conducted within a 50-mile radius of their job site, rather than a city-owned vehicle. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. Therefore, employees who operate personal vehicles for City business should obtain auto liability coverage for bodily injury and property damage. ***Employees who regularly use their personal vehicles for City business purposes must provide proof of personal automobile liability insurance along with a signed copy of this form to their supervisor, as part of the annual Employee Evaluation process. Since personal insurance policies are normally renewed in increments shorter than one year, the employee must also provide current proof to the Personnel Division when a policy renewal occurs between annual Employee Evaluation periods. It is strongly recommended that employees who use their personal vehicles for City business purposes check with their insurance agent to see if a business endorsement to their personal automobile insurance policy is required.***
9. Employees must report any accident, theft, or malicious damage involving a member vehicle to their supervisor, Fleet Manager and the Personnel Manager regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than forty-eight hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. Employees should make no voluntary statement other than to the investigating officers.
10. Employees who are allowed to take a City vehicle home per the guidelines of the City's Fleet Policy agree that they fully understand that Policy, including the allowed uses of a City-owned vehicle which are contained in Section 3 of the Fleet Policy.
11. Employees shall not operate any City vehicle at any time or operate any personal vehicle while on City business while using, consuming or under the influence of alcohol, illegal drugs, or prescription medications or over the counter medications that may affect their ability to drive. The City of Covington has a zero tolerance policy prohibiting operators of vehicles from drinking alcohol and/or consuming illegal drugs and driving, as well as prohibiting driving when taking prescription medications that affect the employee's ability to drive. (Refer to the City's Substance Abuse Policy in the City of Covington Employee Handbook.)
12. In the case of a volunteer being assigned the use of a City vehicle (e.g., volunteer interns completing a year-long internship in a retraining program), the term "volunteer" shall be substituted throughout this document for the term "employee," and in no way implies employment by the City of Covington. All terms remain the same.

Printed Employee/Volunteer Name: _____
(First) *(M.I.)* *(Last)*

Signature: _____ Date: _____

The following documents must be supplied along with a signed copy of this form by NEW HIRES ONLY. Current employees need only to supply a newly-signed copy of the agreement to Personnel at the time of their annual employee evaluation (along with your completed self-evaluation).

- ☐ Copy of personal license or Commercial Driver's License, as applicable.
- ☐ Proof of current personal automobile liability insurance attached (provide only when personal automobile will be primary means of travel for City business).

Sample Only

Procedure

SUBJECT: DRUG & ALCOHOL TESTING FOR COMMERCIAL DRIVER'S LICENSE (CDL) HOLDERS		
DEPARTMENT/DIVISION: Executive Department /Personnel Division	Page 1 of 9	PROCEDURE NO. HR-10.0
APPROVED BY: Robert White, Interim City Manager	EFFECTIVE DATE: 08/10/06	SUPERSEDES: Not Applicable

NOTICE: The contents of this procedure should in no manner be considered as a contract of employment. This procedure is subject to change and modification as deemed necessary. Any provision of this procedure will be superseded if in conflict with any provision of a valid and effective federal or state law.

PURPOSE:

To establish compliance with the Federal Highway Administration regulations requiring drug and alcohol testing for commercial driver's license holders. Regulations issued by the United States Department of Transportation mandate urine drug and evidential breath alcohol testing for employees in safety-sensitive positions, including those who are required to hold a commercial driver's license.

POLICY:

The city has a significant interest in the health and safety of its employees and the citizens of Covington. To further that interest, it is the policy of the city to take those steps necessary to ensure that its employees perform their duties and responsibilities free of the influence of drugs and alcohol. There will be mandatory drug and alcohol testing for employees and job applicants being considered for employment under the circumstances outlined in this policy.

DEFINITIONS:

ACCIDENT - Accident means an occurrence involving a commercial vehicle on a public road which results in (1) a fatality; (2) bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or (3) one or more motor vehicles incurring disabling damage requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

DRIVER - This term includes all employees whose positions may involve driving a commercial vehicle and that require the possession of a Commercial Driver's License (CDL).

COMMERCIAL VEHICLE - A commercial vehicle is one that either: 1) has a gross vehicle weight of over 26,000 pounds (including combined weight if towed unit weighs over 10,000 pounds); 2) is designed to transport 16 or more persons, including the driver; or 3) is used to transport hazardous materials.

DRUGS - For the purposes of this policy, in accordance with the applicable federal regulations, "drugs" refers to the following five substances: marijuana (THC), cocaine, opiates, phencyclidine (PCP), and amphetamines.

APPENDIX B - *continued*

MEDICAL REVIEW OFFICER (MRO) - The Medical Review Officer is the licensed physician responsible for receiving and interpreting laboratory results from the urine drug tests.

SAFETY SENSITIVE POSITION - For purposes of this policy, these are positions associated with the driving of commercial vehicles.

SUBSTANCE ABUSE PROFESSIONAL (SAP) - A Substance Abuse Professional is a licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug-related disorders. The SAP is responsible for evaluating employees with positive test results.

DESIGNATED CONTACT - The personnel manager and personnel analyst have been designated by the city to answer questions about the program and program materials and may provide employees with resource materials or referral assistance.

DRUG/ALCOHOL TESTING COLLECTION SITE - Testing is done by *A WorkSAFE Service, Inc.* as assigned by the Association of Washington Cities (AWC). Collection site for Covington employees is located at: Priority Testing Services, 1403 Auburn Way Suite 1, Auburn, WA 98002.

PROCEDURE:

A. COVERED EMPLOYEES – the following groups of employees are required by law to participate in the drug and alcohol testing program:

1. Regular employees who are required to operate a commercial vehicle as part of their routine job duties;
2. Temporary employees who are required to operate a commercial vehicle as part of their routine job duties;
3. Any employee who possesses a Commercial Driver's License (CDL) who may at any time operate a commercial vehicle on an on-call, emergency or unscheduled basis (including supervisory employees who may be called upon at any time to operate a commercial motor vehicle);
4. Current employees who transfer or promote to a position requiring operation of a commercial vehicle and possession of a Commercial Driver's License (CDL);
5. A pre-employment drug test is required of all persons given a conditional job offer for a position that meets the description outlined above.

B. PROHIBITED CONDUCT - The following conduct regarding alcohol and drug use or abuse is prohibited:

1. ALCOHOL CONCENTRATION - An employee may not report for or remain on duty requiring the performance of duties covered under this policy while having an alcohol concentration of 0.04 or greater.

2. ALCOHOL POSSESSION AND ON DUTY USE OF ALCOHOL - An employee may not possess or use alcohol while on duty or while operating a commercial vehicle.

APPENDIX B - *continued*

3. PRE-DUTY USE OF ALCOHOL - An employee may not operate a commercial vehicle within four hours after using alcohol. ***An on-call employee who consumes alcohol within four hours of being called in must acknowledge the use of alcohol and may not report for duty.***

4. ALCOHOL USE FOLLOWING AN ACCIDENT - An employee required to take a post-accident alcohol test may not use alcohol for eight hours following the accident, or until a post-accident alcohol test is given, whichever comes first.

5. USE OF DRUGS - An employee may not report for duty or remain on duty which requires driving a commercial vehicle when the employee has used a drug or drugs, except when the use is pursuant to instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a commercial vehicle. Employees who are taking a prescription or over-the-counter medication that may impair their ability to perform their duties safely and effectively should provide written notice from their physician or pharmacist with respect to the effects of such substances.

6. REFUSAL TO SUBMIT TO A REQUIRED TEST - An employee may not refuse to submit to a post-accident, random, reasonable suspicion, or follow-up alcohol or drug test as directed by this policy.

7. POSITIVE DRUG TEST - An employee may not report for duty or remain on duty requiring the performance of duties covered under this policy if the employee tests positive for drugs or alcohol.

8. TAMPERING WITH A REQUIRED TEST - An employee may not tamper with, adulterate, alter, substitute or otherwise obstruct any testing process required under this policy.

9. POSSESSION, TRANSFER OR SALE - No employee may possess, transfer or sell drugs or alcohol while in any position covered by this policy.

C. TESTING

1. Pre-employment Drug Testing - Following a conditional offer of employment, prospective employees will be tested for the presence of drugs [as part of the pre-employment physical examination]. The city's designated contact person will complete a ***Drug/Alcohol Testing Request Form*** **(Exhibit 1)** for non-random tests. This form is to be submitted at the testing site.

   Current employees who are transferring from a position that does not require a Commercial Driver's License (CDL) to a position that does require one, will be tested for the presence of drugs prior to performing duties that require driving or operating a commercial vehicle.

   A positive drug test result for an employment candidate will result in rescinding the conditional offer of employment by the City of Covington. The individual will only be eligible to re-apply for a position covered by these procedures after six months. A positive drug test result for an employee seeking to transfer to a position requiring the driving of a commercial vehicle will result in denial of the transfer and the employee will be subject to discipline as described in section G of this procedure.

APPENDIX B - *continued*

2. Reasonable Suspicion Testing - Employees subject to this policy shall submit to a drug and/or alcohol test when the city reasonably suspects that this policy (except the prohibitions against possession, transfer or sale of alcohol) may have been or is presently being violated. A referral for testing will be based on contemporaneous, articulable observations. Such referrals will be made by supervisory personnel who have received training concerning the signs and symptoms of drug and alcohol use. Supervisors should complete an ***Impaired Behavior Incident Report Form*** **(Exhibit 2)** and, if possible, have the form signed by a witness.

   If a supervisor has reasonable suspicion to believe that an employee who is on duty, about to go on duty, or just completed duty is under any influence of drugs or alcohol, the supervisor will remove the employee from duty immediately. The employee will be advised of the reasons for reasonable suspicion and will be transported to the collection site by the supervisor for testing. If removed from duty based on reasonable suspicion of alcohol use and an alcohol test is not administered within eight hours, the employee will not be allowed to perform or continue to perform covered functions until:

   a. an alcohol test is administered and the driver's breath alcohol concentration measures less than 0.02; ***OR***
   b. twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the employee has violated this policy concerning the use of alcohol.

3. Post-Accident Testing - Employees will be subject to post-accident testing if they are involved in an accident (as defined above) with a commercial vehicle on a public road which results in:

   a. a fatality ***OR***
   b. the driver receives a citation under state or local law for a moving violation ***AND***
   c. there is bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene ***OR***
   d. one or more motor vehicles incurs disabling damage requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

   After an accident, employees are responsible for contacting the immediate supervisor or other management personnel. The employee should cooperate with law enforcement personnel investigating the scene. If the above conditions are met, the employee must remain readily available for such testing as soon as possible and may not take any action to interfere with testing or the results of testing.

   Testing should occur within two hours if possible, but may not exceed eight hours after the accident for alcohol testing and 32 hours after the accident for drug testing.

   Employees subject to post-accident testing are prohibited from consuming alcohol for eight hours following the accident, or until the employee has completed the alcohol test, whichever comes first. An employee who does not comply with the post-accident testing requirements will be considered to have refused to submit to testing and will be subject to disciplinary action as provided in section G of this procedure.

APPENDIX B - *continued*

Supervisors are responsible for determining if the accident qualifies the driver for post-accident testing and should escort the employee to the collection site if possible. If an

employee is unable to provide consent to testing due to their medical condition, the supervisor will document the reasons why the employee was not tested. If testing is not completed within the required time following an accident, the supervisor will document in writing why the tests were not administered.

4. Random Testing - Employees covered by this policy have been included in the Association of Washington Cities (AWC) Drug and Alcohol Testing Consortium pool. This pool contains all eligible individuals from all of the consortium members. The pool database is managed by A WorkSAFE Service, Inc., and is updated monthly as changes in personnel occur. The annual random testing rate required under federal regulations is 50% of the pool for drug testing and 10% of the pool for alcohol testing.

   A WorkSAFE Service, Inc., uses a software program to randomly select individuals for random testing on a monthly basis. Some individuals will be selected for drug testing and others will be selected for both drug and alcohol testing. Each month, A WorkSAFE Service, Inc., will send the names of individuals selected for random testing to the appropriate consortium member contacts. If the City of Covington has any employees selected for testing, the names will be sent to the city's designated contact person.

   Employees selected for random testing will be scheduled for a test by the city's designated contact at some time during the month that the name was selected. Employees selected for alcohol testing may only be tested just before, during or after driving a commercial vehicle. Employees will not be notified until just prior to the testing.

   Upon notification of selection for random testing, the employee will receive a ***Collection Site Registration Form*** **(Exhibit 3)** completed by the city's designated contact. The employee will also be asked to sign a ***Drug and Alcohol Testing Consent Form*** **(Exhibit 4)**. The employee must present the ***Collection Site Registration Form*** **(Exhibit 3)** and a Federal Drug Testing Custody and Control Form (provided by Personnel Division staff on the date of testing) at the collection site along with picture identification at the time of testing. A copy of all of the forms will be retained by the city. After notification, the employee must proceed directly to the collection site for testing accompanied by a supervisor or other designee.

   If an employee scheduled for an alcohol test receives a confirmed test result with a breath alcohol level of 0.02 or above and is unaccompanied at the collection site, a supervisor will be called to the site to transport the employee.

   TESTING LOCATION:
   Priority Testing Services
   1403 Auburn Way Suite 1
   Auburn, WA 98002
   Telephone: (253) 333-8829

5. Return to Duty Testing - Employees who have violated this policy, including those who have tested positive on a drug or alcohol test, are subject to return to duty and may be subject to follow-up testing. A return to duty test following alcohol misuse may not exceed an alcohol

concentration of 0.02. A return to duty drug test must result in a verified negative result prior to being released for duty.

6. Follow-up Testing - An employee who returns to work after evaluation by a Substance Abuse Professional determining that the employee is in need of assistance in resolving problems associated with alcohol misuse and/or use of drugs, is subject to unannounced follow-up testing as directed by the SAP and the city. The number and frequency of follow-up testing will be determined by the Substance Abuse Professional and the city, for a period not to exceed 60 months and no less frequent than six times in the first year following the return to work.

7. Re-tests - Employees who test positive for drugs may request a second test of the remaining portion of the split sample within 72 hours of notification of a positive test result by the Medical Review Officer.

8. After Hours Testing - If the need for testing occurs outside of the normal hours of operation of the designated collection site, a supervisor or manager will be responsible for following the procedures established by A WorkSAFE Service, Inc., for such occurrences.

D. REFUSAL TO TAKE AN ALCOHOL OR DRUG TEST

No employee shall refuse to submit to an alcohol or drug test as directed under this policy. Refusal to submit shall include, but is not limited to:

- a failure to provide adequate breath for testing without a valid medical explanation after the employee has received notice of the requirement for breath testing in accordance with the procedures manual;
- failure to provide adequate urine for drug testing without a valid medical explanation after the employee has received notice of the requirement for urine testing in accordance with the procedures manual;
- engaging in conduct that obstructs the testing process.

REFUSAL TO SUBMIT TO A DRUG TEST WILL BE CONSIDERED THE SAME AS A POSITIVE TEST.

E. SECURING INFORMATION FROM PREVIOUS EMPLOYERS

If a person is to be hired into a position subject to this policy and during the previous two years has worked as a driver of a commercial vehicle, that person must authorize a request of all employers of the driver within the past two years to release information on the following:

1. Positive alcohol or drug tests
2. Refusal to be tested

The city will make a good faith effort to obtain and review the information from prior employers within 14 days of the person performing safety sensitive duties for the first time.

If the information obtained from previous employer indicates either a positive test or that a refusal to be tested occurred within the past two years, that person will not be permitted to drive commercial vehicles unless subsequent information indicates that an evaluation by a Substance Abuse Professional was made and return to duty testing was administered.

APPENDIX B - *continued*

F. CONFIDENTIALITY AND RECORD RETENTION

All records related to drug and alcohol testing will be maintained in a secure location with controlled access. These records will be kept separate from personnel records pertaining to all other employees.

G. CONSEQUENCES OF ENGAGING IN PROHIBITED CONDUCT OR POSITIVE DRUG OR ALCOHOL TESTS

1. Discipline - An employee will be subject to appropriate disciplinary action as specified in the disciplinary action up to and including termination from employment as described in the City of Covington's Employee Handbook section **6.2 Disciplinary Action** if:

   a. the employee tests positive for a drug or drugs;
   b. results from an alcohol test indicate a breath alcohol level of 0.02 or greater; and/or,
   c. the employee has engaged in prohibited conduct as outlined in section B of this procedure.

   All employees regardless of disciplinary action taken will be advised of resources available to the employee in evaluating or resolving problems associated with drug use or alcohol misuse.

2. Positive Test Result and/or Engaging in Prohibited Conduct - If an employee tests positive for drugs or has an alcohol test that indicates a breath alcohol level of .04 or greater from a random, reasonable suspicion or post-accident test, or engages in prohibited conduct as outlined in section B of this procedure, the employee will be immediately removed from duties requiring the driving of a commercial vehicle. The employee will not be permitted to return to work unless he/she:

   a. has been evaluated by a qualified Substance Abuse Professional; ***AND***
   b. if recommended by a Substance Abuse Professional, has properly followed any rehabilitation prescribed; ***AND***
   c. has a verified negative result on a return-to-duty alcohol (<0.02) and/or drug test.

   Upon completion of a recommended rehabilitation program and successful return to work, an employee will be subject to follow-up random testing for up to sixty (60) months as recommended by the Substance Abuse Professional and the city, with a minimum of six such unscheduled tests within the first twelve months of returning to duty.

3. Alcohol Concentration of 0.02 but less than 0.04 - Employees having a breath alcohol concentration of at least 0.02 but less than 0.04, shall be removed from duty requiring the driving of a commercial vehicle for at least 24 hours.

H. TESTING COSTS AND COMPENSATION

1. Testing Cost

   a. **The City will pay for the following alcohol and or initial drug tests:**
      i. Random testing
      ii. Reasonable suspicion testing
      iii. Post-accident testing
      iv. Pre-employment
      v. Follow-up testing
      vi. Return to duty testing

APPENDIX B - *continued*

   b. **Employees are responsible for the costs associated with the following tests:**
      i. Split sample re-tests made at the employee's request
      ii. If a split sample re-test returns a negative result, the city will reimburse the employee for the cost of the test.

c. **Substance abuse professional and rehabilitation costs will be the responsibility of the employee.**

2. Pay Status
   a. **Time spent testing** – employees will be compensated for time spent to report to the testing facility and be tested for the following alcohol and/or initial drug tests:
      i. Random testing
      ii. Reasonable suspicion testing
      iii. Post-accident testing
      iv. Return to duty testing
      v. Follow-up testing
   b. **Employees are responsible for taking the following tests on their own time:**
      Split-sample re-tests made at the employee's request.
   c. **Waiting for Results** - Employees who have been asked to submit to a reasonable suspicion drug test will be placed on unpaid leave pending the outcome of the test results. Such employees are eligible to use accrued vacation or sick leave during this time. If the test result is negative, the time will be paid and any sick or vacation leave used will be credited.
   d. **Alcohol Concentration of 0.02 but less than 0.04** - If an employee receives an alcohol test result of at least 0.02 but less than 0.04, the employee must be removed from duty which requires driving a commercial motor vehicle for at least 24 hours following the administration of the test. The employee may use accrued vacation or sick leave during this absence.
   e. **Positive Drug Test or Alcohol Test Result of 0.04 or Higher** - An employee who receives a positive drug test or who tests 0.04 or greater on an alcohol test is not allowed to return to work until all of the applicable requirements are met as outlined in the procedure. Such employees may use accrued vacation or sick leave during this absence.

