

WEST PLAINS PUBLIC DEVELOPMENT AUTHORITY

RESOLUTION NO. 2019-02

ADOPT A HUMAN RESOURCES MANUAL POLICY

A RESOLUTION of the West Plains Airport Area Public Development Authority (PDA) to adopt a human resources manual policy.

Whereas, the PDA is a newly formed quasi-governmental entity with employees; and

Whereas, the PDA Board desires to adopt a resolution establishing a comprehensive human resources manual for PDA employees; and

Now therefore, be it resolved that by this resolution effective upon passage, the West Plains Airport Area Public Development Authority adopts the West Plains Airport Area PDA Human Resources manual attached to this Resolution as Exhibit "A"

ADOPTED by an affirmative majority vote of the Board of Directors of the West Plains Public Development Authority on the 16th day of January 2020.

WEST PLAINS PUBLIC DEVELOPMENT AUTHORITY


BOARD CHAIR

WEST PLAINS PUBLIC DEVELOPMENT AUTHORITY

RESOLUTION NO. 2019-02

ADOPT A HUMAN RESOURCES MANUAL POLICY

SECRETARY'S CERTIFICATE

I, the undersigned, Secretary of the West Plains Public Development Authority Board of Directors, a municipal corporation organized under the laws of the State of Washington, do hereby certify that the foregoing resolution was duly approved and adopted by the Board of Directors of the corporation at a meeting of the Board of Directors duly called and held on the 16 day of January, 2020, at which meeting a quorum was present; and that said resolution, as set out above, will appear in the minutes of said meeting in the corporation's minute book.

DATED this 16th day of January, 2020



BOARD SECRETARY

HUMAN RESOURCES MANUAL FOR:

West Plains Airport
Area
Public Development
Authority

Section 1:

Introduction.....	Page 4
1.00 Mission, Vision and Values	

Section 2: General Employment Policies.....Pages 4 - 16

2.00	Employment Relationship
2.01	At-Will-Employment
2.02	Equal Employment Opportunity (EEO)
2.03	Employees with Disabilities
2.04	Recruitment and Selection
2.05	Job Descriptions
2.06	Employment References
2.07	Hours of Work and Breaks
2.08	Alternative Work Arrangements
2.09	Separation from Employment
2.10	Diversity
2.11	Appearance and Dress
2.12	Travel Policy
2.13	Training Approval Process
2.14	Local Business Meals
2.15	Tobacco-Free Work Environment
2.16	Release of Records
2.17	Access to Employee Files
2.18	Change in Personal Information
2.19	Medical Records

Section 3: Employee Leave Policies.....Pages 16 - 26

3.01	Paid Time Off
3.02	Jury/Witness Leave
3.03	Bereavement Leave
3.04	FMLA Leave
3.05	Washington State Family Care Act
3.06	Pregnancy Disability
3.07	Military Leave or Uniformed Services Leave
3.08	Domestic Violence Leave
3.09	Unpaid Leave for Reason of Faith or Conscience
3.10	Personal Leave Without Pay
3.11	Shared Leave Program
3.12	Light/Restricted Duty
3.13	Paid Administrative Leave

Section 4: Employee Conduct and Performance.....Pages 26 - 36

4.01	Attendance and Punctuality
4.02	Disciplinary and Corrective Action
4.03	Sexual Harassment and Discrimination Policy
4.04	Anti-Bullying Policy
4.05	Criminal Conviction of an Employee
4.06	Drug and Alcohol-Free Workplace Policy

Section 5: Employee Ethics Policies.....Pages 36 - 42

- 5.01 Business Ethics and Conduct
- 5.02 Conflicts of Interest
- 5.03 Nepotism
- 5.04 Proprietary Information
- 5.05 Outside Employment
- 5.06 Whistleblower Protection
- 5.07 Political Contributions and Activities
- 5.08 Gratuities
- 5.09 Misrepresentations
- 5.10 Solicitations

Section 6: Employee Safety and Security Policies.....Pages 42 - 44

- 6.01 Workplace Safety and Accident Prevention
- 6.02 Violence Prevention in the Workplace
- 6.03 Inclement Weather
- 6.04 Workers Compensation Insurance