I. TESTING METHODS

1. Drug Testing - The drug testing requires candidates to provide a urine specimen of at least 45 ml to be tested for the presence of amphetamines, cocaine, marijuana (THC), opiates, and phencyclidine (PCP). The specimen will be sent to Drug Proof, a laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMSHA) to conduct screening and confirmation tests according to the protocols identified in the Department of Transportation Rules. All test results will be reviewed by the Medical Review Officer (MRO).

2. Alcohol Testing - Alcohol testing will be conducted using an approved evidential breath testing (EBT) device operated by a trained breath alcohol technician (BAT) at the collection site. The first test performed will be a screening test. If the screening test results in an alcohol concentration of less than 0.02, it will be considered a negative test. If the screening test results in an alcohol concentration of 0.02 or greater, a second, or confirmation test is performed within 15-20 minutes.

APPENDIX B - *continued*

J. TRAINING AND EDUCATION

The city will provide all affected employees with copies of this *Drug and Alcohol Testing for CDL Holders Procedure* for employees who operate commercial vehicles and other information as may be required by the federal regulations. Each driver must sign a ***Receipt of Informational***

Materials/Employee's Certification of Receipt **(Exhibit 5)** upon having been provided the above referenced information.

Managers and supervisors designated to determine whether reasonable suspicion exists to require a driver to undergo alcohol or drug testing will receive at least 60 minutes of training on alcohol and 60 additional minutes of training on drug abuse. The training will cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

K. EMPLOYEE ASSISTANCE PROGRAM/VOLUNTARY REFERRAL

The city supports employees who volunteer for treatment of alcohol or drug abuse. Employees are encouraged to seek treatment voluntarily and to utilize the Employee Assistance Program (see the personnel manager for contact information). Any employee who comes forth and notifies the city of alcohol or drug abuse problems will be given the assistance extended to employees with any other illness. Any such program, however, may not interfere with the tests
required by these rules. For example, a driver may not identify himself/herself as unfit to drive after having been notified of a random or reasonable suspicion test and expect to avoid the consequences for a positive test or a refusal to test. In addition, voluntarily seeking assistance does not excuse any failure to comply with all of the provisions of this procedure or other work rules, procedures and policies of the city.

Sick leave, vacation leave or leave of absence without pay may be granted for treatment and rehabilitation as in other illnesses. Insurance coverage for treatment will be provided to the extent of individual coverage. Confidentiality of information will be maintained as much as possible at all times.

EXHIBITS

EXHIBIT 1 - Drug/Alcohol Testing Request Form
EXHIBIT 2 - Impaired Behavior Incident Report Form
EXHIBIT 3 - A WorkSAFE Service, Inc., Collection Site Registration Form
EXHIBIT 4 - Drug and Alcohol Testing Consent Form
EXHIBIT 5 - Receipt of Informational Materials/Employee's Certification of Receipt

EXHIBIT 1

Drug/Alcohol Testing Request Form

Laboratory: LabCorp 1-800-898-0180
MRO: HealthForce Partners (206) 223-7501

FOR NON-Random Tests Only. *For random tests, the employee should take the Random Notice that HealthForce Partners sends you. Employee takes a copy of form to local collection site. Employer keeps copy for files.*

Name of Employee to be Tested _____ Social Security Number _____

Agency _____

Agency's Confidential Contact Person _____ ( ) Phone Number _____

Sample Only

Local Site Where Sample Will Be Collected _____ Address _____

Employee Type (check one)
- ☐ DOT covered employee/CDL Holder (FTA/FMCSA/RSPA covered employee)
- ☐ Non – DOT covered employee

Test Required (check one)
- ☐ Drug & Alcohol
- ☐ Drug only
- ☐ Alcohol only

Reason for Test (check one)
- ☐ Pre-employment
- ☐ Post Accident
- ☐ Follow-Up Testing
- ☐ Reasonable Cause
- ☐ Return to Duty
- ☐ Return to Duty
- ☐ Other (specify) _____

For After Hours Requests Call: LabCorp 1-800-898-0180
Indicate that you are with the AWC Consortium.
Provide your agency name and location.
LabCorp will instruct you where to take employee for testing.

D&A Form #60B (Revised November 2002)

APPENDIX B - *continued*

EXHIBIT 2

D&A Form #70

Impaired Behavior Incident Report Form

Use this checklist to describe the observed behavior that causes you to believe the employee's job performance is impaired. Provide additional information in each comment section as necessary. You do not need to write in complete sentences. Attach this form to the Drug and Alcohol Testing Consent form. This checklist is to be kept confidential and should be placed in the employee's drug and alcohol testing file.

Name of employee: _____
Location of employee while impaired: _____
Time impairment first observed: _____am/pm How long did you observe: _____
Names of other witnesses: _____
Did anyone complain to you about the employee's impaired behavior: If so, who: _____

Checklist of Possible Behaviors
(Circle/check those that were observed)

- Physical mannerisms changed or unusual (staggering, gestures, posture)
- Substance that smelled like alcohol on breath
- Excessive fatigue
- Out-of-control displays of emotion
- Unusual fear
- Memory problems (diffic[illegible] recallin[illegible] [illegible]edures)
- Engaged in verbal or phy[illegible]
- Excessive sweating or h[illegible] behavior
- Responsible for serious safety or security violation
- Caused or involved in serious accident or near miss
- Demanding, rigid, inflexible behavior(s)
- Clearly refused to do assigned work (when mixed with other behaviors)
- Made significant error(s)
- Behavior which disrupted workflow
- Interfered with or ignored established procedures
- Complaints by co-workers or subordinates

Sample Only

Describe Incident—include comments made by the employee:

_____
_____
_____
_____
_____

Employee's Explanation for Impairment:

_____
_____
_____

_____
Supervisor's or Witness' Signature
Time_____am/pm Date_____

(Revised January 1997)

EXHIBIT 3

1696 Capitol St NE * Salem, OR 97301 * (503) 391-9363 * Fax: (503) 316-9110

COLLECTION SITE REGISTRATION FORM

DATE _____

EMPLOYEE NAME _____

SOCIAL SECURITY NO. _____

COMPANY NAME: CITY OF COVINGTON

CONTACT PERSON _____ PHONE (253) 638-1110 X2240

DOT / FMCSA

(Federally Mandated Testing Program)

Lab: PAML MRO: GRIFFIN Account #: PA41332

Sample Only

_____ PRE-PLACEMENT DRUG SCREEN
_____ FOR CAUSE DRUG SCREEN
_____ POST-ACCIDENT DRUG SCREEN
_____ RANDOM DRUG SCREEN
_____ RETURN-TO-DUTY DRUG SCREEN
_____ FOLLOW-UP DRUG SCREEN
_____ BREATH ALCOHOL TEST

COLLECTION SITE(S)

PRIORITY TESTING SERVICES
1403 AUBURN WAY STE I
AUBURN, WA 98002
(253) 333-8829

INSTRUCTIONS FOR APPLICANT:

- Report to collection site promptly.
- Refrain from drinking liquids prior to collection

Bring photo ID with you.

Do not list your medications at the collection site

BILLING: **A WorkSAFE Service, Inc.**
1696 Capitol St NE
Salem OR 97301
(503) 391-9363

EXHIBIT 4

D&A Form #110

Drug and Alcohol Testing Consent Form

Date: _____

Employee Name: _____
Name of Supervisor
Requesting Exam: _____
Name of Supervisor
Accompanying Employee: _____

Medical Consent: I consent to the collection of breath/urine samples by an authorized breath alcohol technician and/or laboratory staff to determine the presence of alcohol and/or drugs, if any.

Sample Only

Authorization to Release Information: I authorize said laboratory to release any and all medical information obtained during this testing procedure to _____.
Name of Agency

I understand that my alteration of this consent form; refusal to consent or cooperate fully with the collection of breath/urine samples; my tampering with any such samples; or my refusal to authorize release of information constitutes insubordination, violates the drug and alcohol testing policy and may be grounds for termination.

I also understand that a positive result on these tests is grounds for disciplinary action.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Supervisor Printed Name: _____

(Revised January 1997)

EXHIBIT 5

Receipt of Informational Materials

Employee's Certification of Receipt

I acknowledge that I have received informational materials and/or instruction regarding the following:

- The agency policy establishing alcohol and drug testing and prohibiting drug and alcohol use among employees who hold a commercial driver's license.
- The reason why my position has been included in the drug and alcohol testing program, which vehicles I drive [illegible] fied as commercial, and what period of the day I [illegible] compliance with the drug and alcohol [illegible] n.
- The procedures that will be used to conduct testing, protect the integrity of the process, and ensure validity of results.
- Potential consequences if I violate the policy and rules regarding the use of alcohol and controlled substances.
- Consequences if I refuse to submit to required testing.
- The effects of alcohol and controlled substance misuse on my health, work and personal life as well as the signs and symptoms of misuse, and methods for requesting intervention and referral assistance when I identify a potential problem with alcohol or controlled substance misuse.

Sample Only

_____ _____
Date Employee Signature

_____
Printed Name

D&A Form #40 (Revised January 1997)

City of Covington
Work Schedule Agreement

Employee Name: _____ Schedule to Start: _____
(For 9/80 schedule, must be 1st Sunday of bi-weekly pay period)

Department: _____

➤ ***I am requesting authorization to work the following work schedule:*** *(check one)*

☐ **5/8's** - Traditional schedule made up of five 8-hour work days each week.

☐ **9/80** - Eight 9-hour work days, one 8-hour work day, and one day off, totaling 80 hours worked in a 2-week pay period. Four 9-hour days and one 8-hour day are worked in one week, and four 9-hour days with one day off are worked in the other week.

☐ **4/10's** - Four 10-hour days and one day off each week.

☐ Other - *(Please explain; i.e., four 9-hour days and one 4-hour day per week; change in flex day, etc.)*

_____

_____

Sample Only

➤ ***Additionally, I would like the following [illegible]*** *(check one)* ☐ **1/2 Hour** ☐ **Full Hour**

☐ ***First-time voluntary forfeiture of lunch break**** ☐ ***Extension of voluntary lunch break forfeiture****

* *Lunch break forfeiture is considered on an as-needed basis for either exempt or non-exempt employees, but only at the employee's request. By signing below, employee understands requests should only be made for unusual circumstances (i.e., personal hardship due to my illness or that of a family member/close relative, outside education schedule, etc.) and not as a permanent substitution for a schedule that includes a lunch break. Approval is at the discretion of supervision and the city manager. In the occasional event that employee does observe a lunch break while this schedule is in effect, they must adjust their work hours upwards within the same week to make up for the lunch break period.* ***Approved lunch break forfeitures last for a maximum of 6 months and must be resubmitted for consideration if the employee feels an extension is necessary.***

Week 1* Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time to Stop Time		a.m. to p.m.	a.m. to p.m.	a.m. to p.m.	a.m. to p.m.	a.m. to p.m.	
Total Daily Hours							

Week 2* Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time to Stop Time		a.m. to p.m.	a.m. to p.m.	a.m. to p.m.	a.m. to p.m.	a.m. to p.m.	
Total Daily Hours							

* **Week 1 and Week 2 coincide with the weeks in the bi-weekly pay period.**

I understand the above schedule is to be my normal work schedule, but that the city reserves its right to set or amend work schedules at any time, as it deems necessary.

_____ _____
Employee Signature *Date*

_____ _____
Supervisor's Signature *Date*

_____ _____
Personnel Manager's Signature *Date*

_____ _____
City Manager's Signature *Date* ***REV. 4-2012***

APPENDIX D

CITY OF COVINGTON
OVERTIME REQUEST FORM

OVERTIME HOURS MUST BE APPROVED IN ADVANCE

PRE-APPROVAL:

Employee: _____ Total Hours Anticipated: _____ Pay Period Ending: _____

Comments/Reason for Overtime: _____

_____

Supervisor/Dept Head Pre-Approval: _____ Date: _____

Sample Only

ACTUAL HOURS WORKED

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
OT Hours Worked							
Week 2	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
OT Hours Worked							

Please choose one: ☐ COMP TIME or ☐ OVERTIME

I certify that the above hours are my actual worked hours. I understand that falsifying this document could be grounds for dismissal. (See Employee Handbook Section 3.5)

Employee Signature: _____ Date: _____

Supervisor/Dept Head Approval: _____ Date: _____

Provide the original of approved request to the Finance Department, attached to appropriate timesheet. *Revised 05/31/07*

HAZARD, INCIDENT, ACCIDENT, OR INJURY REPORT, Rev. 5-2009
(Use also for the Accident Investigations)

Reported by: *(print name)* _____

Date and Time of Report: _____

This is a report of a/an: ***(Attach additional information sheets, photos, sketches, as may be appropriate)***

- ☐ Unsafe/hazardous condition
- ☐ Exposure to potential pathogens
- ☐ Near miss incident
- ☐ Accident without injury
- ☐ Minor First-aid injury
- ☐ Injury needing outside/advanced medical attention
- ☐ Death
- ☐ Damage to equipment or material
- ☐ Other_____

Please complete information in all boxes, as applicable. If not applicable, please insert "N/A".

(1) Date and time (approximate, if not specifically known) of incident/accident or when condition noted:

(2) Location of incident/accident, hazardous condition, or exposure to potentially infectious materials:

Sample Only

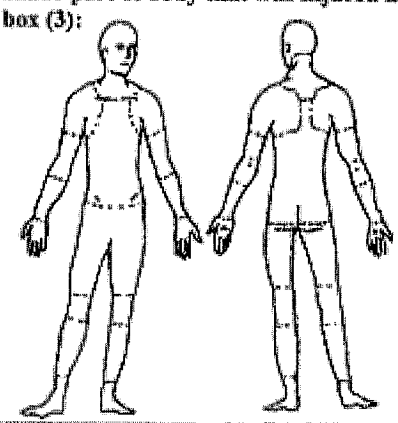
(3) Name of employee involved:

Is this employee a regular full time, regular part time, seasonal full time, seasonal part time, or temporary employee?

(4) At what point in the employee's work day did this happen? *(Examples: Entering work, leaving work, during normal work activities, during meal break, during break, working overtime, etc.)*

(5) Name(s) of other employee(s) involved *(it will be necessary to complete separate form in its entirety for each injured employee):*

(6) Shade part of body that was injured and describe nature of resulting injury received by the employee named in box (3):



(7) Describe damage to equipment or machinery *OR*, in the case of exposure to potential bloodborne pathogens, what type of potentially infectious material(s) were involved:

(8) Date and time medical attention was first sought by employee named in box (3) above:

(9) Name of Doctor/Hospital:

(10) Name(s) of other(s) involved with telephone number(s), address(es) and/or e-mail address(es):

(11) Name(s) of witnesses with telephone number(s), address(es) and/or e-mail address(es):

(12) Describe incident/accident or hazardous condition [illegible] injury, [illegible] steps that led up to it, including the names of any machines, equipment [illegible] were being used when it occurred:

Sample Only

(13) What active measures were taken or assistance given and who was it provided by? *(In case of exposure—decontamination, clean-up, reporting, etc.)*

(14) What Personal Protective Equipment (PPE) was being used, if any?

[illegible]

What may have contributed to this incident/accident/or unsafe condition? *(Include details on unsafe conditions, lack of training, defectiveness of device, unguarded hazard, failure to wear PPE, using equipment in an unauthorized way, a "reward to complete the job faster", etc.)*

Were any related possible unsafe conditions reported prior to this accident?

Has this incident/accident or type of event/accident/near miss, hazardous condition, or exposure to potential blood-borne pathogens happened before at the City?

What changes should the City make to assist in avoiding repetition of this incident? Have those changes been made? If not, what is the plan of action?

Your name: *(sign)* _____ Date: _____

Supervisor's Signature: _____ Date: _____

Original: Personnel Manager Date discussed at Safety Meeting: _____

cc: Safety Officer _____

STANDARD OPERATING PROCEDURE

City of Covington Department of Public Works Division: Maintenance	
Subject: **Public Works After Hours Callout**	Approved By: Glenn Akramoff, Public Works Director
	Effective Date: April 2012
	Author: Glenn Akramoff/Ross Junkin

1. **PURPOSE:**
To establish the procedure for Public Works after hours emergency response callout.

2. **AUTHORITY:**
The City of Covington Public Works Department will respond to citizen action request 24 hours a day, 7 days a week, 365 days per year in order to better serve its citizens and protect against injury, liability and infrastructure damage. This necessitates that one in-house staff person be on standby during non-business hours.

Responsibilities of the Callout Staff Person:

a. The callout person will be prepared for emergency response at all time. This entails being prepared to respond to emergencies in the same way as during a normal work day. All normal policies and procedures apply.
b. The callout person must respond by phone within 15 minutes of call.
c. The callout person will responded to the site within 45 minutes of the initial call.
d. The callout person must be available by phone (cell or home) at all times
e. A call out information book will be with the callout person during off hours (provided by the City with emergency contacts and protocols contained within).
f. When safety issues require more than one person, a second person may be called in to assist. Safety issues requiring more than one person include:
    i. operation of multiple pieces of equipment;
    ii. use of chainsaws; or
    iii. work in heavy traffic.
g. A ***Callout Summary Sheet (Attachment A)*** must be completed for each week on call. This sheet must be handed in prior to an exchange of the callout person.
h. The callout person shall verbally notify the Maintenance Supervisor the next work day if they responded to a non-major-incident callout.
i. Major incidents require immediate notification of the Maintenance Supervisor. Major incidents include:
    i. utility service disruption;
    ii. road closure;
    iii. property damage (other than vehicle); or
    iv. death or severe injury on city property or in city right of way.

APPENDIX F - *continued*

3. **PROCEDURE:**

One staff person from the Public Works Maintenance Division will be on call at all times.

Emergency Response Events:

The following are considered emergency events:

a. Hazardous material spills (any size)
b. Downed signs (Stop sign, Yield, Do Not Enter, Wrong Way or One Way Only). We will respond with temporary signage and call King County Traffic the next morning.
c. Any flooding or drainage system failures
d. Any water running in our parks or buildings
e. Slippery conditions/ice/snow
f. Traffic signals or crosswalk lights out (city-owned)
g. Landslides
h. Downed trees
i. Downed power lines (we do not respond to the power complaint, just to secure the area for public safety)
j. Water over roadway
k. Graffiti
l. Any traffic obstruction
m. Major weather event
n. Natural or man-made disaster (first responder)

Schedule:

a. The callout schedule will be from Monday at 7:00 AM (or quitting time based on maintenance workers' work hours) to Monday at 7:00 AM (or start time based on maintenance workers' work hours). The callout phone will be physically passed to the next scheduled person at this time.
b. Each Maintenance Worker is required to be on call in a rotating schedule.
c. Callout can be exchanged among Maintenance Workers with the following conditions:
    - The person scheduled is responsible for communication of coverage
    - The Maintenance Supervisor must be notified prior to exchange by the worker relinquishing the callout status.
    - All conditions of callout are in place. The person who accepts the exchange accepts all rights and responsibilities of emergency callout.
d. If a holiday is on the exchange day, the exchange will take place the day before or day after, as agreed to by the Maintenance Supervisor and those involved.

Payment:

Callout pay is on a daily basis at $45 per day, and may be updated as required. The person coming on call will receive that amount for that first day. When a call is responded to, the person responding will get a minimum of two hours overtime for each callout. Those conditions only pertain to the person being paid for callout pay. If others are needed for emergency response, they receive overtime pay in accordance with the City of Covington's Employee Handbook's normal personnel policies. Eligibility for callout begins when an employee arrives home. All payroll regulations and rules apply.

ATTACHMENTS

ATTACHMENT A – Callout Summary Sheet

ATTACHMENT A

City of Covington
AFTER HOURS CALLOUT SUMMARY

Date	Time	Name of Reporting Party	Phone	Location of Incident	Description of Problem	Action Taken	Name of Responding City Staff

Sample Only

Revised 5-30-2012

APPENDIX G

City of Covington
Claim for Travel Expenses Report

PART I: TRAVEL AUTHORIZATION **BARS:**

NAME AND TITLE	TOTAL TRIP COST (Estimate)

DESCRIPTION, LOCATION, AND PURPOSE OF TRAVEL

DATES & TIMES OF TRAVEL (BEGIN & END)	PROGRAM DATES & TIMES (BEGIN & END)

ADVANCE?	ADVANCE AMOUNT	DATE NEEDED	DEPT HEAD APPROVAL	DATE	CITY MANAGER APPROVAL	DATE

PART II: ADVANCED PAYMENT

I hereby certify that I received the sum of $ _____ as an advance for the purpose listed above. I understand that any portion of this advance not used for this purpose will be required to be refunded by me, and if deemed by the City, may be deducted from my pay. Settlement of this advance must be made within 15 days following close of the travel.

EMPLOYEE SIGNATURE _____ DATE _____ CHECK NO. _____

PART III: ITEMIZE EXPENSES BELOW

1. INCLUDE ALL EXPENSES, INCLUDING ANY PREPAID EXPENSES.
2. EXPENSES ARE NOT ALLOWED FOR EMPLOYEE'S FAMILY AND SHOULD NOT APPEAR ON THIS REPORT.
3. ATTACH RECEIPTS/INVOICES FOR TRANSPORTATION, LODGING, REGISTRATION FEES, [illegible] OUS ITEMS, ETC.

Sample Only

DATE									TOTAL
HOTEL									
BREAKFAST									
LUNCH									
DINNER									
# MILES DRIVEN									
REGISTRATION									

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof. (Attach all receipts.)

EMPLOYEE SIGNATURE _____ DATE _____

CERTIFICATION: I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just due and unpaid obligation against the CITY OF COVINGTON and that I am authorized to authenticate and certify to said claim.

AUDITING OFFICER _____ DATE _____

TOTAL TRIP EXPENSES	
LESS ADVANCES (PART II)	
PREPAID ITEMS (PART IV)	
BALANCE DUE TO CITY	
RECEIPT NUMBER	
OR	
TOTAL DUE EMPLOYEE	
CHECK NUMBER/DATE	

PART IV: RECONCILIATION OF PREPAID AMOUNTS (Finance Department Use Only)

DATE	CHECK NO	PO NO.	VENDOR	PURPOSE	AMOUNT
				TOTAL PREPAID EXPENSES	

CITY OF COVINGTON
ABSENCE REQUEST

Requesting Employee: _____

All leave should have Supervisor/Department Head approval 5 days in advance, including sick leave whenever possible

Absence Type: **V** – Vacation **S** – Sick Leave **F** – Floating Holiday **C** – Compensatory **M** – Merit **B** – Bereavement **L** – Leave of Absence **J** – Jury Duty **R** – Military

Week 1:	Date	No. of Hours	Type	Reason	Finance Use Only:
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Week 2:	**Date**	**No. of Hours**	**Type**	**Reason**	**Finance Use Only:**
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Sample Only

Employee Signature: _____ Date: _____

Supervisor/Department Head Approval: _____ Date: _____

Routing Cycle: Employee → Supervisor/Dept Head → Office Technician II → Attach to Timesheet

Revised 06/14/12

Vacation Donation Request

Employee Donor Name: _____ **Date:** _____
(Please Print) *First* *M.I.* *Last*

Accrued Vacation Hours Donating: _____ **Accrued Vacation Hour Balance After Donation:** _____

Receiving Employee Name: _____
First *M.I.* *Last*

Sample Only

I have voluntarily chosen to donate the [illegible] leave hours from my accrued vacation leave to the receiving employee named above [illegible] in accordance with the guidelines set forth in Section _____ of the City of Covington Employee Handbook:

Employee Signature: _____ **Date:** _____

Dept. Head Approval: _____ **Date:** _____

City Manager Approval: _____ **Date:** _____

For Finanace Dept. Use Only:
Date of Vacation Leave Transfer: _____/_____/_____ **Initials:** _____

Procedure

SUBJECT: EMPLOYEE COMPENSATION PROGRAM		
Department/Division: Executive Department/Personnel Division	Page 1 of 8 Pages	**PROCEDURE NO.** HR-16.1
APPROVED BY: Derek Matheson, City Manager	**EFFECTIVE DATE:** June 26, 2012	**SUPERSEDES:** April 10, 2012

NOTICE: The contents of this procedure should in no manner be considered as a contract of employment. This procedure is subject to change and modification as deemed necessary. Any provision of this procedure will be superseded if in conflict with any provision of a valid and effective federal or state law.

PURPOSE:

In order to extend and maintain the city's desired level of service to the citizens of Covington, the City of Covington understands that it must maintain a formal, systematic and competitive compensation program to adequately and fairly recruit, retain, and motivate employees. This procedure sets forth the guidelines of the program that has been developed in this regard.

BACKGROUND:

In June 2011, the personnel manager collected data from a comprehensive Employee Satisfaction and Retention Survey that demonstrated the city's benefits, fair wages and work/life balance as the top second, third and fourth reasons, respectively, that its employees have *"continued employment to that point in time"* with the city. Similarly, good benefits and work/life balance ranked as the first and second reasons, respectively, that the majority of the city's employees agreed *"would encourage them to continue employment"* with the city. Lastly, career growth potential and a merit award program that was more viable than the one that existed at the time of the survey were features the city lacked that *"may cause them to leave employment with the city."*

Subsequent to examining the survey results, the city's management team reviewed each aspect of the city's compensation program, suggesting changes that would bring the entire program closer to satisfying employee needs and wants indicated by the above-mentioned survey and, very importantly, in conjunction with what the city could reasonably afford. Those goals are reflected on the new Compensation Philosophy contained in the procedure below.

APPLICATION:

The procedure described herewith is applicable to all regular, benefitted employees with the exception of those employed under a customized employment agreement or contract. This procedure and/or its exhibits may need adjustments in its application toward regular, non-benefitted employees and, in those cases, will be noted accordingly. Temporary employees are not covered under this procedure.

PROCEDURE:

This Compensation Program Procedure covers four components:

(1) Compensation Philosophy
(2) Salaries/Wages
(3) Tangible Benefits
(4) Intangible Benefits

APPENDIX J - *continued*

(1) Compensation Philosophy

In developing an updated Compensation Philosophy, it was first necessary to reaffirm the city's present and desired organizational culture: the city's desire to maintain the reputation and perception of providing first class (not just adequate) service. In order to support that culture, it is necessary for the city to adapt to changing trends in the environment, the economy, and technology. Although resources may sometimes be significantly constrained, the quality of services should not be—response times may take a little longer in order to provide sensible, thorough answers that aren't rushed. Staff is very motivated by economical, yet flexible, family-friendly benefits to provide this level of service. Maintaining a high-caliber, satisfied staff helps ensure that they genuinely care about those they serve; many live in or near the area and/or shop here. That level of caring helps ensure that personal contact is still possible. The "team" concept further strengthens the ability to provide first class service—"departments" and "divisions" should not be reasons for us not to work together; we all do what needs to be done to move the team forward. Further, since the city values emerging leaders, it will take risks to "grow its talent from within."

The City of Covington's Compensation Philosophy outlines what the Compensation Program strives to achieve, based on both the results of the 2011 survey and the city's culture, and is in support of the city's customer service goals noted on the City of Covington's Vision, Mission and Goals Statement (Exhibit 1). This updated Compensation Philosophy, adopted by the City Council on April 10, 2012 as part of this procedure, replaces the former Compensation Philosophy adopted by the City Council on February 3, 2004, and states:

"The City of Covington prides itself in maintaining a diligent, caring staff consistently striving to provide its citizens with the highest level of personalized service, delivered as promptly as resources allow. In order to attract, engage and retain the necessary talent and knowledge to provide this quality service, the city's unique total rewards package combines competitive wages, sound insurance plans, and performance incentives with a variety of intangible benefits that adapt to economic and societal trends, as well as afford individual flexibility. To further promote continuity of service, emerging leaders and longevity are valued—we believe in growing our talent."

(2) Salaries/Wages

The city's salary schedule and salary administration guidelines are based on salary surveys of a comparable market. These guidelines may change as warranted by future salary surveys.

(A) Salary Schedule - employee salaries are maintained in accordance with the city's salary schedule which is made up of salary ranges that increase in approximately 6% increments. The total number of ranges may fluctuate, depending on positions added or deleted as required. Each range consists of seven (7) steps that increase in 3% increments. Positions are assigned an appropriate salary range that is determined through a survey of a comparable municipal market. The city's salary schedule for active positions is approved by the city council during each annual budget process.

1. **Starting Salary** – when an employee is hired into a position, the step they are placed on in that position's salary range is determined by a variety of factors that include education, certifications, employment experience, abilities, internal equity and other factors that may be unique to a particular position.
2. **Step Raises for General Employees** *(this covers all regular part-time and regular full-time employees, except part-time Aquatic Center employees—see 3, immediately below, for information in that regard)* – unless stipulated otherwise in the Offer of Employment letter or Employment Contract, if an employee receives satisfactory employee evaluations (all

evaluation criteria are rated as "adequate" or higher), they receive a step increase on the one-year anniversary of their employment start date with the city, and annually thereafter. If an

employee has reached the top (seventh step) of their salary range, annual step increases are suspended until and if the salary range is increased as a result of the annual salary survey annual salary survey process (see ***(2)(B) Salary Surveys***, below) or the employee moves into a position that is assigned a higher salary range. Despite the suspension of step increases, the employee is still eligible to receive Cost-of-Living Adjustments (COLAs) that affect their position's salary range, as approved by the city council in the annual budget.

3. **Step Raises for Part-time Aquatic Center Employees** – because most part-time Aquatic Center employees are scheduled to work less than 20 hours, on average, per week, another criteria, in addition to satisfactory employee evaluations (all evaluation criteria are rated as "adequate" or higher) and the anniversary date of their hire, has been established for such employees to receive a step raise. That additional criteria requires that an employee must have worked at least 520 hours since their last anniversary date of hire (normally also the step raise anniversary date) by the time of their next anniversary date in order to receive a step raise. In cases where an employee is assigned more than one job title, the total 520 hours shall include all job titles. If that 520-hour threshold has not been met on the annual anniversary date of hire, then a step raise will not be processed until the hourly threshold has been met. From that point on, the anniversary date of hire will no longer serve as the step raise anniversary date. Instead, the next step raise will be up for consideration 12 months from the last step raise date; but, again, the step increase will not be processed unless and until the 520-hour threshold has been met. Conversely, if an employee has worked more than the 520-hour threshold at the time their anniversary date of hire occurs, the hours over the 520-hour threshold will *not* count toward the next step raise.

(B) **Salary Surveys** – based on the results of the Employee Satisfaction and Retention Survey noted in ***BACKGROUND*** on page 1, salary is an important factor—ranking third in employee satisfaction needs. The city, therefore, strives to continue to maintain salaries and wages that are competitive with a comparable market. This is accomplished through the regular completion of salary surveys by the personnel manager, using cities selected by the management team as being comparable to the City of Covington and in accordance with the following criteria:

1. **Comparable Market** – the criteria to establish a market comparable to the City of Covington was defined by the management team as other municipalities similar in age (years since incorporation), size (population), budget, staffing (number of employees), and complexity (services offered to its citizens as well as residential/commercial growth) to the City of Covington, as well as within the same geographical area—or, essentially, young, mid-sized cities in South King County. The seven (7) cities selected for this purpose in order to ensure an adequate number of matches for each position are Bonney Lake, Issaquah, Maple Valley, Mill Creek, Mountlake Terrace, University Place and Woodinville. For those positions that an adequate number of matches are not able to be made from within that select group (i.e., at least three strong matches), cities that may be used to gather alternate data are Des Moines, Federal Way, Enumclaw, Fife, Kenmore, and Tumwater.
2. **Frequency and Timing of Surveys** – surveys are targeted to be performed every five (5) years and completed by July 31st, or in time for results to be considered for inclusion in the annual budget process.
3. **Scheduling of Positions to be Surveyed** – all positions will normally be surveyed at the same time, in accordance with the schedule established in 2, directly above. NOTE: Exceptions may be made on a case-by-case basis at the request of a department director because of extenuating circumstances such as recruiting difficulties, or other considerations.
4. **Salary Survey Responsibility** – salary surveys will be performed by the personnel manager.

APPENDIX J - *continued*

5. **Salary Survey Process**
   - **Commencement of Survey** – the personnel manager will begin the survey process upon the direction of the city manager.

- **Interface with Comparable Market** – a package of materials containing the following inquiries (example inquiries are given, but may not necessarily represent all inquiries) and data will be supplied to each of the seven (7) comparable cities listed in 1, above:
  - **Operational/Financial Inquiries** –how many employees; how many FTEs; annual budget; annual sales tax revenues; what services are provided by the city; and what services are provided by or contracted by the city?
  - **Job Synopsis** - the personnel manager will interface with the city manager, department directors and/or division managers to ensure that each of their subordinate positions has an updated, precise listing of primary job responsibilities/duties that captures the essence of each position. This listing, along with the required education, certifications, experience, and number of employees supervised by each position, will be the basis of each position's job synopsis that will be used to ensure appropriate job matches are made in the comparable cities. Matches will be graded to indicate whether the comparable city's closest match is less, more, or essentially the same in level of responsibility and duties.
  - **Salary Schedule Inquiries** – what are the parameters for the overall salary schedule, such as percent between salary ranges; number of steps in each range; percent between steps; do they offer longevity pay; what is the specific salary range for each matched position; are step increases time or performance/merit based; if time based, what is the timing based on; if performance or merit based, how is that established?
  - **Performance/Merit Program** – is a performance- or merit-based program offered; and, if so, what are its guidelines?
  - **Cost-of-Living-Adjustment (COLA) Inquiries** – are COLAs routinely adopted as part of the annual budget, and, if so, is the CIP-U or CPI-W used and what timeframe does it span; what percentage of the COLA is normally adopted; if an annual COLA results in a negative value, how is that handled?
  - **Automobile Allowance and Automobile Usage Inquiries** – what positions are granted an automobile allowance (and, if so, is it the same for all eligible positions or is it determined individually and by what criteria; what is the dollar amount, and what does it cover); what basis is used to determine the ordinary automobile allowance reimbursement?
  - **Contractual Position Inquiries** – contractual positions such as the city manager have a variety of conditions associated with the contract and inquiries will be tailored accordingly.
  - **Addition of Benefits into Survey Data** – certain tangible benefits such as vacation and sick leave, holidays, long- and short-term disability insurance, accidental death & dismemberment insurance, life insurance, survivor life insurance, and Health Reimbursement Account/VEBA plans, as well as intangible benefits such as flexible work schedules, virtual work assignments, lunch hour waivers, etc., may be added as part of the survey as directed by the city manager. Medical insurance benefits, because of rapidly changing regulations, will be surveyed as deemed necessary by the city manager.

6. **Review of Survey Results** – survey results will be reviewed by the city manager and the management team before presentation to the employees. The department director may challenge survey results, as they deem necessary. Employees, additionally, may challenge survey results through their supervisor and department director.

APPENDIX J - *continued*

7. **Implementation of Survey Results** - the personnel manager and the finance department will, together, determine the financial impact of implementing changes based on survey results and provide that data to the city manager. Based upon the city's budget and economic forecasts, an implementation plan will then be developed, if and as directed by the city manager, as part of

the annual budget process and will be subject to the city council's approval. If 100% implementation during one budget cycle is not in the best financial interests of the city, then an across-the-board incremental implementation plan over the course of multiple years will be proposed. During particularly poor economic conditions, an implementation plan may be suspended until it is deemed feasible.

(C) **Cost-of-Living Adjustments (COLAs)** – as part of the annual budget process, the finance department includes the budgetary cost impact for salary adjustments as a result of adopting 100% of the previous year's June to June Consumer Price Index for Urban Wage Earners & Clerical Workers, all items (CPI-W), for the Seattle-Tacoma-Bremerton Index. Also included as part of the budget process is a Decision Card giving the City Council the option to eliminate adoption of the COLA. Upon adoption of a COLA, all ranges in the city's salary schedule are adjusted by the applicable percent of change in the CPI-W, and affected employee salaries are adjusted proportionately, starting with the first full pay period of the new calendar year. In the case of a negative COLA occurring for the applicable time period, the amount of the negative COLA(s) will be accumulated and subtracted from the next positive COLA; no interim salary range or salary reductions will be made.

(3) Tangible Benefits

The term "tangible benefits" is defined as those benefits, in addition to salary, that are normally quantifiable in terms of a dollar value. Tangible benefits currently offered include the city's merit award programs, employee development, insurance benefits, paid holidays, and paid leave benefits.

(A) **Merit Award Programs** - the city has two distinct merit award programs—one that is offered to all regular, benefitted full- or part-time employees and another that is offered to regular, non-benefitted part-time Aquatic Center employees. Each program is tailored to the needs of its target group. Each program rewards employees for exceptional job performance, as follows:

1. **Merit Award Program for General Employees** – at the beginning of each calendar year, three (3) merit goals are set between each eligible employee and their supervisor. Based on the collective progress made by year end toward each goal, the employee is awarded between 0 and 32 merit hours. Up to 64 hours of merit hours may be carried over from year to year. Amounts beyond that must be used by the employee by the end of the calendar year or forfeited. For additional information, see Personnel Procedure HR-2.5, "General Employee Merit Award Program," (Exhibit 2).
2. **Merit Award Program for Aquatic Center Part-time, Non-benefitted Employees** – eligible employees either earn or lose points for specific professional behaviors that are tracked on a monthly basis by the supervisor. The employee with the highest number of accumulated points at each month's end is awarded a $25 gift certificate at the following month's division staff meeting. Additionally, an Aquatic Center celebratory merit event is held at the end of each year to further elevate employee morale and camaraderie by reiterating the group's achievements in a social setting. For additional information, see Personnel Procedure HR-5.0, "Aquatic Center Part-time, Non-benefitted Employee Merit Award Program," (Exhibit 3).