Section 7: Information Technology Policies.....Pages 44 - 49

- 7.01 Technology and Cyber Security Policy
- 7.02 Electronic Records Retention

Section 8: Employee Compensation.....Pages 49 - 52

- 8.01 Compensation, Classification and Salary Administration
- 8.02 Overtime and Compensatory Time
- 8.03 Pay Periods
- 8.04 PDA Observed Holidays
- 8.05 Time Records
- 8.06 Payroll Deductions
- 8.07 Direct Deposit
- 8.08 Wage Garnishments
- 8.09 Severance Allowances
- 8.10 Final Paycheck

Section 9: Benefits of Employment.....Pages 52 - 54

- 9.01 Medical, Dental and Vision
- 9.02 Additional Benefits
- 9.03 Employee Assistance Program
- 9.04 COBRA
- 9.05 Education Assistance
- 9.06 Retirement Benefits
- 9.07 Employee Recognition and Service Awards

SECTION 1: INTRODUCTION

1.0 Mission and Vision

Mission

The West Plains Airport Area Public Development Authority (PDA) was created in July 2017 through a joint partnership with the City of Spokane, Spokane County and Spokane International Airport for the purpose of growing economic prosperity in the region.

Vision

The West Plains are known for advanced manufacturing and aerospace clusters, with well-paying jobs, creating opportunity for a thriving Spokane region workforce.

SECTION 2: GENERAL EMPLOYMENT POLICIES*

2.00 Employment Relationship

The PDA expects to continue the policies, procedures and programs outlined in this employee manual, but reserves the right to withdraw, revise or replace any or all policies, procedures, or programs included in the manual at any time without prior notice to employees. The employee manual is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures included.

The employee manual is not a contract of employment and unless covered by a written individual contract or collective bargaining agreement stating otherwise.

Forms to Complete

Below are the forms that need to be signed at the outset of your employment with the PDA. These forms must be completed as soon as possible and returned to the relevant manager in order that your salary may be paid. The forms include:

- Completed I9 form;
- Completed W4;
- Emergency information form;
- Signed offer letter

No PDA representative has the authority to enter into any employment agreement which is contrary to the foregoing.

2.01 At-Will Employment*

Employment with the PDA is "at-will", unless and except as specifically modified by a specific individual's written employment contract explicitly stating that the employment relationship is not at-will and signed by the Executive Director. At-will employment means that an employee may terminate employment at any time with or without cause. It also means that the PDA can terminate the employment relationship at any time, with or without notice or cause.

Nothing in any PDA policy or procedure should be construed to alter the at-will relationship, or as a promise of permanent employment, employment for any length of time, termination only for cause, or a right to any corrective action, discipline, or termination procedure.

While the PDA generally adheres to the principles of corrective action and progressive discipline when possible and appropriate, it is not bound or obligated to do so, and any application of discipline does not alter the at-will employment relationship.

At-will employment does not guarantee, in any manner, employment for any set period. No one at the PDA, except for the Executive Director, in a written, signed contract, may make any representation or promise of employment other than at-will.

Regarding at-will employment, there are standards pertaining to employee conduct. It is impossible to list all improper conduct; however, the following list sets forth examples of violations of this policy which will result in disciplinary action up to and including termination of employment. In each case, the appropriate disciplinary actions will be determined by any one or more of the following: seriousness of the offense; employee's overall employment record; and/or previous disciplinary actions. The use of disciplinary actions does not alter an employee's at-will status with the PDA.

- Not being ready to begin work at the start of the workday; not being ready to resume work immediately following the end of any lunch or break periods; leaving before the end of the workday without supervisory permission.
- Excessive absenteeism or tardiness as interpreted by WA State Initiative 1433.
- Failure to report an absence (*i.e.*, no-call, no-show) for two (2) consecutive days is considered a voluntary termination of employment by the employee.
- Inefficiency or poor work performance.
- Providing false information on any employment application, personnel record or document, including absence, sickness or production-related records.
- Dishonesty, cheating, theft or misappropriation of property or money of the PDA, member, or of any employee.
- Negligent or willful acts which result, or could result, in damage to PDA property or equipment.
- Insubordination.
- Fighting or any other disorderly conduct; threatening, intimidating or interfering with other employees; distracting other employees by unnecessary shouting or demonstrations; using obscene or abusive language to other employees, supervisors, management, members or visitors.
- Immoral or indecent conduct reflecting adversely on the PDA.
- Possessing weapons, ammunition, explosives, or firearms while on PDA property or representing the PDA.
- Altering PDA records or documents without PDA authorization.
- Making or assisting another person in making a video or audio recording of any conversation between employees, management or officers of the PDA, without first obtaining the express written consent of all parties to the conversation. This prohibition applies whether or not the individual making the recording is part of the conversation.
- Not permitting the PDA to make an inspection of an employee's work area, garments, handbag, shopping bag, locker, automobile, etc., on PDA premises.
- Failing or refusing to cooperate fully with the PDA's investigation of suspected business improprieties, poor quality of work, and misconduct.
- Providing false or misleading information in response to an investigation being conducted by the PDA.
- Failing to accurately complete or to sign any PDA notice, form, record or other document.
- Using the PDA's equipment for personal use without management's authorization.
- Smoking in designated "no smoking" areas, including areas near entrances, exits, windows and air vents.
- Sleeping, or the appearance of sleeping, during working time.
- Violation of any Employee Handbook or other stand-alone policies.

2.02 Equal Employment Opportunity (EEO)*

The PDA maintains a policy of treating all employees and applicants for employment equally, according to their individual qualifications, ability, experience, and other employment standards. The PDA hires, trains,

promotes, and compensates employees without regard for race, color, religion, ancestry, national origin, age, sex, sexual orientation, gender expression or identity, marital or veteran status, disabilities, or any other legally protected characteristic or status. It is the practice and policy of the PDA to comply with all applicable federal, state, and local laws.

Our equal employment opportunity philosophy applies to all aspects of employment, which includes but is not limited to recruitment, selection, compensation, training, transfer, discipline, termination, promotion, job benefits, educational assistance, and social & recreational activities.

If an employee feels that they have received discriminatory treatment related to any employment practice they should report the situation as soon as possible. The report should be made to Executive Director or the current Chair of the Board. The PDA will then review the circumstances of the incident, gather pertinent information and/or perform an appropriate investigation, and if appropriate, develop a plan for protecting the workplace from any discriminatory treatment.

2.03 Employees with Disabilities*

The American with Disabilities Act (ADA) and Washington Law Against Discrimination protect qualified individuals with physical or mental disabilities who can perform the essential functions of the job with or without a reasonable accommodation.

Under the law, an individual is considered to have a disability if any of the following conditions exist:

- They currently have a sensory, physical, or mental condition that is medically recognized or diagnosable; and/or
- They have a record of such impairment; and/or
- They are regarded or perceived to have such impairment.

The law also prohibits discrimination based on an individual's relationship or association (parent, sibling, child, spouse, etc.) to someone with a known disability.

The PDA offers equal employment opportunities for qualified individuals with a disability who are able to perform the essential functions of the job with or without a reasonable accommodation. Reasonable accommodation is available to employees and applicants, if the accommodation does not create an undue hardship on the organization. Individuals protected by the law should discuss their need for possible accommodation with their immediate supervisor and the PDA.

2.04 Recruitment and Selection*

The PDA hires employees who are qualified to meet the requirements of the job and the organization's overall goals. The PDA's hiring practices are intended to comply with all applicable local, state and federal laws to protect the rights of employment and current employees to be free from discrimination.

The PDA reserves the sole and exclusive right to recruit, promote, reassign, discipline, and terminate employees based on the need for work to be performed, availability of revenues, effective performance, conduct, and ability of employees to perform the essential functions of the job.

Authority

The PDA Board has the authority to hire the position of Executive Director. The Executive Director is authorized to hire all other positions at the PDA or delegate that authority.

Promotion

The PDA is committed to providing promotional opportunities to employees who have demonstrated exemplary job progress and academic self-motivation. In an attempt to advise employees of internal job opportunities, postings will be sent out via email and physically located in strategic locations. Employees

interested in being considered for posted positions for which they meet the minimum job qualifications should contact the Executive Director for further information about the position. Positions posted are not necessarily reserved or held exclusively for internal consideration of employees. The PDA may concurrently advertise or otherwise recruit the best-qualified persons in the appropriate labor market.

Open Positions

All open positions are posted on the PDA website. Applicants must fill out an online application (ADP) to be considered for the position.

Unsolicited Resumes

All resumes submitted to the PDA that does not specify an open position will be placed in a separate file marked "Unsolicited Resumes." These resumes will be kept on file for a period of 12 months and then discarded. External applicants interested in working for the PDA should check our website for open positions and then apply as appropriate.

2.05 Job Descriptions*

The PDA makes every effort to create and maintain accurate job descriptions for all positions. They will be used as an *aid* in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, identifying training needs, setting standards for employee performance evaluations and establishing essential functions of a position.