(B) **Employee Development** - The city encourages efficiency, engagement, motivation and retention among its employees by supporting advancement of employees who demonstrate the willingness and ability not only to efficiently and effectively perform the duties assigned to them, but to also continue to grow in ways needed and determined by the city. Although promotional opportunities into a supervisory or managerial position may be few in a smaller city and normally only occur as a result of a vacancy, the city understands that advancement—both economically and in job scope—is integral to employee development and retention. It is the city's goal, therefore, that every employee (with the exception of management team members who are exempt from this program) have the opportunity to be considered for logical and systematic advancement according to knowledge, skills, ability and merit. The city encourages and supports this in two ways:

APPENDIX 1 - *continued*

1. **Employee Training and Education** - employees are given training and educational opportunities through allowances in the city budget and the city's Tuition Reimbursement Program, Personnel Procedure HR-4.0 (Exhibit 4). Training, educational seminars and courses are sponsored in full or in part by the city, depending on the course of study. These opportunities, in turn, may be in direct support the city's Promotion-in-place (PiP) Program.
2. **Promotion-in-place Program** – this program gives employees (with the exception of the management team) the opportunity to move to the next higher position level—typically one in a logical job series—and consequently move into a higher salary range, without a change in core assignments or supervisory/subordinate relationships. A promotion in place is dependent on the employee attaining pre-established job criteria and approval of the Promotion-in-place Review Panel, see Personnel Procedure HR-15.0, "Promotion in Place Program," (Exhibit 5).

(C) Insurance Benefits

The following insurance benefits are offered to regular, benefitted full- and part-time employees and are provided on a prorated basis in accordance with the number of hours that make up the employee's normal work schedule (see the city's Employee Handbook for information on proration).

1. **Medical Insurance** – the city acquires its medical insurance through the Association of Washington Cities (AWC) Employee Benefit Trust. Employees have the choice of either Regence Healthfirst or Group Health ($10 Co-pay Plan). For either plan, the city-paid benefit is 100% of the insurance premium for the employee and 81% of the spouse and dependent premiums. The equivalent dollar amount is subject to change annually. For specific, up-to-date information, see the personnel manager or the accounting clerk. Changes to the choice of insurance may be accomplished during the open enrollment period at the end of each year by contacting the accounting clerk. To add or delete a spouse or dependent, contact the accounting clerk.
2. **Dental Insurance** – the city acquires dental insurance through the Association of Washington Cities (AWC) Benefit Trust. Employees have the choice of either Washington Dental or Willamette Dental. For either plan, the city-paid benefit is 100% of employee, spouse, and dependent premiums. Premiums are subject to change annually. For specific up-to-date information, see the personnel manager or accounting clerk. Changes to the choice of insurance may be accomplished during the open enrollment period at the end of each year by contacting the accounting clerk. Dependents may be added at the start of employment or during the annual open enrollment period.
3. **Vision Insurance** - the city also acquires vision insurance through the Association of Washington Cities (AWC) Benefit Trust. Vision insurance is provided by VSP. City-paid benefit is 100% for employee, spouse, and dependent premiums, but service is subject to a $25 co-pay for glasses (exams are exempt from the co-pay). Premiums are subject to change annually. For specific, up-to-date information, see the personnel manager or accounting clerk.
4. **Employee Assistance Plan (EAP)** – the Employee Assistance Plan is provided as part of the medical insurance plan. It covers different services, including psychological counseling, legal assistance, and others. The benefit changes depending on either the type of service that is acquired and/or the duration of service. For more specific information, see the personnel manager or accounting clerk.
5. **Health Reimbursement Arrangement (HRA)** – the city provides each employee with an HRA Voluntary Employee's Beneficiary Association (VEBA) account. The money deposited into this account may be used by the employee to reimburse medical expenses, either

now or in the future—even after terminating employment with the city—and the employee may assign a beneficiary. The city deposits a monthly amount into each benefitted employee's account on a semi-monthly basis, and the employee also deposits a monthly amount. The amount of the city contribution is dependent on what is approved by the city council in the

annual budget, and the amount of the employee contribution is dependent on an annual majority vote of the affected employees. Employees may withdraw funds to cover applicable unreimbursed expenses as needed.

6. **Life Insurance (employee only)** – this provides benefits to your beneficiary if you die while insured under the group policy. The city-paid benefit is 100% of the life insurance premium for the employee's annual salary, up to $50,000. The life insurance benefit payable to beneficiaries is reduced to the corresponding percentages for the following age brackets: ages 65-69 (reduced to 65% of employee's salary); ages 70-74 (reduced to 50% of employee's salary); ages 75 and over (reduced to 35% of the employee's salary). The annual salary cap of $50,000 still applies.
7. **Long Term Disability (employee only)** – this provides partial income replacement during a period of disability. The city-paid benefit is 100% of the premium
8. **Accidental Death & Dismemberment (employee only)** – this provides benefits to you or your beneficiary for dismemberment or death from accidental bodily injuries. The city-paid benefit is 100% of the premium for the employee's annual salary, up to $50,000. The accidental death and dismemberment insurance benefit payable to beneficiaries is reduced to the corresponding percentages for the following age brackets: ages 65-69 (reduced to 65% of employee's salary); ages 70-74 (reduced to 50% of employee's salary); ages 75 and over (reduced to 35% of the employee's salary). The annual salary cap of $50,000 still applies.
9. **Survivor Life Insurance** – this provides monthly survivor income benefits payable after your death, provided that at least one eligible spouse or eligible child survives you. The city-paid benefit is 100% of the premium.

(D) Paid Holidays

The city recognizes the following 11 annual holidays (not including individually-earned merit hours noted in (3)(A), above:

1. January 1 (New Year's Day)
2. Third Monday in January (Martin Luther King, Jr. Day)
3. Third Monday in February (Presidents' Day)
4. Last Monday in May (Memorial Day)
5. July 4 (Independence Day)
6. First Monday in September (Labor Day)
7. November 11 (Veterans' Day)
8. Fourth Thursday in November (Thanksgiving Day)
9. Friday following Thanksgiving Day
10. December 25 (Christmas Day)
11. Personal Floating Holiday (scheduled at the employee's discretion, but must be used prior to the end of the year or forfeited)

(E) Paid Leave

While the starting levels and accrual rates for paid leave quoted below are standard rates, on rare occasions the city manager may make exceptions to those levels, as deemed appropriate and necessary.

1. **Vacation Leave** - the city offers paid vacation leave to all regular, benefitted employees. At the start of employment with the city, employees are given credit for 25% of their previous related business experience, if applicable, which will count toward "length of service" that

determines their starting vacation accrual rate. Total annual vacation accrual ranges from 12 8-hour days to 23 8-hour days for full-time employees and is pro-rated for regular part-time employees working between 30-39 hours per week or 20-29 hours per week. Accrued hours are accumulated in increments distributed equally over 26 pay periods annually. Increases to accrual rates occur each time an employee's "length of service" reaches a new milestone, as

described in the Employee Handbook, until the final milestone is reached. Accrual rates stay at that maximum level of accrual until the employee's employment with the city terminates.

2. **Sick Leave** – the city offers paid sick leave to all regular, benefitted employees. At the start of employment with the city, employees are given a 40-hour sick leave bank. At the start of approximately their sixth month of employment, benefitted full-time employees additionally accrue 3.69 hours per pay period, which equals 96 hours annually. Accruals are pro-rated for benefitted part-time employees. See the city's Employee Handbook, **Section 4 "Employee Benefits,"** for further details.
3. **Vacation Leave Donations** - if an employee has an extenuating circumstance requiring that they need to utilize an amount of sick leave greater than the sum of their sick leave, vacation, compensation time, floating holiday, and merit hours balances, the City Manager may authorize employees to voluntarily participate in a program that allows them to donate a portion of their vacation leave to the employee in need. See the city's Employee Handbook, **Section 4 "Employee Benefits,"** for further details.

(4) Intangible Benefits

The city is aware there are benefits that are important to employees that do not necessarily have a dollar value assigned to them, which the city terms as "intangible benefits." Those benefits often center around work schedule flexibility, work/life balance, and a family-oriented culture. Accordingly, the city offers the following intangible benefits:

(A) Flexible Work Schedules – a variety of flexible work schedules are offered, including 4/10 and 9/80 schedules, as well as other options, depending on the supervisor's, department director's, and city manager's approval. Unfortunately, due to the nature of some positions, the choice of a flexible work schedule may be limited or even completely unavailable. A Work Schedule Agreement (see Exhibit 6) is completed at the start of employment and thereafter as necessary. Flexibility in work schedules is always at the discretion of management, although the city tries to maintain as much flexibility as possible while still providing required levels and standards of service, as long as the requesting employee meets and maintains a level of performance that is acceptable to their supervisor.

Employees may also choose to waive their lunch break for a limited period of time when certain unusual needs dictate, such as their own or a family member's health concerns, child care, elder care, educational pursuits, etc. In these cases, the employee is required to agree to a waiver noted on the Work Schedule Agreement. A supervisor may not require an employee to waive their lunch break—a lunch break waiver is only considered if an employee initiates it of their own free will. Implementation of a voluntary lunch break waiver does not compromise a non-exempt employee's FLSA-protected status. At the expiration of an approved lunch break waiver (6 months), the employee may complete a new Work Schedule Agreement reinstating a normal lunch break schedule, or complete another work schedule that includes the lunch break waiver if extenuating circumstances continue to exist. As is the case with all flexible work schedule arrangements, approval of a lunch break waiver is at the discretion of management.

(B) Working Virtually – the city strives to maintain as much flexibility as practicable as an agency that serves and, therefore, must be available to the public. While working virtually is allowed, it is only

allowed within a limited or minimal context and its viability can vary widely by position. The opportunity to work virtually, therefore, may not be extended to all employees. Working virtually may

prove to be of benefit to both the city and the employee under certain circumstances, including inclement weather causing unsafe driving conditions, or when an employee is in the early stages of recuperating from a communicable illness such as the common cold but feels well enough to work for a time at home

by their own election. It is up to the supervisor to determine if and when working virtually may be an option for an employee.

AUTHORITY

The city manager or his designee shall have the authority to revise this procedure as required in order to effectively and efficiently maintain and administer the established program(s).

EXHIBITS

EXHIBIT 1 – City of Covington's "Vision, Mission, and Goals" Statement
EXHIBIT 2 – Personnel Procedure HR-2.5, "General Employee Merit Award Program"
EXHIBIT 3 – Personnel Procedure HR-5.0, "Aquatic Employee Merit Award Program"
EXHIBIT 4 – Personnel Procedure HR-4.0, "Tuition Reimbursement Procedure"
EXHIBIT 5 – Personnel Procedure HR-15.0, "Promotion-in-place" Procedure
EXHIBIT 6 – Work Schedule Agreement

EXHIBIT 1

CITY OF COVINGTON

Vision, Mission and Goals

VISION

Covington: Unmatched quality of life

MISSION

Covington is a place where community, business and civic leaders work together with citizens to preserve and foster a strong sense of community.

GOALS

Economic Development: Encourage and support a business community that is committed to Covington for the long-term and offers diverse products and services, family wage jobs, and a healthy tax base to support public services.

Downtown: Establish Downtown Covington as a vibrant residential, commercial, social, and cultural gathering place that is safe, pedestrian-friendly, well-designed, and well-maintained.

Youth and Families: Provide city services, programs and facilities such as parks and recreation and human services that emphasize and meet the needs of Covington's youth and families.

Neighborhoods: Establish and maintain neighborhoods that offer a variety of housing options that are diverse, safe, accessible, and well-designed.

Municipal Services: Plan, develop, implement, and maintain high quality capital infrastructure and services that reflect the needs of a growing community.

Customer Service: Recruit, support, and retain a professional team of employees, volunteers, and stakeholders who offer outstanding customer service, ensure stewardship of the public's money, and promote the City.

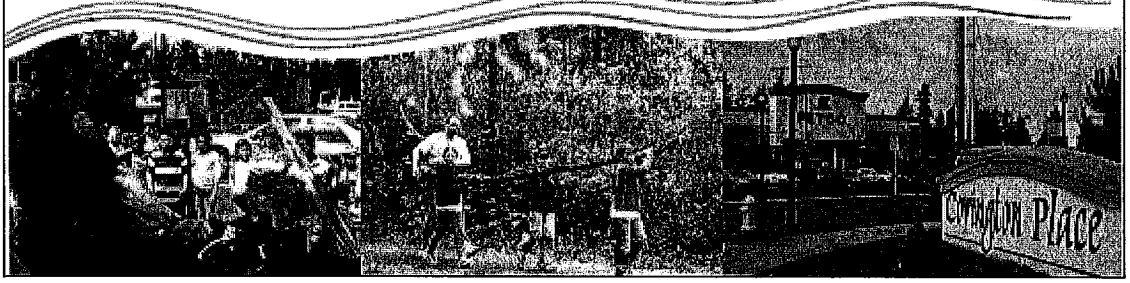


EXHIBIT 2

Procedure

SUBJECT: GENERAL EMPLOYEE MERIT AWARD PROGRAM *(See Personnel Procedure series HR-5.0 for the merit award program applicable to part-time Aquatic Center staff)*		
Department/Division: Executive Department/Personnel Division	**Page 1 of 3 Pages**	**PROCEDURE NO. HR-2.5**
APPROVED BY: Derek Matheson, City Manager	**EFFECTIVE DATE: 01/01/12**	**SUPERSEDES: HR-2.4**

NOTICE: The contents of this procedure should in no manner be considered as a contract of employment. This procedure is subject to change and modification as deemed necessary. Any provision of this procedure will be superseded if in conflict with any provision of a valid and effective federal or state law.

PURPOSE:

An Employee Performance Incentive Program consisting of a 0% to 9% award that could be re-earned annually was originally approved by the city council on February 10, 2004 through Ordinance 14-04. Awards were granted for the first time in 2006 for the previous year's performance. The award program was renamed and the award was reduced to 0% to 6% annually through Resolution 08-03 that was adopted by the city council on January 8, 2008. The program was, once again, revised through Resolution 10-06, adopted by the city council on February 9, 2010 to provide merit hours in lieu of an award when economic conditions made a monetary award fiscally impractical, if not impossible. This revision further updates the city's general employee merit award program procedure to eliminate the monetary merit award as one of two employee merit award types and, instead, stipulates merit hours as the only type of merit award that may be considered and approved by the city council during the annual budget process. (NOTE: This procedure applies to only benefitted general full-time or part-time staff. See procedure HR-5.0, "Aquatic Center Part-time, Non-benefitted Employee Merit Award Program," for the procedure specific to non-benefitted, part-time Aquatic Center staff.

BACKGROUND:

An employee merit award program was established for all regular employees whose outstanding performance has significantly contributed to the accomplishment of the city's goals and objectives for the previous calendar year. The program was originally adopted by the city council on January 8, 2008 through Resolution 08-03. A revised version was adopted by the city council on February 9, 2010 through Resolution 10-06 that changed the means by which merit compensation is awarded from just a monetary award to either a monetary award or merit hours, depending on the form of compensation adopted by the city council as part of the annual budget process. Establishing an alternate, more affordable means of compensation was the result of a difficult economy. This latest revision, HR-2.5, however, completely eliminates the monetary award option; the merit award may now only be issued in the form of merit hours.

DEVIATIONS AND EXCEPTIONS:

This revision, HR-2.5, joins the "Annual Merit Goals" form and the annual "Employee Evaluation" form into a single document, which necessitates exceptions from part or all of this procedure for the two groups of employees. Additionally, the city manager position requires different language when referring to the position's "supervisor". Necessary deviations and exceptions are, therefore, as follows:

- **The city manager** – for this position, references to "supervisor" are replaced by [City Council] in brackets, as shown. Additionally, while assessment of the city manager's completed merit award goals will take place during the annual employee evaluation process as it does for other general employees, pre-establishment of the city manager's new goals for the coming year cannot take place during the annual employee evaluation process as stipulated as the potential start date for other employees, and must be forestalled until after the city council summit takes place (typically at the end of January). The city manager's annual merit goals form, therefore, remains separate from the city manager's employee evaluation form. The resulting deviations noted in this procedure shall also be contained in brackets, wherever necessary.
- **The management team** – since the city manager's pre-established goals for the year cannot be determined until the city manager's goals are established (see above bullet), pre-establishment of the management team members' goals may also be forestalled until that time.
- **Part-time, non-benefitted Aquatic Center employees** – Resolution 10-06 adopted on February 9, 2010 eliminated part-time, non-benefitted Aquatic Center employees from the "general employees" merit award program because the basis for establishing merit goals did not appropriately suit most Aquatic Center employees' work assignments or schedules. Further, the merit hours award could not be applied to the non-benefitted status of the employees who make up the bulk of Aquatic Center staff. Personnel Procedure HR-5.0, "Aquatic Center Part-time, Non-benefitted Merit Award Program," has been separately created to address the merit award needs of part-time, non-benefitted Aquatic Center employees.

PROCEDURE:

(1) Employee Qualification Requirements

In order to be considered for participation in the program, an employee must be a benefitted, regular full- or part-time employee working a minimum of 20 hour or more, on average, each week, unless specified otherwise in an employment contract, if applicable, and must also have been actively employed through the end of the calendar year for which the award is being considered. Exceptions to the latter condition may be made at the discretion of the City Manager, on a case-by-case basis. Qualification by an employee to be considered for participation in the program does not automatically ensure that the employee will subsequently be approved to receive an award.

APPENDIX J - *continued*

(2) Steps to Establish and Complete Merit Award Requests

(a) Pre-establishment of Merit Award Goals - Page 6 of the Employee Evaluation + Merit Goals form (Attachment A) [or Annual Merit Goals for City Manager – (Attachment B)] shall be initiated by the employee's supervisor [the personnel manager for the city council] during the annual employee evaluation process [not applicable to the city manager or management team members] or by the end of the first quarter of each calendar year for existing employees. For new employees hired after the first of the year, merit goal establishment will take place during the first three months of employment. This form provides documentation of the pre-establishment of merit goals established between the employee [city manager] and supervisor [city council], but at the supervisor's [city council's] discretion. This form must then be recommended for approval, if applicable, by the appropriate department head, and submitted to the city manager for final concurrence. [The mayor shall serve as the approval authority representing the city council on the pre-establishment of the city manager's merit goals.]

(b) Processing of the Completed Merit Award Form – During the annual employee evaluation process, to be completed by the end of January or very soon thereafter, the supervisor [mayor] will document on the pre-approved Annual Merit Goals form, noted in Section (2)(a), above, the quantity of the employee's performance that has contributed to the achievement of the stated goals. To facilitate a fair process, a merit award form will be submitted for every regular employee covered by this procedure, in order to demonstrate whether or not the employee qualifies to receive an award. It shall be the responsibility of the employee's supervisor [personnel manager on behalf of the city council] to maintain or acquire a record from the employee that is sufficient to document how the employee's performance contributed to the achievement of the pre-established merit goals. All three merit goals will be equally weighted. To calculate the award value percentage for each of the merit goals, the number of goals that reached each of five 25% completion increments (0%, 25%, 50%, 75% and 100%) will be multiplied by the score assigned to each increment. The aggregate score of all three goals divided by 3 will be converted to a corresponding number of merit hours, awarded as follows: 0 equals no hours; 1 equals 8 hours; 2 equals 16 hours; 3 equals 24 hours; and 4 equals 32 hours. Eligible full-time employees will be awarded the full amount of hours as calculated, while the amount of hours awarded to eligible part-time employees will be pro-rated based on the percentage of their normal annual part-time work schedule compared to a normal annual full-time schedule (2,080 hours). The merit award form must subsequently be submitted by each eligible employee's supervisor [city council] as part of the year-end employee evaluation form for approval by the appropriate department head, if applicable, and submitted to the city manager for final concurrence prior to processing of award requests. [The mayor shall serve as the approval authority representing the city council on the form processed for the city manager.]

(c) Processing of Complete Merit Award Requests - By January 30 of the year following goals completion, or very soon thereafter, all supervisors [the mayor] shall submit their [the city council's] requests for merit award compensation for the previous year to the city manager [personnel manager for processing] for his/her review as part of the completed employee evaluation.

By February 28 of the year following goals completion, the city manager shall complete the review of all requests for merit hour awards for the previous calendar year. The personnel

manager will provide the necessary data to the finance department for processing of the award.

By March 30 of the year following goals completion, the finance department shall complete the award process so that awarded hours will be appropriately documented in the employee's leave balance.

(d) Authority – The city manager or his designee shall have the authority to adopt and revise administrative policies and procedures as required in order to effectively and efficiently maintain and administer the established program.

ATTACHMENTS:
ATTACHMENT A, "Employee Evaluation + Merit Goals" form
ATTACHMENT B, "Annual Merit Goals for City Manager" form

APPENDIX J – *continued* (ATTACHMENT A)

Employee Name: _____ - Employee Evaluation + Merit Goals for Year ____

Job Title: _____

Checklist

☐ **REVIEW TYPE:** *(CHECK ONE)* ☐ ***SPECIAL*** ☐ ***3-MONTH*** ☐ ***6-MONTH*** ☐ ***ANNUAL***

☐ **ATTACH THE FOLLOWING:** *(PRIOR TO DELIVERING EVALUATION TO PERSONNEL)*

☐ *Employee's Self Evaluation (Applicable to ALL employees)*

☐ *Updated Job Description* ***OR*** ☐ *Current Job Description is ON FILE and needs no update*

Is driving an essential function of the position?: ☐ *NO* ☐ *YES—If "yes," THEN:*

☐ *Newly-signed Vehicle Usage Agreement (VUA) is attached;* ***OR***

☐ *Newly-signed Vehicle Usage Agreement (VUA) is not yet required (i.e., has been completed in last several months due to employee being a new hire. If in doubt, contact the Personnel Division).*

☐ **COMPLETE PERFORMANCE FACTORS AND CRITERIA SCORES** – starting on page 2

☐ **COMPLETE SCORING SUMMARY** (BELOW) **FOR PERFORMANCE FACTORS AND CRITERIA:**

(Insert average scores below from noted sections of the completed evaluation)

Sample Only

Performance Categories	Occurrences Section	x	Score	Total Score
Marginal	0	x	1	0
Adequate	0	x	2	0
Competent	0	x	3	0
Commendable	0	x	4	0
Outstanding	0	x	5	0
TOTAL SCORE				0
NON-Supervisory Average *(Total Score / 20)*				**0.0 ***
SUPERVISORY Average *(Total Score / 25)*				**0.0 ***

**** A minimum score of 3.0 must be achieved with no "marginal" ratings to be eligible for merit hours.***

☐ **COMPLETE SUPERVISOR COMMENTS – page 7**

☐ **HOLD EVALUATION MEETING WITH EMPLOYEE and COMPLETE:**

- **Employee achievement of current year's merit goals (pg. 5)**
- **Establishment of coming year's merit goals (pg. 6)**
- **Post-meeting evaluator and employee signatures (below)**

☐ **FILL IN MERIT HOURS EARNED per table on page 5:** _____ HOURS

☐ **RECEIVE EMPLOYEE COMMENTS BACK WITHIN 7 CALENDAR DAYS – page 8**

☐ **ROUTE COMPLETED EVALUATION (HR will provide fully-executed copies to supervisor and employee)**

SUPERVISOR/ EMPLOYEE EVALUATION MEETING SIGN-OFF		POST-EVALUATION-MEETING REVIEW *(Initial after Employee Comments have been completed)*			
(1) Evaluator	(2) Employee	(3) Spvr./Mgr	(4) Dept Head	(5) HR Mgr.	(6) City Mgr.
_____ *(Signature)*	_____ *(Signature)*	_____ *(Initials)*	_____ *(Initials)*	_____ *(Initials)*	_____ *(Initials)*
_____ *(Date of Meeting)*	_____ *(Date of Meeting)*	_____ *(Date)*	_____ *(Date)*	_____ *(Date)*	_____ *(Date)*

REV. 1-2012

APPENDIX J - *continued*

RATINGS TO BE USED IN SCORING THE INDIVIDUAL CRITERIA ON THE FOLLOWING PAGES ARE DEFINED AS FOLLOWS:

Marginal = Performance is below expectations and requirements; does not fulfill minimum requirements.

Adequate = Performance is usually consistent with minimum requirements of position. Deficiencies, if existing, are relatively minor.

Competent = Performance consistently meets expected standard and requirements of position.

Commendable = Performance is consistently above what is required.

Outstanding = All aspects of performance consistently and significantly exceed requirements of position.

PERFORMANCE FACTORS AND CRITERIA *(Check one rating that best describes employee's performance in each area)*	Marginal	Adequate	Competent	Commendable	Outstanding
(1) **ACCOUNTABILITY:** Willingness to accept responsibility for their work product, including quality, quantity, and timeliness. Acknowledges and takes responsibility as appropriate and does not try to pass the blame onto others or compare self with others when things go wrong.	☐	☐	☐	☐	☐
(2) **ACCURACY:** Extent to which attention is given to detail in order to deliver a correct and error-free work product. Initiates a self check on the quality of the work before passing it along. Produces an error-free product without unnecessary assistance.	☐	☐	☐	☐	☐
(3) **ADAPTABILITY/FLEXIBILITY:** Positively adapts their way of working or thinking in response to changing workplace conditions. Fits into a changing working environment (may include changes to the organization, to the job description, to policies and procedures, to the physical space, etc). Responds well to new information or unexpected obstacles.	☐	☐	☐	☐	☐
(4) **ANALYTICAL ABILITIES / JUDGMENT:** Forms sound opinions [illegible] effective course of action by evaluating available information. Works with raw data or complex data to develop meaningful conclusions.	☐	☐	☐	☐	☐
(5) **PROFESSIONALISM:** Responsive and [illegible]. Focused on the best interests of the city. Remains appropriately positive even in difficult times; promotes good morale among co-workers. Promotes the organizational culture and its policies in a positive light; or, if a change is desired, appropriately and respectfully questions practices and suggests changes.	☐	☐	☐	☐	☐
(6) **AUTONOMY:** Completes assigned tasks without undue supervisory oversight. Able to distinguish when it is or isn't necessary or appropriate to work with others as a team or seek advice/direction from a supervisor. Consistently self-directed in completing responsibilities.	☐	☐	☐	☐	☐
(7) **COMMUNICATION, VERBAL:** Communicates with economy and clarity, actively engages in conversations in order to clearly understand another's message and intent, and appropriately receives and processes feedback. Does well in conveying their message and in listening to responses in order absorb information.	☐	☐	☐	☐	☐
(8) **COMMUNICATION, WRITTEN:** Writes concise, clear memoranda, letters, reports, procedures, policies, articles, or e-mails, including proofing and editing. Written communications are consistently clear, error-free, and well-formatted.	☐	☐	☐	☐	☐
(9) **CUSTOMER SERVICE:** Effectively serves external and internal customers by making an effort to understand the customers' concerns, viewpoints and objectives; responds and follows up in a timely fashion; builds customer trust in information received. Maintains professional, calm demeanor in the face of conflict while exercising effective conflict resolution skills.	☐	☐	☐	☐	☐
(10) **DEPENDABILITY:** Reliably adheres to their word in fulfilling their assigned responsibilities or work-related promises. Provides appropriate advance notification and follows up when a work-related schedule or promise will not be met.	☐	☐	☐	☐	☐

Sample Only

PERFORMANCE FACTORS AND CRITERIA

(Check one rating that best describes employee's performance in each area)

	Marginal	Adequate	Competent	Commendable	Outstanding
(11) GOAL ORIENTATION: Keeps focused on the task or objective and performs in accordance with clear expectations and goals. Able to focus and work toward the end result and, if necessary, keeps others on task.	☐	☐	☐	☐	☐
(12) INITIATIVE: Takes steps to address, investigate, and solve an issue without undue prompting; self-motivated. Independently addresses new issues or exhibits additional effort to thoroughly explore issues without being coaxed to complete the next steps. Able to provide own incentives to complete tasks and to perform successfully.	☐	☐	☐	☐	☐
(13) INTEGRITY: Acts in a straightforward and just manner, free from deception, and gains trust by keeping the confidences of others. Displays high standards of ethical conduct and understands the impact of violating these on organization, self and others. Includes demonstrating loyalty to and alignment with the direction of their supervisor, established policies, and organizational goals. Straightforward, truthful, fair and appropriately loyal.	☐	☐	☐	☐	☐
(14) INTERPERSONAL SKILLS: Ability to develop and maintain positive working relationships and demonstrate cooperativeness toward others; works well on teams. This includes temperament, tolerance and respect for the rights and opinions of others, patience and approachability. Reaches out to others to collaborate; shares information.	☐	☐	☐	☐	☐
(15) JOB KNOWLEDGE: Consistently executes the responsibilities and tasks of assigned position in an efficient and accurate manner. Demonstrates understanding and use of knowledge acquired through formal training, achieved on-the-job experience, and ability to effectively understand and evaluate job-related information. Effectively uses necessary electronics, tools or equipment to successfully perform duties and responsibilities. Well-versed in the knowledge, skills and abilities necessary to successfully fulfill requirements of their position.	☐	☐	☐	☐	☐
(16) ORGANIZATION: Ability to be structured and methodical in thought processes, production of a work product, and in the work environment. Maintains a disciplined, orderly and logical work style, work product, and work environment.	☐	☐	☐	☐	☐
(17) ORGANIZATIONAL CULTURE: Supportive of the city's staff-oriented policies and practices. This may be demonstrated in participation in and/or support/reinforcement of the city's wellness program, as well the employee recognition program. Willingly volunteers for or participates in city committees as assigned, when workload allows.	☐	☐	☐	☐	☐
(18) PROBLEM SOLVING: Ability to recognize best courses of action to handle problems or potential problems, and apply contingency plans to solve those problems. How effectively can employee think through a problem and develop a realistic and workable solution?	☐	☐	☐	☐	☐
(19) WORK HABITS: Includes attendance, punctuality, compliance with instructions, demeanor, attitude, observance of established rules and policies, including safety. Employee is conscientious about presenting self as a professional.	☐	☐	☐	☐	☐
(20) WORKING UNDER PRESSURE/DEALING WITH JOB-RELATED STRESS: Ability to maintain professional composure and continue to be productive when exposed to stress or high pressure situations in workplace.	☐	☐	☐	☐	☐
TOTAL NUMBER OF RATINGS IN EACH COLUMN					

Sample Only

- ***If employee is not a supervisor, please transfer above totals to the Scoring Summary on the cover sheet and then continue with Merit Goals on page 3,***

OR

- ***if employee IS a supervisor, complete additional supervisory performance factors on the next page.***

Please rate performance factors 20-25 ONLY when the employee's position is considered to be supervisory in nature:					
(21) **LEADERSHIP – PART I:** Ability to be appropriately assertive, as well as motivate and guide others to ensure performance in accordance with clear expectations. This includes consistently demonstrating decisiveness in day-to-day actions, taking unpopular positions when necessary, facing adversity head on, but also having the ability to promote a team spirit. How comfortable is this supervisor with making decisions, setting an example, communicating clear expectations to others, and generating respect for the city's culture?	☐	☐	☐	☐	☐
(22) **LEADERSHIP – PART II:** Ability to maintain employee morale and motivation, thus increasing workplace harmony and employee retention. How well does this supervisor oversee the development of their staff through appropriate and timely training/mentoring, particularly to prepare them for the city's Promotion in Place program? Does supervisor adequately recognize their staff through the use of the city's Employee Recognition Program (including timeliness and frequency)? *(Note that this requires more active promotion and participation than that specified by No. 17 – Organizational Culture, above.)*	☐	☐	☐	☐	☐
(23) **MANAGERIAL SKILLS:** Ability to effectively distribute and manage the workload of your division or department and provide ongoing guidance and positive reinforcement to continuously improve performance and achieve desired outcomes. Includes consistent and timely evaluation and feedback to staff; sharing and/or appropriately delegating power and authority; instituting corrective and/or progressive disciplinary actions to modify/improve inappropriate behavior or performance; ensuring staff are properly selected, utilized, appraised and treated fairly. How well does supervisor select and evaluate their staff, [illegible] improve behavior, and delegate authority?	☐	☐	☐	☐	☐
(24) **STRATEGIC PLANNING:** Strategic planning [illegible] to maintain a broad perspective on the issues facing the City, anticipate future consequences and trends, and create or contribute to improvement strategies and plans. This also includes taking the time to gather enough information to make sound, well-informed decisions for larger issues (including the effect on available resources and expenditures), as well as taking into account long term effects of many types on the City (e.g., effect on morale, appearance to the public, etc.). How well does this supervisor see how issues affect larger picture and consequently make sound decisions that take into account the variety of long-term effects on the organization?	☐	☐	☐	☐	☐
(25) **CONFLICT MANAGEMENT:** Conflict management is the ability to effectively manage and resolve conflicts and confrontations, both intra- and inter-departmental, in a positive and constructive manner to minimize adverse impact on the City's operations. How willing and effective is this supervisor in fostering harmonious working relationships on all levels, in order to ensure an effective and pleasant workplace?	☐	☐	☐	☐	☐
TOTAL NUMBER OF SUPERVISORY RATINGS #21-25 IN EACH COLUMN					
TOTAL NUMBER OF RATINGS #1-#20 FROM PAGE 3, ABOVE					
TOTAL NUMBER OF RATINGS FOR THIS SUPERVISOR					

Sample Only

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SO THAT IT MAY BE SUBSTITUTED

WITH THE <u>COMPLETED ORIGINAL GOALS FORM</u>

<u>FOR THE CURRENT YEAR</u>

AS PAGE 5

APPENDIX J - *continued*

ANNUAL MERIT GOALS: Employee Name _____ **For Year**_____

This is an: ☐ Original Submission of Goals ☐ Submission of Substitute Goal(s)

Reason for substitution: _____

The following goals have been established for the appraisal year noted above, and deemed to be realistically attainable based on forecasted work plans/workloads. If an established goal becomes unattainable due to circumstances beyond the employee's control, a substitute goal must be established and approved as soon as practicable. ***At year end, two original forms must be submitted with employee's evaluation—completed current year's goals & proposed coming year's goals.***

ANNUAL MERIT GOALS *If submitting substitute goal(s)—see not above this table), only fill in goal(s) box(es) for goal number(s) being replaced.*	0% or Minimal Amt. Complete	Substantial Start - @25% Complete	Half Complete - @ 50% Complete	Mostly Complete - @ 75% Complete	Complete
(1)	☐	☐	☐	☐	☐
(2)	☐	☐	☐	☐	☐
(3)	☐	☐	☐	☐	☐
TOTAL NUMBER OF RATINGS IN EACH COLUMN					

Sample Only

APPROVAL ROUTING FOR NEWLY-ESTABLISHED OR SUBSTITUTED GOALS					
Supervisor Goal Acknowledgment	**Employee Goal Acknowledgment**	**Spvr/Mgr**	**Dept Head**	**HR Mgr.***	**City Mgr.**
_____ *(Signature)*	_____ *(Signature)*	_____ *(Initials)*	_____ *(Initials)*	_____ *(Initials)*	_____ *(Initials)*
_____ *(Date)*	_____ *(Date)*	_____ *(Date)*	_____ *(Date)*	_____ *(Date)*	_____ *(Date)*

**** HR retains original form after sign-off is complete and supplies copies to supervisor& employee. Original is returned to supervisor at year-end.***

Completion Rating	**Total Occurrences from Above**	**x Score**	**Total Score**
0% to Minimal Completed	0	x 0	
@ 25% Completed	0	x 1	
@ 50% Completed	0	x 2	
@ 75% Completed	0	x 3	
Completed	0	x 4	
TOTAL SCORE			
Merit Hours Award Score (Total / 3)			

Merit Hours Award Score Equivalency:

[NOTE: Merit award eligibility is based on a total average score of 3 or higher on the year-end employee evaluation, with no "marginal" ratings.]

0 = No Merit Hours Awarded
1 = 8 Merit Hours Awarded
2 = 16 Merit Hours Awarded
3 = 24 Merit Hours Awarded
4 = 32 Merit Hours Awarded

Supervisor's Comments:

Sample Only

Employee's Comments: *(Employee comments should be supplied within 7 days of receipt of evaluation)*

Sample Only

ANNUAL MERIT GOALS FOR CITY MANAGER _____ **for** _____
(City Manager's Name) *(Year)*

This is an: ☐ Original Submission of Goals ☐ Submission of Substitute Goal(s)

Reason for substitution: _____

The following goals have been established for the appraisal year noted above, and deemed to be realistically attainable based on forecasted work plans. If an established goal becomes unattainable due to circumstances beyond the city manager's control, a substitute goal should be established and approved as soon as practicable.

VERIFICATION OF ESTABLISHMENT AND COMPLETION								
Council Adoption Date	**Mayor's Verification Of Established Goals**	**City Manager's Acknowledgment**	**Mayor's Verification Of Goal Completion**					**To HR Mgr***
(Council Meeting Date)	*If submitting substitute goal(s)—(see note above this table), only fill in goal(s) box(es) for goal number(s) being replaced.* *(Mayor's Signature)*	*(City Manager's Signature)*	*(Mayor's Signature)*	0% or Amt.	Substan @ 25%	Half C @ 50%	Mostly @ 75%	Co *(Initials)*
(1)	*(Date)*	*(Date)*		*(Date)*				*(Dates)*
				☐	☐	☐	☐	☐
(2)				☐	☐	☐	☐	☐
(3)				☐	☐	☐	☐	☐
TOTAL NUMBER OF RATINGS IN EACH COLUMN								

Sample Only

**** Personnel Manager retains original form after sign-off is complete***

Completion Rating	Total Occurrences from Above	x	Score	Total Score
0% to Minimal Completed	0	x	0	
@ 25% Completed	0	x	1	
@ 50% Completed	0	x	2	
@ 75% Completed	0	x	3	
Completed	0	x	4	
TOTAL SCORE				
Merit Hours Award Score (Total / 3)				

Merit Hours Award Score Equivalency:

[NOTE: Merit award eligibility is based on a total average score of 3 or higher on the year-end employee evaluation, with no "marginal" ratings.]