Job descriptions may be rewritten periodically to reflect changes in the position's duties and responsibilities.

2.06 Employment References*

It is PDA policy to provide a prospective employer calling for a reference only an employee's dates of employment. However, the PDA will release factual information related to job performance after receiving an acceptable written release from the employee directing the PDA to release information to a specific source.

Requests for job references will be directed to the Executive Assistant for processing.

Managers and supervisors fulfill the request and may provide letters of recommendation only if the PDA has received a written release signed by the employee authorizing disclosure of information. This does not prevent anyone from providing personal references in which they do not represent the PDA in their official capacity.

2.07 Hours of Work and Breaks*

Each employee's schedule will be determined by the direct supervisor, as required by work load, customer service needs, the efficient management of human resources and as required by law. Employees will be informed of their daily schedule, to include hours of work, meal and rest break periods. Employees will be expected to work their scheduled shift unless otherwise authorized by their direct supervisors or the law.

The PDA's core office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Different schedules may be established based on the needs of the respective operation.

Employees are entitled to a 15-minute paid break in each four-hour period of work. Where the nature of the work allows employees to take intermittent rest periods equivalent to 15 minutes for each 4-hour worked, scheduled rest periods are not required.

In addition, each employee is allowed up to one (1) hour of unpaid time for a meal period per shift. Meal breaks should be scheduled as close to the mid-point of each shift as possible. Employees must be at least

two (2) hours into the shift before the meal period can begin. The meal period cannot start more than five (5) hours after the beginning of the shift. No employee will work more than five (5) consecutive hours without a meal period.

Employees may not combine their meal and break periods or take them at the beginning or end of a shift.

2.08 Alternative Work Arrangements*

Alternative work arrangements at the PDA are *optional* work schedules that allow employees to choose from a variety of work hours. By way of illustration, an alternative work arrangement may include the following:

- Flextime: Flextime allows employees to vary their starting and ending hours while requiring them to be present during some core hours. For example, 6:30 am to 3:30 pm or 9:00 am to 6:00 pm.
- Compressed work week: In a compressed work week, an employee would have 40 hours in fewer than five work days. Example 10-hour days in 4 days per week.
- Part-time: Part time work would involve working fewer hours (<30 hours weekly) on a regular or on-call basis.
- Telecommuting: Working a portion of time from a home workstation or another remote location.

Some alternative work arrangements will not be appropriate or possible for some positions at the PDA. Supervisors must approve alternative work arrangements on a case-by-case basis. The employee must first discuss possible alternative work arrangements with his or her supervisor and then submit a *written* request using the alternative work arrangements form. The supervisor will *approve or deny* the request on a case-by-case basis, based on factors like staffing needs, the employee's job duties, the employee's work record, and the employee's ability to temporarily or permanently return to a standard work schedule when needed.

Alternative work arrangements may be suspended or cancelled at any time. Exempt employees must depart from any compressed/flextime schedule to perform their jobs. Nonexempt employees may be asked to work overtime, regardless of a compressed/flextime schedule.

The purpose of this policy is to provide PDA employees flexibility with their work schedules throughout the year. The PDA recognizes the importance of a work/life balance. By implementing this flexible work arrangement, the PDA hopes to accomplish the following goals:

- Enhance retention and recruitment
- Improve scheduling for peak workloads
- Improve wellness
- Reduce tardiness and absenteeism
- Increase employee morale
- Improve employee performance
- Promote cross training and teamwork producing a more effective workforce
- Assist in meeting Washington's Commute Trip Reduction goals
- Reduce carbon emissions by reducing employee commute trips

Paid Time Off (PTO) will accrue at the regular rate for employees who work on flexible or compressed rate work schedules. With regards to non-exempt employees, when an employee takes a full day of PTO, the time charged will be equivalent to the full number of hours the employee was scheduled to work. This compensates for actual time absent for regularly scheduled work hours. Exempt employees who take a full day of PTO will only be charged the equivalent of an 8-hour day.

2.09 Separation from Employment*

All separations from employment with the PDA will generally fall into one of the following categories: retirement, layoff, resignation, voluntary termination, or involuntary termination. In the absence of a specific written contract, employees may resign at any given time and for any reason and the PDA reserves the right to terminate employment at any time and for any reason.

Employees are encouraged to give written notice of their intent to resign or retire. Written notice should be sent to the employee's immediate supervisor as early as possible, but no later than two weeks prior to the last day of employment.