0 = No Merit Hours Awarded
1 = 8 Merit Hours Awarded
2 = 16 Merit Hours Awarded
3 = 24 Merit Hours Awarded
4 = 32 Merit Hours Awarded

EXHIBIT 3

Procedure

SUBJECT: AQUATIC CENTER PART-TIME, NON-BENEFITTED EMPLOYEE MERIT AWARD PROGRAM *(See Personnel Procedure No. HR-2.0 for the merit award program applicable to general staff)*		
Department/Division: **Executive Department/Personnel Division**	**Page 1 of 2 Pages**	**POLICY NO.** **HR-5.0**
APPROVED BY: **Derek Matheson, City Manager**	**EFFECTIVE DATE:** **1/01/12**	**SUPERSEDES:** **N/A**

NOTICE: The contents of this procedure should in no manner be considered as a contract of employment. This procedure is subject to change, modification or deletion as deemed necessary.

PURPOSE:

The city's Employee Merit Award Program was originally adopted by the City Council on January 8, 2008, through Resolution 08-03. At the time, all regular full- and part-time employees were included in the program. However, after administering the program in 2008 and 2009, difficulty was experienced in setting relevant merit award goals for non-benefitted part-time employees working less than a minimum of 20 hours per week on average, thus creating a significant administrative burden that resulted in minimal return for the city as well as usually a very nominal award for affected employees. On February 9, 2010, the City Council revised the original merit award program through Resolution 10-06 to apply only to benefitted, regular full- or part-time employees working a minimum of 20 hours or more, on average, each week. This revision had the effect of excluding regular part-time Aquatics staff, since they work less than the required minimum 20 hours on average each week.

The City of Covington, however, is just as committed to attracting and retaining a skilled, motivated, and cohesive workforce in the Aquatic Center as it is in its remaining employee population. The purpose of this procedure, therefore, is to establish a merit award program that is relevant to the amount of hours worked on average each week by the part-time Aquatic Center staff and which may be efficiently administered.

The performance attributes that are most enhanced through the Aquatics Center merit award program include not only the maintenance of necessary certifications, but behavioral attributes and clerical functions that support administrative efficiency and allow for seamless customer service. Additionally, the annual, year-end merit event is designed to further elevate employee morale and camaraderie by reiterating the group's achievements in a social setting.

Finally, this is a program that remains viable and affordable during difficult economic times. However, execution of all or part of this procedure on a monthly or annual basis is dependent on budgetary considerations and the parks & recreation director's approval.

APPENDIX J - *continued*

PROCEDURE:

Program Overview :
In order to be considered for participation in monthly merit award program, an Aquatic Center employee must be a regular part-time employee working less than 20 hours, on average, each week. An Aquatic Center regular employee that works 20 hours or more, on average, each week is covered by Personnel Procedure No. HR-2.0, ***Employee Merit Award Program***. Qualification by an employee to be considered for participation in the program does not ensure that the employee will subsequently qualify to receive an award.

The year-end recognition event is open to all Aquatic Center employees and relevant City management.

Monthly Merit Award Program Instructions :

Aquatic center supervision will maintain a departmental Excel spreadsheet to track individual employee points. Qualifying employees will be awarded or subtracted points on a monthly basis for the following areas:

Awarded One (1) Point for Each Occurrence:	Subtracted One (1) Point for Each Occurrence:
Accepting a substitute shift request	Requiring a substitute to cover a shift
Completing a timesheet on time	Completing a timesheet late
Completing a timesheet correctly	Completing a timesheet incorrectly
Attending an in service training session	Missing an in service training session
Timely maintenance of acquired certifications (1 pt. per certification)	Not maintaining acquired certifications on time (1 pt. per certification)

The employee with the highest positive score will be awarded an Employee of the Month printed certificate and a $25 gift certificate to a Covington business of their choice.

In the case of tie scores between two (2) or (3) employees, all employees will receive the above-noted certificates. In case of tie scores between four (4) or more employees, two (2) names will be drawn.

Year-end Aquatic Center Celebratory Merit Event

All Aquatic Center employees and relevant management will be invited to attend a city-sponsored informal dinner event at a local restaurant providing a cost-effective menu. The dinner may take place in a venue that allows inclusion of an appropriate activity such as bowling. The cost will be borne by the city, with the exception of alcoholic beverages. An approximate expenditure of $50 to $75 will be allowed for several small employee awards and tokens of appreciation, while two to three $20 gift cards will be provided to Aquatic Center staff who must forfeit attendance at the event in order to staff the Aquatic Center during the event time.

EXHIBIT 4

Procedure

SUBJECT: TUITION REIMBURSEMENT PROCEDURE		
Department/Division: Executive Department/Personnel Division	Page 1 of 2 Pages	**PROCEDURE NO.** HR-4.0
APPROVED BY: Bob White, Interim City Manager	**EFFECTIVE DATE:** 10/01/06	**SUPERSEDES:** Not Applicable

NOTICE: The contents of this procedure should in no manner be considered as a contract of employment. This procedure is subject to change and modification as deemed necessary. Any provision of this procedure will be superseded if in conflict with any provision of a valid and effective federal or state law.

PURPOSE:
The city encourages training and educational opportunities for all employees in order that employees remain up-to-date in their knowledge and also so services rendered by the city will continue at an optimum level.

PROCEDURE:
Following is the criteria that must be met in order to qualify for training or tuition reimbursement:

(1) City-sponsored or Mandatory Training
City-sponsored and mandatory training shall generally be arranged during regularly scheduled work hours and paid as regular work hours by the city. The department head may change the standard work hours to accommodate or require attendance at such training activities. If this is not possible or practical, such city-sponsored or mandatory training will be subject to overtime provisions for non-exempt employees.

(2) Voluntary Education and Training
Employees are encouraged to continue their formal education through participation in off-duty/non-working hours educational programs. Reimbursement for tuition expenses incurred by such participation may be granted for job-related courses with prior approval of the supervisor and the city manager by submission and approval of an "Application for Tuition Reimbursement," (Attachment A) no later than June 30th of the year prior to the year when classes will be taken to allow time for the city to appropriate funds in the coming fiscal year budgetary process. Consideration of employee requests for tuition reimbursement is dependent upon budgetary constraints and the recommendation of the employee's department head.

(A) Employment Criteria
1. Tuition reimbursement is generally available to only those employees who have successfully completed the designated introductory period.
2. Part-time employees receive tuition reimbursement pro-rated, based on the number of hours in their regularly scheduled work week.

(B) Course Criteria
1. Course must closely relate to the employee's current position or potential and realistic promotional opportunities for the employee within the city.
2. In cases of degreed programs, only "core" courses that directly relate to the degree will be covered, but elective classes not directly pertaining to the individual will not.

APPENDIX J - *continued*

3. Courses eligible for tuition reimbursement must be offered by accredited colleges, universities, professional, technical or clerical schools or institutes, adult education, or home study programs (including distance learning).

(C) Course Attendance

1. Every effort should be made for time spent in attendance at these courses to be on the employee's personal time and not counted as time worked.
2. If attendance at a course that meets the city's requirements is required during normal working hours due to limited course instruction times, then a Work Schedule Agreement must be agreed to by the employee, employee's department head, personnel manager and the city manager that allows the employee to make up the missed work time during hours outside the employee's normal work schedule.
3. The department head may deny the request if, in taking the course, the employee would require an irregular work schedule which would unduly interfere with the employee's workload.

(D) Reimbursement Criteria

1. Only the courses fitting the above course criteria are eligible for reimbursement. No reimbursement will be allowed for books, lab fees, travel expenses, or material costs.
2. Reimbursement shall occur only after successful completion of the course/program, upon presentation of a fully signed and executed Claim for (Travel) Expenses (Attachment B) accompanied by a receipt for tuition and copy of the grade report or equivalent documentation of successful course completion, submitted within 60 days following the completed course of study. (NOTE: Although the form stipulated "Travel" expenses, it is also used for reimbursement of educational expenses.)

   Successful completion shall be defined as receipt of a certificate of satisfactory completion or a grade of C (2.0 grade point) or better, in the case of academically-rated courses, or attainment of "Pass" in a "Pass/Fail" grading system.

(E) Payback Provision for City-paid Tuition Expenses ***(Note: Payback Provision is only in effect for credits earned after adoption of Rev. 2 of the Employee Handbook per Resolution 07-12 on February 27, 2007)***

Employees are responsible for repayment of tuition expenses due to **voluntary separation** or **termination for cause** earlier than 3 years following the completion of any classes, in accordance with the following repayment schedule:

- Less than 1 year of consecutive employment: 75%
- Subsequent to 2 years of consecutive employment: 50%
- Subsequent to 3 years of consecutive employment: 25%
- Subsequent to 4 years of consecutive employment: 0%

If the employee has earned less than ½ of a planned degree, the above payback provision does not apply if the employee has made a good faith effort to attend classes, but is unable to do so for more than one year due to the city's budgetary restrictions. If the employee has completed more than 50% of a degree, the payback schedule still applies.

ATTACHMENTS:

ATTACHMENT A, "Application for Tuition Reimbursement"
ATTACHMENT B, "Claim for (Travel) Expenses"

City of Covington
Application for Tuition Reimbursement

Name: _____ **Hire Date:** _____

Job Title: _____ **Dept./Div.** _____

SECTION A:

Degree and major being pursued: _____

Institution of study: _____

Required Credits for Program: _____ Anticipated Date of Degree Completion: _____

List Program-Required (PR) and Anticipated Elective (E) Courses:

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Sample Only

How does this degree relate to your current job or possible promotion: _____

_____

_____

_____

How does this degree benefit the City of Covington in relation to your current or future job goals, particularly as established by the City? _____

_____

_____

_____

SECTION B: ***Must be completed each year for the upcoming year's budget.***

Classes to be completed in the upcoming year: *(Use back of sheet if additional space is required)*

Course No. & Title	Quarter	# Credits	$/Credit	Cost

Total anticipated cost for upcoming fiscal year: .....$_____

APPENDIX J - *continued*

Employee Acknowledgment:

I have read and understand the Payback Provision for City-paid Tuition Expenses contained in the city's Personnel Procedure No. 4.0, ***Tuition Reimbursement Procedure***, which states that if I separate from service from the city within certain timeframes as set out by the policy, I will be responsible for repayment of tuition expenses based upon the repayment schedule.

Upon completion of the course, I will submit a fully-executed and signed Claim for Expenses with a receipt for tuition and a copy of the grade report or other appropriate documentation to the personnel manager for processing of the reimbursement within 60 days of completion of the applicable course.

_____ _____

Employee Signature Date

Department Head Comments:

_____

_____

_____

_____ _____

Department Head Signature Date

Sample Only

Personnel Comments:

_____

_____

_____

_____

_____

_____ _____

Personnel Manager Signature Date

City Manager Comments:

_____

_____

_____

_____

_____

☐ **APPROVED** ☐ **DENIED**

_____ _____

City Manager's Signature Date

ATTACHMENT B

City of Covington
Claim for Travel Expenses Report

PART I: TRAVEL AUTHORIZATION **BARS:**

NAME AND TITLE	TOTAL TRIP COST (Estimate)
DESCRIPTION, LOCATION, AND PURPOSE OF TRAVEL	
DATES & TIMES OF TRAVEL (BEGIN & END)	PROGRAM DATES & TIMES (BEGIN & END)

ADVANCE?	ADVANCE AMOUNT	DATE NEEDED	DEPT HEAD APPROVAL	DATE	CITY MANAGER APPROVAL	DATE

PART II: ADVANCED PAYMENT

I hereby certify that I received the sum of $_____ as an advance for the purpose listed above. I understand that any portion of this advance not used for this purpose will be required to be refunded by me, and if deemed by the City, may be deducted from my pay. Settlement of this advance must be made within 15 days following close of the travel.

EMPLOYEE SIGNATURE _____ DATE _____ CHECK NO _____

PART III: ITEMIZE EXPENSES BELOW

1. INCLUDE ALL EXPENSES, INCLUDING ANY PREPAID EXPENSES.
2. EXPENSES ARE NOT ALLOWED FOR EMPLOYEE'S FAMILY AND SHOULD NOT APPEAR ON THIS REPORT.
3. ATTACH RECEIPTS/INVOICES FOR TRANSPORTATION, LODGING, REGISTRATION FEES, AND MISCELLANEOUS ITEMS, ETC.

DATE									TOTAL
HOTEL									
BREAKFAST									
LUNCH									
DINNER									
# MILES DRIVEN									
REGISTRATION									

Sample Only

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof. (Attach all receipts.)

EMPLOYEE SIGNATURE _____ DATE _____

CERTIFICATION: I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just due and unpaid obligation against the CITY OF COVINGTON and that I am authorized to authenticate and certify to said claim.

AUDITING OFFICER _____ DATE _____

TOTAL TRIP EXPENSES	
LESS ATIVANCES (PART II)	
PREPAID ITEMS (PART IV)	
BALANCE DUE TO CITY	
RECEIPT NUMBER	
OR	
TOTAL DUE EMPLOYEE	
CHECK NUMBER/DATE	

PART IV: RECONCILIATION OF PREPAID AMOUNTS (Finance Department Use Only)

DATE	CHECK NO	PO NO.	VENDOR	PURPOSE	AMOUNT
				TOTAL PREPAID EXPENSES	

EXHIBIT 5

Procedure

NOTICE: The contents of this procedure should in no manner be considered as a contract of

SUBJECT: PROMOTION-IN-PLACE PROGRAM (PiPP)		
Department/Division: Executive Department/Personnel Division	Page 1 of 2 Pages	PROCEDURE NO. HR-15.0
APPROVED BY: Derek Matheson, City Manager	EFFECTIVE DATE: January 1, 2012	SUPERSEDES: N/A

employment. This procedure is subject to change and modification as deemed necessary. Any provision of this procedure will be superseded if in conflict with any provision of a valid and effective federal or state law.

PURPOSE:

The city encourages efficiency, engagement, motivation and retention among its employees by supporting advancement of employees who demonstrate the willingness and ability not only to efficiently and effectively perform the duties assigned to them, but to also continue to grow in ways needed and determined by the city. In this regard, every employee shall have the opportunity to be considered for logical and systematic advancement according to knowledge, skills, ability and merit.

DEFINITION:

There are times when an employee's knowledge, skills, abilities and job performance, as well as on-the-job or outside training and development, support upgrade of their position to a higher level. If the employee possesses the experience and other criteria required for a position closely related to their current position where a viable need is met on a more advanced level, a promotion-in-place shall be considered.

The difference between "Promotion" and "Promotion-in-place" is explained as follows:

"Promotion" means placing an employee in a position in a higher salary range and occurs when one or more of the following conditions are present:

- Duties are changed to that of a supervisor, manager, or director where no supervisory or managerial responsibilities were previously part of the employee's job responsibility;
- immediate salary increase upon assuming the new position is 9% or greater; and
- the movement is not necessarily within a logical job sequence or series.

"Promotion-in-place" applies when:

- No true vacancy exists;
- there is no change of core assignments or supervisory/subordinate relationships;
- the promotion is typical in cases where the employee is to move to the next higher level in a job series;
- the employee's job performance and skill development support upgrade of the position to a higher level; and
- the movement is not into a supervisory or management position where those responsibilities did not formerly exist.

"Promotion-in-place" does **not** apply to adjustments in either the employee's salary range or step due to Council-approved implementation of the findings of a formal salary survey involving an employee's current position.

PROCEDURE:

APPENDIX J - *continued*

The following table outlines the process to be used for the submission and subsequent rejection of a promotion-in-place:

STEP	ACTION
1	Employee and supervisor discuss potential for promotion-in-place. If possibility exists, supervisor proceeds with Step 2.
2	Supervisor has preliminary discussion with the Finance Director to assess whether or not the department's budget could afford the potential impact. If so, employee and supervisor proceed with Step 3.
3	Proposed job description is created by employee with supervisor's and Personnel Manager's assistance, as necessary. Completed job description must be reviewed and concurred with by supervisor and department director, as well as the Personnel Manager.
4	After employee satisfies criteria noted in new job description, employee generates a Request for Personnel Action (RPA) form (Attachment A). Information requested on this form includes: ✓ title change, if applicable; ✓ salary range and step changes, as applicable (to be supplied by the supervisor with the Personnel Manager's assistance, as necessary); ✓ justification; ✓ changes to the current organization charts/structure, if applicable; and ✓ current and proposed job descriptions as attachments.
4	Request is signed by the following individuals, indicating concurrence and budgetary alignment, in the following order: ➢ Supervisor ➢ Department Director ➢ Personnel Manager ➢ Finance Director ➢ City Manager
5	Personnel Manager advises supervisor of date the request will go before Promotion-in-place Review Panel. Review Panel meets twice yearly to review RPAs: June and early December. Panel consists of the following management team members: City Manager, City Clerk/Executive Assistant, Personnel Manager, Community Relations Coordinator, Finance Director, Community Development Director, Public Works Director, and the Parks & Recreation Director. Review Panel member who has a subordinate's request up for review recuses themselves from that portion of the Review Meeting.
6	The Personnel Manager records the decision of the Review Panel on the form. If a request is rejected, reasons and possible recommendations for the future are noted.
7	If RPA is approved, Personnel Manager generates a Personnel Action Form (PAF) for approval signatures and implementation of the approved promotion-in-place.
8	If RPA is not approved, Personnel Manager provides the Department Director with a written memorandum explaining why request was denied. It is the Director's responsibility to ensure the supervisor and employee are notified in a timely manner.

AUTHORITY:
The City Manager has the final authority to accept or reject a Request for Personnel Action (RPA) and to determine the total number of RPAs that may be approved during either of the annual Review Panel meetings, whether or not the criteria for a promotion-in-place has been met by all applicants (employees).

ATTACHMENTS:
ATTACHMENT A, "Request for Personnel Action" (RPA) form

REQUEST FOR PERSONNEL ACTION

Rev. 3-2012

This request for a Promotion-in-place is in accordance with the guidelines set forth in Personnel Procedure HR-15.0.

REQUESTING EMPLOYEE *(Print)*: _____

REQUESTING EMPLOYEE COMPLETES UNSHADED BOXES. SUPERVISOR COMPLETES SHADED BOXES:

	CURRENT INFORMATION	PROMOTION-IN-PLACE INFORMATION
Job Title:		
Salary Range:		
Step within Salary Range:		

JUSTIFICATION:

_____

_____

_____

_____

_____

Sample Only

Does the proposed Promotion-in-place change the organizational structure (organizational chart) in any way? ❑ No ❑ Yes – If yes, explain how:

_____

_____

Attachments: ❑ Current Job Description
❑ Promotion-in-place Job Description

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Department Director Signature: _____ Date: _____

Personnel Manager Signature: _____ Date: _____

Finance Director Signature: _____ Date: _____

City Manager Signature: _____ Date: _____

SCHEDULED FOR REVIEW BOARD PANEL ON: _____

Promotion-in-place Review Panel Decision:

❑ Approved:

New Job Title: _____

New Salary Range: _____

Assigned Step Within Range: _____

Effective Date: _____

Next Step Raise Date is Scheduled For: _____

Will this affect the next Step Raise Date: ❑ No ❑ Yes—if yes, then how will it be affected:

_____

_____

Decision Notes: _____

Sample Only

_____

_____

_____

_____

_____

_____

_____

_____

Date Personnel Action Form was Generated: _____

OR

Date Memo was Generated: _____

APPENDIX J - *continued* (EXHIBIT 6)

City of Covington
Work Schedule Agreement

Employee Name: _____ Schedule to Start: _____
(For 9/80 schedule, must be 1st Sunday of bi-weekly pay period)

Department: _____

➢ ***I am requesting authorization to work the following work schedule:*** *(check one)*

☐ **5/8's** - Traditional schedule made up of five 8-hour work days each week.

☐ **9/80** - Eight 9-hour work days, one 8-hour work day, and one day off, totaling 80 hours worked in a 2-week pay period. Four 9-hour days and one 8-hour day are worked in one week, and four 9-hour days with one day off are worked in the other week.

☐ **4/10's** - Four 10-hour days and one day off each week.

☐ Other - *(Please explain; i.e., four 9-hour days and one 4-hour day per week; change in flex day, etc.)*

_____

_____

➢ ***Additionally, I would like the following meal break:*** *(check one)* ☐ **1/2 Hour** ☐ **Full Hour**

☐ ***First-time voluntary forfeiture of lunch break**** ☐ ***Extension of voluntary lunch break forfeiture****

* *Lunch break forfeiture is considered on an as-needed basis for either exempt or non-exempt employees, but only at the employee's request. By signing below, employee understands requests should only be made for unusual circumstances (i.e., personal hardship due to my illness or that of a family member/close relative, outside education schedule, etc.) and not as a permanent substitution for a schedule that includes a lunch break. Approval is at the discretion of supervision and the city manager. In the occasional event that employee does observe a lunch break while this schedule is in effect, they must adjust their work hours upwards within the same week to make up for the lunch break period.* ***Approved lunch break forfeitures last for a maximum of 6 months and must be resubmitted for consideration if the employee feels an extension is necessary.***

Week 1* Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time to Stop Time		a.m. to p.m.	a.m. to p.m.	a.m. to p.m.	a.m. to p.m.	a.m. to p.m.	
Total Daily Hours							

Sample Only

Week 2* Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time to Stop Time		a.m. to p.m.	a.m. to p.m.	a.m. to p.m.	a.m. to p.m.	a.m. to p.m.	
Total Daily Hours							

* **Week 1 and Week 2 coincide with the weeks in the bi-weekly pay period.**

I understand the above schedule is to be my normal work schedule, but that the city reserves its right to set or amend work schedules at any time, as it deems necessary.

_____ _____
Employee Signature *Date*

_____ _____
Supervisor's Signature *Date*

_____ _____
Personnel Manager's Signature *Date*

APPENDIX K

_____ _____
City ManagSignature *Date*

Procedure

SUBJECT: DOMESTIC PARTNER BENEFITS		
Department/Division: Executive Department/Personnel Division	Page 1 of 2 Pages	**PROCEDURE NO.** HR-3.1
APPROVED BY: Derek Matheson, City Manager	**EFFECTIVE DATE:** 06/26/12	**SUPERSEDES:** 02/10/04

NOTICE: The contents of this procedure should in no manner be considered as a contract of employment. This procedure is subject to change and modification as deemed necessary. Any provision of this procedure will be superseded if in conflict with any provision of a valid and effective federal or state law.

PURPOSE:

To ensure that all City of Covington employees' families have medical coverage.

POLICY:

Domestic Partner benefits are available through the City of Covington, based on satisfaction of the following criteria. Please check with your tax advisor, as this benefit may be subject to federal withholding tax.

(1) Domestic Partner Criteria

The City of Covington uses all of the following criteria in establishing a domestic partner as eligible to enroll in the benefit programs purchased by the employer through the Association of Washington Cities (AWC) Employee Benefit Trust:

A sole relationship of same and/or opposite gender, as defined by the following:

a. Registration of domestic partnership in Washington State as domestic partners (copy of Certificate of State Registered Domestic Partnership must be provided to the city); ***OR, all of the following:***

b. Share the same regular and permanent residence for a period not less than two (2) years; and

c. have a close, personal and exclusive relationship for a period not less than two (2) years; and

d. are jointly responsible for "basic living expenses," as defined below; and

e. are not married to anyone; and

f. are each eighteen (18) years of age or older; and

g. are not related by blood closer than would bar marriage in the State of Washington; and

h. were mentally competent to consent to contract when the domestic partnership began; and

i. are responsible for each other's common welfare.

APPENDIX K - *continued*

Upon termination of a domestic partner relationship and termination of benefit coverage, a new domestic partner in a **non-registered domestic partnership in Washington State** can be enrolled no earlier than two (2) years following termination of the prior relationship.

BASIC LIVING EXPENSES is defined as the cost of basic food, shelter and any other expenses of a Domestic Partner, which are paid at least in part by a program or benefit for which the partner qualified because of the Domestic Partnership. The individuals need not contribute equally or jointly to the cost of these expenses as long as they agree that both are responsible for the cost.

(2) Dependents of Domestic Partner Criteria

The following is criteria establishing a domestic partner's dependents eligible to enroll in the benefit programs purchased by the employer through the AWC Employee Benefit Trust:

a. Natural, adopted or court-appointed legal guardian of an unmarried child to age 19. The natural, adopted or court-appointed guardian may remain on the program up to age 26, if:

- A full-time student at an accredited institution (for medical, dental and vision coverage); or
- Reliant upon the domestic partner for a majority of his/her support (for medical coverage only).

b. Totally incapacitated children due to developmental disability or physical handicap are eligible beyond the age limit of the contract, provided the child is chiefly dependent on the domestic partner for support and maintenance, and the disability occurred prior to the limiting age.

(3) For the city to obtain either Domestic Partner or Dependents of Domestic Partner benefits coverage the following documents will need to be provided to the AWC Trust:

a. The AWC will need to receive a copy of the city's personnel procedure addressing domestic partner eligibility criteria.

b. Letter of intent to provide Domestic Partner coverage, including effective date.

c. "Affidavit of Domestic Partnership Form" (see Attachment A) that employee fills out.

d. "Combined Enrollment Form (Domestic Partner Version)" (see Attachment B) that employee fills out.

(4) If a Domestic Partner Relationship Terminates, the employee must provide a completed ***Statement of Termination of Marriage/Domestic Partnership*** form (see Attachment C)

ATTACHMENTS:

ATTACHMENT A – AWC Affidavit of Domestic Partnership (Seattle Version)
ATTACHMENT B - AWC Combined Insurance Enrollment Form, Rev 04/2012
ATTACHMENT C - Statement of Termination of Marriage/Domestic Partnership (Seattle Version)

ATTACHMENT A

AFFIDAVIT OF MARRIAGE/DOMESTIC PARTNERSHIP

SECTION I

I, _____ certify that:
Name of Employee (Print)

I. Opposite Sex Couples

A. Married Couples

I am legally married to:

_____ _____
Name of Spouse (Print) Date of Marriage

I attach a copy of my marriage license.

OR

Sample Only

B. Registered Domestic Partners in Washington

I and _____ registered our domestic partnership
Name of Registered Domestic Partner (Print)

with the domestic partnership registry of the State of Washington on the following date:
_____

I attach a copy of my Washington domestic partner registration.

OR

C. Domestic Partners Not Registered in Washington (Including Domestic Partners Registered in States other than Washington)

I, and _____ are domestic partners, and we:
Name of Domestic Partner (Print)

1. are not registered as domestic partners with the State of Washington and are not married to each other; and
2. have a close, personal and exclusive relationship; and
3. are jointly responsible for basic living expenses; and
4. are not married to, and do not have a domestic partner relationship with, anyone else; and
5. are each eighteen (18) years of age or older; and

APPENDIX K - *continued*

AFFIDAVIT OF MARRIAGE/DOMESTIC PARTNERSHIP

II. Same Sex Couples

A. Registered Domestic Partners in Washington

I and _____ registered our domestic partnership
Name of Registered Domestic Partner (Print)

Sample Only
Sample Only

AWC EMPLOYEE BENEFIT TRUST

AFFIDAVIT OF MARRIAGE/DOMESTIC PARTNERSHIP

SECTION II

I understand that this affidavit shall be terminated upon the death of my spouse/domestic partner or by a change of circumstance attested to in this affidavit.

I agree to notify Human Resources if there is any change of circumstances attested to in this affidavit within thirty (30) days of change by filing a Statement of Termination of Marriage/Domestic Partnership.

SECTION III

I have completed the AWC Combined Insurance Enrollment Form enrolling my spouse or domestic partner in the benefit programs available, to be effective no sooner than the first of the month following date of eligibility (refer to Section I for domestic partner eligibility).

If applicable, I have completed the AWC Combined Insurance Enrollment Form enrolling my natural children, adopted children, or court-appointed guardians. Additionally, if applicable, I have completed the AWC Combined Insurance Enrollment Form enrolling the natural children, adopted children, or court-appointed guardians of my domestic partner or spouse who are not also my children. Additional criteria for eligible dependent children is as follows:

- Natural, adopted or court-appointed legal guardian of an unmarried child to age 25.

Sample Only

AWC EMPLOYEE BENEFIT TRUST

AFFIDAVIT OF MARRIAGE/DOMESTIC PARTNERSHIP

Name (Please print) _____ Date _____

Signature _____ Social Security Number _____

Sample Only

ATTACHMENT B

Combined Insurance Enrollment Form

Complete entire form to enroll or make changes.

Enrollment

- ❑ New hire
- ❑ New group
- ❑ Open enrollment for medical & dental only

Changes Has there been a change that affects your insurance? Please fill in your name and SSN. Then check all the changes that apply to you and complete the entire form.

❑ Name ❑ Address ❑ Marriage ❑ Domestic Partnership ❑ Divorce ❑ Legal separation ❑ Beneficiary

❑ Other (be specific) _____

❑ Add dependent (check reason) ❑ Marriage ❑ Domestic Partnership ❑ Newborn

❑ Other reason (be specific) _____

❑ Drop dependent (check reason) ❑ Overage dependent

❑ Other reason (be specific) _____

Employee Please print legibly in blue or black ink.

SSN | Employee Name (last, first, initial) | Date of birth | Gender

❑ Single ❑ Married Date married: | ❑ Divorced Date divorced:

❑ Domestic partnership Date met DP criteria: | ❑ Partnership termination Date terminated:

Home / mailing address | Home phone (with area code)

City | State | Zip

Type of coverage requested (check all that apply): ❑ **Medical** ❑ **Dental** ❑ **Life** ❑ **Long-term disability** ❑ **Vision** ❑ **EAP**
Carriers and specific plans are listed on the back of this form.

Are you covered by any other insurance now or in the past three months? ❑ Yes ❑ No If yes, complete below.

Effective date | Termination date

Insured's SSN | Name (last, first, initial)

Group# | Policy # | Type of insurance (medical, dental, etc.) | Name of other insurance company

Spouse/Domestic Partner **Please list spouse/domestic partner who should be covered on your insurance. Leaving them off will terminate coverage.** Proof of dependency may be requested, including, but not limited to, marriage certificate, affidavit of marriage/domestic partnership, divorce papers.

SSN | Spouse/DP name (last, first, initial) | Date of birth | Gender

Type of insurance requested: ❑ **Medical** ❑ **Dental** ❑ **Vision** ❑ **Life**

Is spouse/domestic partner covered by any other insurance now or in the past three months? ❑ Yes ❑ No

If yes, name of other insurance company. | Type of insurance (medical, dental, etc.)

Group / Policy # | Phone #

Effective date | Termination date

Your signature is required on page 3 of this form.

CIEFDPW-3 4/12

Sample Only

Dependents

Please list all dependents that should be covered on your insurance. Leaving them off the form will terminate coverage. Proof of dependency may be requested, but not limited to, birth certificate, adoption papers. **Medical, Dental & Vision:** A dependent is a child, stepchild or adopted child; less than age 26 or prior to age 26 was incapable of self-support due to developmental disabilities or physical handicap (proof of incapacity required). Any preexisting condition waiting period does not apply to any members under the age of 19. **Life:** A dependent is a child, stepchild or adopted child from birth but less than age 26.

Dependent #1 _____

Please check all appropriate boxes and fill in the appropriate blanks.
For additional dependents, please fill out additional forms and alter "Dependent #____."

Name (last, first, middle initial)

SSN

Gender Date of birth Relationship to insured

Type of insurance requested: ☐ Medical ☐ Dental ☐ Vision ☐ Life

Is dependent covered by any other insurance now or in the past three months? ☐ Yes ☐ No

If yes, name of other insurance company & type (medical, dental, etc.)

Name of insured (last, first, initial) SSN of insured

Group/policy # Effective date Termination date

Does he/she live with you? ☐ Yes ☐ No

If no, name of person with whom he/she resides

Last, first, initial SSN

Home address Home phone

City State Zip

If divorced, do you have custody? ☐ Yes ☐ No

If no, name of person with custody (last, first, initial) SSN

Home address Home phone

City State Zip

Dependent #2 _____

Please check all appropriate boxes and fill in the appropriate blanks.
For additional dependents, please fill out additional forms and alter "Dependent #____."

Name (last, first, middle initial)

SSN

Gender Date of birth Relationship to insured

Type of insurance requested: ☐ Medical ☐ Dental ☐ Vision ☐ Life

Is dependent covered by any other insurance now or in the past three months? ☐ Yes ☐ No

If yes, name of other insurance company & type (medical, dental, etc.)

Name of insured (last, first, initial) SSN of insured

Group/policy # Effective date Termination date

Does he/she live with you? ☐ Yes ☐ No

If no, name of person with whom he/she resides

Last, first, initial SSN

Home address Home phone

City State Zip

If divorced, do you have custody? ☐ Yes ☐ No

If no, name of person with custody (last, first, initial) SSN

Home address Home phone

City State Zip

Sample Only

Life Insurance

Beneficiaries

For life insurance policies as underwritten by Standard Life Insurance only. Please note that in community property states, including Washington, the spouse has legal right to 50% of the benefits, in the event of the employee's death.

Name of primary beneficiary (last, first, initial)

SSN

Address

Your Signature is Required

I hereby verify that all of the information specified on this form is accurate and complete. By signing below, I have authorized the release of information for myself and my dependents listed on this form to the carriers (listed on back of this form) that cover me and my family members (if applicable). Please note that failure to fully complete this enrollment form may result in this form being returned to you and will delay processing of the form.

I hereby apply for coverage under the contract between the respective insurance company and my employer and AWC, and I agree with the terms of the contract. I also apply for the same coverage for my spouse/domestic partner and/or dependents listed on this application. I certify that my dependents and I meet all the eligibility criteria set forth in the outline or benefits and/or the Contract.

I acknowledge and understand my health plan may request or disclose health information about me or my dependents (persons who are

Sample Only

Employer

Employer Employees: Employer will complete this section.
Send completed form to: **1076 Franklin Street S.E., Olympia, WA 98501-1346**

Employer name | Date of hire | Effective date of change

Employee's occupation | Weekly hours | Monthly base earnings | Dept. name | Dept. number

Type of enrollee: ☐ Active ☐ LEOFF I Active ☐ LEOFF I Retiree

Employer – Please note that failure to fully complete this form may result in this form being returned to you and will delay the processing of the form. Please proof this form carefully.

124 **Plans Enrolled On** (Please check all that apply.)

Medical Regence

Dental DELTA DENTAL Washington Dental Service

Vision VSP

Life The Standard

Sample Only

ATTACHMENT C

STATEMENT OF TERMINATION OF MARRIAGE/DOMESTIC PARTNERSHIP

I, _____ affirm, under penalty of perjury, that the
Name of Employee (Print)

Affidavit of Marriage/Domestic Partnership attested to and signed by me on _____
Date of Affidavit

Shall be and is terminated as of this date.

Termination of Affidavit of Marriage/Domestic Partnership is due to:

- ☐ Dissolution or Other Termination of Marriage or Domestic Partnership
- ☐ Death of Spouse/Domestic Partner

I understand that my former spouse/domestic partner (and former spouse/domestic partner's dis-enrolled children, if applicable) may have COBRA Continuation coverage rights. I shall mail a copy of this signed statement to my former spouse/domestic partner.

APPENDIX L
Sample Only

_____ _____
Name (Please print) Date

_____ _____
Signature Social Security Number

Seattle-3573280.2 0053138-00001

Procedure

SUBJECT: HEALTH REIMBURSEMENT ARRANGEMENT/VOLUNTARY EMPLOYEES' BENEFICIARY ASSOCIATION ("HRA VEBA") PLAN		
Department/Division: Executive Department/Personnel Division	Page 1 of 2 Pages	**PROCEDURE NO.** HR-12.0
APPROVED BY: Plan approved by City Council via Resolution No. 10-25 on November 23, 2010; Employee Contribution is approved by participating employees annually.	**EFFECTIVE DATE:** January 1, 2011	**SUPERSEDES:** N/A

NOTICE: The contents of this procedure should in no manner be considered as a contract of employment. This procedure is subject to change and modification as deemed necessary. Any provision of this procedure will be superseded if in conflict with any provision of a valid and effective federal or state law.

PURPOSE:

To detail the procedure for employee participation in the Health Reimbursement Arrangement/Voluntary Employees' Beneficiary Association (HRA VEBA) Plan. With the exception of the specified dollar amount of employee contributions, this information contained within this procedure has been extracted from Resolution No. 10-25 adopting the HRA VEBA Plan that was passed by the city council on November 23, 2010. The specified dollar amount of employee contributions is noted only within the content below. If and as the dollar amount contributed by participating employees changes, such change will be noted as an update to this policy which will supersede previous versions.

PROCEDURE:

The City of Covington has adopted the Health Reimbursement Account/Voluntary Employees' Beneficiary Association (HRA VEBA) Medical Reimbursement Plan for Public Employees in the Northwest. Eligibility for "Group" participation in this plan is based on the employee being of a regular, benefitted employment status. The city shall contribute to the HRA on behalf of each eligible employee. Each eligible employee must submit a completed and signed Enrollment Form (see the accounting clerk for an enrollment form) to become a plan participant and be eligible for benefits under the plan.

Contributions on behalf of each eligible employee shall be based on the following selected funding sources/formulas:

a. **Sick leave cash-outs upon termination from employment or retirement.** Eligibility is limited to employees who retire or terminate from employment in good standing with sick leave cash-out rights. Employer contributions to the HRA VEBA Plan shall include the entire cash-out value of all unused sick leave days (25%) accrued and available for cash-out upon retirement or termination from employment per section "5.23 Sick Leave" of the City of Covington Employee Handbook.

APPENDIX L - *continued*

Included in "termination" are voluntary resignations, retirements, layoffs or death. In the case of termination due to an employee's death, their designated beneficiary will receive this benefit through the deceased employee's HRA VEBA account. If you have any questions regarding the city's sick leave policy, contact the personnel manager.

b. **Mandatory employee contributions** (no individual elections permitted). The city shall change the Group's compensation package such that each employee shall receive additional benefits in the form of HRA VEBA Plan contributions in the amount of $10.00, which shall be calculated and contributed on a semi-monthly basis. Each employee's salary shall be reduced in an equal amount. Such contributions shall be made on behalf of all Group employees defined as eligible and shall be considered and referred to as "Employer" contributions (note that the employee contributions must also be designated as "Employer" contributions).

c. **Additional Employer contributions.** The city shall contribute an additional amount to each employee's HRA VEBA plan in the amount of $20.00, which shall be calculated and contributed on a semi-monthly basis.

Procedure

SUBJECT: SERVICE AWARDS PROGRAM		
Department/Division: Executive Department/Personnel Division	Page 1 of 2 Pages	**PROCEDURE NO.** HR-1.1
APPROVED BY: Derek Matheson, City Manager	**EFFECTIVE DATE:** 10/17/2006	**SUPERSEDES:** 11/05/2002

NOTICE: The contents of this procedure should in no manner be considered as a contract of employment. This procedure is subject to change and modification as deemed necessary. Any provision of this procedure will be superseded if in conflict with any provision of a valid and effective federal or state law.

PURPOSE:

To establish the procedure for the city's Service Awards Program that recognizes city employees' accumulated years of service to the city, in order to encourage heightened employee morale, pride, motivation and loyalty.

PROCEDURE:

Years of service as an employee of the city shall be recognized after the completion of the first year, fifth year, tenth year, fifteenth and twentieth years of employment. Recognition for one year of service will be by employee's choice of one of three city logo items or a city check (see Attachment A). Recognition for five or more years of service will be by employee's choice of one of the following two forms:

(1) Recognition Certificate and Service Pin – Recognition Certificate signed by the city manager, noting employee's name and years of service. Service pins for applicable increments of service will depict the City of Covington logo, but may vary in materials used, as outlined in Attachment A to this policy. Service pins are provided by the Terryberry Company, Attention: Pat Dillon, 9711 NE 21st Place, Vancouver, WA 98665.

or

(2) Recognition Certificate and City Check – Recognition Certificate signed by the city manager, noting employee's name and years of service. City check shall be made out in the employee's name in a denomination commensurate with their years of service, as outlined in Attachment A to this policy.

Service awards will be presented by the city manager during the monthly all staff meetings to employees celebrating an applicable service anniversary during the current month.

Prices contained within this policy are subject to change.

DEFINITIONS: *(The following definitions are provided for purposes of defining the parameters of this policy only, and may not apply in other circumstances.)*

Employment: Continuous service in yearly increments consisting of at least 20-hours per week on average as a regular employee. Temporary employment status shall be counted only if, (a) it was on a continuous basis in consisting of at least 20 hours of service each week (with the exception of weeks containing holidays requiring closure of City Hall), ***and*** (b) temporary employment status was immediately followed by regular employment status. Contractual employment is not included in this definition. Exceptions to this definition are only by decision of the city manager.

Regular Employee: Employed by the city in yearly increments for at least 20 hours per week on average and eligible to receive benefits.

Temporary Employee: Employed by the city for at least 20 hours per week, but not eligible to receive benefits. *(This definition is provided for application toward this policy only.)*

ATTACHMENTS:

ATTACHMENT A, "City of Covington Service Awards Program Progression"

ATTACHMENT A

City of Covington Service Awards Program Progression
(Revised 10/17/2006)

Award Choice	Completed Years of Service					
	1 Year	5 Years	10 Years	15 Years	20 Years	25+ Years
Lapel Pin Charges:						To be determined at a later date.
Yellow 10k Gold Filled	--	$38.69	$38.69			
Solid 10k Gold	--	--	--	$105.64	$105.64	
Synthetic Emerald	--	(1 stone) 9.52	(2 stones) 19.04	(3 stones) 28.56	(2 stones) 19.04	
4-pt. Full Cut Genuine Diamond	--	--	--	--	(1 stone) 94.60	
Standard Box	--	--	--	--	--	
Classic Box - thin brass frame	--	10.90	10.90	--	--	
Elegance Box - wide brass frame	--	--	--	15.06	15.06	
Masterpiece Box - wooden	--	--	--	--	--	
Custom Message in boxes	--	6.65*	6.65*	6.65*	6.65*	
Sub-totals	--	$65.76	$75.28	$155.91	$240.99	
8.4% Sales Tax	--	5.52	6.32	13.10	20.24	
Shipping Fees	--	5.00	5.00	5.00	5.00	
Total Charges	--	$76.28	$ 86.60	$174.01	$266.23	
Choice of one of the following:						
Cap w/City logo (size XXL only)	$11	--	--	--	--	
Cap w/City logo	$15	--	--	--	--	
16-oz. Goblets w/City logo (4)	$19	--	--	--	--	
OR						
City Check	$15.00	$75.00	$100.00	$175.00	$250.00	

* Estimated cost, based upon message containing City logo and message congratulating employee on years of service.

All prices subject to change. Above pin prices are based on quantities up to 99. Higher quantities are priced slightly lower.

Sick Leave Conversion Request

Employee Name: _____ **Date:** _____
(Please Print) *First* *M.I.* *Last*

I understand that I may convert up to 20 hours of accrued sick leave, beyond a total of 160 hours, to Floating Holiday hours in December of each calendar year [illegible] next calendar year. I understand that if I do not use all or part of these [illegible] Holiday hours during the next calendar year, the unused balance will be [illegible] the year they were designated for use in. With this understanding, I request that [illegible] hours beyond my accrued total of 160 sick leave hours as of this date be converted to Floating Hours, to be used in the _____ calendar year.

Sample Only

Employee Signature: _____ **Date:** _____

For Finanace Dept. Use Only:

Total Hrs. Before Conversion: _____ **Balance After Conversion:** _____ **Date:** _____/_____/_____ **Initials:** _____

Rev. 12/2004

Procedure

SUBJECT: UNIFORMS AND CITY-SUPPLIED APPAREL		
Department/Division: **Executive Department/Personnel Division**	**Page 1 of 3 Pages**	**PROCEDURE NO.** **HR-11.0**
APPROVED BY: **Derek Matheson, City Manager**	**EFFECTIVE DATE:** **1/27/2010**	**SUPERSEDES:** **N/A**

NOTICE: The contents of this procedure should in no manner be considered as a contract of employment. This procedure is subject to change and modification, either written or unwritten, as deemed necessary. Any provision of this procedure will be superseded if in conflict with any provision of a valid and effective federal or state law.

PURPOSE:
To address the issues of City-supplied uniform and apparel eligibility, purchase, wear and replacement for applicable City of Covington positions as listed within this procedure. ***Note that Safety-related apparel is not addressed in this procedure, with the exception of paragraph XII entitled, "Return of Items" and will be provided to applicable employees in accordance with applicable Washington Administrative Codes (WAC's).***

PROCEDURE:
The City of Covington agrees to provide the affected positions with City-supplied and approved uniforms or apparel as noted below in this procedure.

I. NON COMPLIANCE:
Employees are expected to comply with this procedure. Non-compliance may cause the employee to be subject to disciplinary action up to and including termination of employment.

II. USE:
City-supplied uniforms/apparel is meant for regular use only in the performance of City-related duties, with obvious reasonable exception made for meal or other work breaks and traveling to and from work. Uniforms/apparel shall not be worn in any environment from which minors under the age of 21 are prohibited, whether purchased by the employee or the City, unless the employee's presence in such environment is part of City-directed work. Alcohol shall not be consumed while wearing a City uniform or apparel.

III. AFFECTED POSITIONS AND ALLOWED ITEMS :

Public Works and Community Development Departments

Below are the Public Works positions entitled to receive City-supplied uniforms/apparel, listed by full, half, or quarter complements to denote differences in the proportional time spent in the field. Unless otherwise noted, the positions listed represent regular full-time positions. Temporary or interim adjustments to the responsibilities and duties assigned to a position (i.e.,

as a result of job consolidation or reduction in work hours due to economic circumstances or Reduction-In-Force) may temporarily affect uniform-related needs, as determined by the supervisor to the affected position. The division supervisor will determine what is needed for part-time positions. Allowance amount is determined by the applicable division's annual budget. Temporary adjustments to this procedure may be required, as determined by the division supervisor.

FULL COMPLEMENT	HALF COMPLEMENT	QUARTER COMPLEMENT
Affected Positions:	**Affected Positions:**	**Affected Positions:**
Building Inspector Construction Inspector Engineering Technician I/II/III Maintenance Worker*	Code Enforcement Officer Plans Examiner/Building Inspector Maintenance Supervisor City Engineer Assistant City Engineer	Public Works Director Building Official
Allowed Items:	**Allowed Items:**	**Allowed Items:**
6 Work Shirts 6 Pants 1 Insulated Coveralls 1 Lightweight Jacket 1 Jacket Liner 1 Detachable Hood 1 Set of Raingear 1 Insulated Vest 1 Polar Coat 2 Hooded Sweatshirts 1 Boots, as needed-$200max/yr 1 Ball Cap 1 Stocking Cap	3 Work Shirts 3 Pants 1 Insulated Coveralls/Bib Overalls 1 Lightweight Jacket 1 Jacket Liner 1 Detachable Hood 1 Set of Raingear, as needed 1 Polar Coat 1 Hooded Sweatshirt 1 Boots/Shoes, as needed-$200max/yr 1 Ball cap 1 Stocking cap	2 Work Shirts 2 Pants 1 Insulated Coveralls 1 Set of Raingear, as needed 1 Boots/Shoes, as needed-$200max/yr 1 Ball cap 1 Stocking cap

* Seasonal Maintenance Workers will be outfitted per the supervisor's discretion, normally through use of inventory, both new and laundered used articles. If purchase of new articles is necessary, the total cost shall not exceed that of a half complement.

Parks & Recreation Department

Part-time Staff - Lifeguards and staff working at the front reception desk at the Aquatic Center shall wear uniforms that identify them as City staff. Lifeguards shall be issued one (1) t-shirt, and staff working at the Aquatic Center's front reception desk shall be issued one (1) polo shirt. That shall be considered the "uniforms" for those positions. As a general guideline, positions will receive up to the allowance of an equivalent position in the Public Works chart noted in III, above, and less if the need to engage in field work is not on an equivalent frequency.

Full-time Staff - Full-time staff shall be issued a uniform that identifies them as City staff. Articles of clothing issued to constitute the "uniform" will be appropriate to the position and must be approved by the staff member's supervisor.

APPENDIX O - *continued*

IV. HOW APPAREL IS SUPPLIED:

Public Works and Community Development
The City recognizes the need for new hires to be placed in a uniform while performing work as a City employee. **Newly-hired employees shall receive a Half Complement of apparel upon hire. The remaining allotment shall be received upon completion of the introductory employment period of six (6) months, unless requested earlier by the supervisor.** Allowance amount is determined by the applicable division's annual budget and may require temporary adjustments to this procedure, as determined by the division supervisor.

Parks and Recreation Department
Apparel shall be issued upon hire. Extra uniform apparel shall be issued upon approval by the Aquatics Supervisor.

V. REPLACEMENT APPAREL:

All Departments
Continuing employees will receive replacement apparel as approved by the division supervisor.

VI. SPECIAL EVENT ITEMS:

All Departments
The department director shall have decision-making authority on the allowance of apparel for large special and/or offsite events such as Covington Days for employees other than field staff who are either involved in significant preparation for the event or have significant participation in the event. One logo wear shirt is normally allowed every other year for such events.

VII. ITEMS NOT PAID FOR BY THE CITY:

As a general rule, only those items listed within this procedure will be paid for by the City, with exception due to rare and/or extenuating circumstances as determined by the division supervisor.

VIII. LOGOS:

All articles of clothing, with the exception of raingear, pants and boots, should have the City's logo on them. Logos must be affixed by a City-designated seamstress. Jackets, shirts and caps shall bear the City logo on the front so that it will be visible to the general public.

IX. ORDERS:

Orders for logo wear and clothing must be placed through each employee's department. Orders will normally be placed two times annually. Employees may be directed to place orders through a particular store or manufacturer. If it is necessary to purchase replacement articles, it is the department's discretion to place an order in between normal ordering months.

X. INVENTORY LIST:

An annual purchasing spreadsheet or apparel inventory list by employee (as preferred by the issuing department) shall be maintained by each affected department for the purposes of tracking quantity and dates issued, dollar amount available/spent, taxes, etc. A copy of the list shall be provided to the Finance Department annually, at the end of each calendar year.

XI. CARE AND LAUNDERING OF UNIFORMS/APPAREL:

Uniforms/apparel should be clean and neat in appearance, in accordance with Section 6.3, *Personal Appearance and Uniforms*, of the City of Covington Employee Handbook. It is the responsibility of the employee to provide appropriate care and laundering of issued uniforms/apparel. Laundering facilities may be available on City premises for such use. Under no circumstances should an article that has been exposed to caustic and/or flammable substances be laundered and dried. Such articles should be disposed of, with the supervisor's knowledge, and replaced.

XII. RETURN OF ITEMS:

Clothing furnished by the City shall remain the property of the City. All items except pants (i.e., all logo wear, safety apparel/equipment, and boots) must be returned to the City upon separation from employment.

Procedure

SUBJECT: REPORTING IMPROPER GOVERNMENTAL ACTION AND PROTECTION AGAINST RETALIATORY ACTION		
Department/Division: Executive Department/Personnel Division	Page 1 of 2 Pages	POLICY NO. HR-7.1
APPROVED BY: Bob White, Interim City Manager	EFFECTIVE DATE: 02/27/2007	SUPERSEDES: 09/07/1999

NOTICE: The contents of this procedure should in no manner be considered as a contract of employment. This procedure is subject to change and modification as deemed necessary. Any provision of this procedure will be superseded if in conflict with any provision of a valid and effective federal or state law.

PURPOSE:

To establish the procedure employees shall follow for reporting alleged improper governmental action.

DEFINITION OF "IMPROPER GOVERNMENTAL ACTION":

"Improper governmental action" means any action by a local government officer or employee (1) that is undertaken in the performance of the officer's or employee's official duties, whether or not the action is within that person's employment and (2) that is in violation of any federal, state, or local law or rule, is an abuse of authority, is of substantial and specific danger to the public health or safety, or is a gross waste of public funds.

"Improper governmental action" does not include personnel actions such as:

- employee grievances
- complaints
- appointments
- promotions
- transfers
- assignments or reassignments
- reinstatements, restorations, or reemployments
- performance evaluations
- reductions in pay
- dismissals
- suspensions
- demotions
- violations of the local government collective bargaining and civil service laws
- alleged labor agreement violations
- reprimands

APPENDIX P - *continued*

PROCEDURE:

(1) Reporting Alleged Improper Government Action

Every employee has the right to report to the appropriate person or persons information concerning alleged improper governmental action. The identity of the employee reporting such alleged improper governmental action shall be kept confidential to the extent possible, unless the employee authorizes the disclosure of his or her name in writing.

An employee who wishes to report alleged improper governmental action shall submit a written report to the City Manager, Department Head, Mayor or Mayor Pro Tem, stating in detail the basis for the employee's belief that an improper governmental action has occurred. The employee may also submit the written report to the King County Prosecuting Attorney.

Except in the case of emergency, before an employee provides information regarding alleged improper governmental action to a person or an entity who is not a public official or a person listed in the preceding paragraph of this policy, the employee shall submit a written report, stating in detail the basis for his or her belief that an improper governmental action has occurred, to the City. For purposes of this paragraph, an "emergency" means a circumstance that if not immediately changed may cause damage to persons or property.

(2) Protection Against Retaliatory Action:

Employees are protected from retaliation for good faith reporting of improper governmental action.

In order to seek relief against retaliation for good faith reporting of improper governmental action, an employee shall provide written notice of the charge of retaliation to the City Council. The notice shall (1) specify the alleged retaliatory action and (2) specify the relief requested.

The notice of the charge of retaliation shall be delivered to the City no later than 30 days after the occurrence of the alleged retaliatory action. The City then has 30 days to respond to the charge and request for relief.

When the charging employee receives the City's response, or after the last day on which the City could respond, the charging employee may request a hearing to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. The request for a hearing shall be delivered to the agency within 15 days of delivery of the City's response or within 15 days of the last day on which the City could respond.

Within five (5) working days of receipt of the employee's request for a hearing, the City shall apply to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge. At the hearing, the employee must prove his or her claim by a preponderance of the evidence.

Employees who fail to make a good faith attempt to follow this policy and procedure in reporting improper governmental action shall not be eligible for the protections outlined against retaliation.

For employee complaints about harassment or discrimination, the employee should follow the Anti-Harassment and Non-Discrimination Policy found in Section 2.2 Anti-Harassment and Non-Discrimination Policy of the Employee Handbook.

APPENDIX Q

SOCIAL MEDIA DISCLAIMERS

General Disclaimer: For use on all social media sites/platforms.

Disclaimers: All comments or other content posted to this site may be considered public records and be subject to public disclosure under the Washington State Public Records Act (RCW 42.56). When you select a link to an outside website, you are leaving the City of Covington and are subject to the privacy and security policies of the owners/sponsors of that site. The city is not responsible for transmissions users receive from external websites. Reference to any specific commercial products, processes, or services, or the use of any trade, firm, or corporation name does not constitute endorsement or recommendation by the City of Covington or its employees. The City of Covington operates and maintains its social media sites as a public service to provide information about city programs, services, projects, issues, events, and activities. The City of Covington assumes no liability for any inaccuracies these social media sites may contain and does not guarantee that the social media sites will be uninterrupted or error-free.

Comment/Discussion Disclaimer: For use when commenting or discussion is allowed.

Commenting: Comments posted to this page will be monitored by City of Covington staff. The city reserves the right to remove inappropriate comments, including those that are not topically related to the particular article being commented upon, have obscene language or sexual content, threaten or defame any person or organization, violate the legal ownership interest of another party, support or oppose political candidates or ballot propositions, promote illegal activity, promote commercial services or products or are not topically related to the particular posting, or that promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.

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APPENDIX R

Reserved for Personnel Procedure No. HR-17.0:
Personal Wireless Communication Devices Also Used for City Business

Receipt and Acknowledgment
of
City of Covington Employee Handbook

This Employee Handbook is a guide intended to help you become acquainted with the City of Covington and its policies and procedures. You understand that these policies and procedures described in this Employee Handbook are not conditions of employment and do not constitute a promise of specific treatment in specific situations. You further understand that the city may, in its sole discretion, change, delete, suspend, deviate from, or discontinue any or all part or parts of the policies or procedures in this Employee Handbook at any time with or without prior notice or reason. Any such changes made by the city will immediately supersede the current contents of this Employee Handbook. You acknowledge that this revision of the Employee Handbook, as approved per Resolution _____ and effective as of _____, replaces and supersedes all previous Employee Handbooks.

In addition, by your signature below, you further acknowledge that you understand that your employment with the city is terminable at will, either by yourself or the city, and that nothing in this Employee Handbook alters, or is intended to alter, the at-will status of your employment. No one at the city, other than the city canager with the consent of the city council, and then only in writing, has the authority to enter into any employment agreement that in any way modifies the at-will status of your employment at the city.

Your signature below indicates that you have read and understood this statement and have received a copy of the City of Covington Employee Handbook. Your signature further acknowledges and agrees that you have read and understand the policies and procedures contained in the Employee Handbook and that you will follow the policies and rules indicated.

You must sign this acknowledgment and return it to Personnel within seven (7) days of receipt of this handbook or your employment with the city may be terminated. The Employee Handbook is the property of the City of Covington, and you agree that you will return it to Personnel Division staff when your employment with the city ends.

_____
Date

_____
Employee's Printed Name

_____
Employee's Signature