Voluntary Termination

If an employee voluntarily terminates employment, the employee is encouraged to give at least two weeks' notice to the immediate supervisor, stating the reason for the resignation. Employees not giving proper notice may not be considered eligible for rehire.

Involuntary Termination

An employee may be involuntarily terminated from PDA employment at any time and for any reason, including as outlined in the discipline and corrective action policies or for failure or refusal to perform job duties.

Layoff

There may be certain times when it becomes necessary to lay off employees, including as a result of changing business conditions, reorganizations resulting in the elimination or modification of a job, or changes in job functions or technology.

Exit Interviews

Whenever possible an exit interview will be scheduled when an employee leaves the PDA. This gives all separating employees an opportunity to address any unresolved issues and encourages them to voice opinions regarding improvement of the organization. All employees are encouraged to participate in an exit interview when they separate from employment. The PDA will discuss leave accrual, continuation of medical and other insurance benefits, employment verification, final pay, and other information relating to leaving employment. The PDA values all opinions and suggestions received in this process.

Return of PDA-owned Property

All PDA property in an employee's possession must be returned to the PDA by the employee's last day of employment. PDA property includes written, graphic, or electronic proprietary information as further defined in this manual, keys, ID cards, credit cards, cell phones, tools, electronic data, laptop computers, software, uniforms, vehicle decals, and any other items that belong to the PDA.

2.10 Diversity*

The PDA is committed to fostering, cultivating and preserving a culture of diversity and inclusion.

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and PDA's achievement as well.

We embrace and encourage our employees' differences in gender, age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

The PDA's diversity initiatives are important to the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs when possible.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All employees of the PDA always have a responsibility to treat others with dignity and respect. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other PDA-sponsored and participative events. All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited any inappropriate conduct or behavior against others in violation of this policy may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the PDA's policies or initiatives should seek assistance from a supervisor or manager, or the Executive Director.

2.11 Appearance and Dress*

Employees contribute to the feeling and reputation of the PDA in the way they present themselves. A professional appearance is essential to a favorable impression with customers and to the public. Good grooming and appropriate dress reflect employee pride and inspire customer confidence. The PDA considers it very important employees are well groomed, neat, and dress appropriately for their job function and, while we trust each employee's common sense and good judgment, a dress code must be followed that is appropriate to the work environment. Proper dress at work applies to all work areas. Due to the diversity of our workforce and job specific/environmental conditions, it is often difficult to apply a uniform standard for all employees. The guidelines are simple. The standard that the PDA adheres to is appropriate attire, in good taste, for the *particular area of work*.

2.12 Travel Policy*

The purpose of this policy is to provide guidance concerning the approval and reimbursement of travel expenses. Travel expenses include amounts paid for use of personal vehicles, other transportation, and actual expenses or reimbursement in lieu of actual expenses for meals, lodging, and related items. Abuse of this policy, including falsifying expense reports to reflect costs not incurred by the employee, shall be grounds for disciplinary action, up to and including termination of employment.

Travel Arrangements

Travel arrangements shall be made in advance in order to obtain the most cost-effective travel arrangements and accommodations. Under normal circumstances the Executive Assistant will make travel arrangements. However, travel arrangements may be made through the PDA's travel agency or internet travel sites. If an employee books his/her own reservation, inquiry about government, conference or special rates should be made.

Credit Cards

Credit cards may be issued to employees for the purpose of covering PDA-related travel expenses incidental to authorized travel. Any charges to credit cards found to be unreasonable or unnecessary will immediately become the liability of the employee. These charges must be reimbursed immediately by the employee. Personal purchases are prohibited.

Cancellations

Travel should be planned carefully as cancellations result in both extra administrative costs as well as potential forfeiture of amounts paid for registration and tickets. If cancellations are not for legitimate reasons, the employee may be liable for any travel arrangements and/or forfeited costs.

Schedules for Employees Traveling on PDA Business

If travel to a destination for an employee's own convenience is in advance of the necessary time for arrival, or an employee remains at the destination following an official meeting or other work assignment for the employee's own convenience, no reimbursement for additional meals or lodging costs shall be paid to the employee for extra travel time incurred.

In the event an employee combines personal travel with PDA business travel, the PDA will pay expenses up to the equivalent of that which would have been paid had the travel been solely for business purposes. The following conditions must exist:

- The primary purpose of the trip is official PDA business.
- The employee uses, where necessary, his or her approved leave for the vacation or personal part of the trip.
- The PDA does not incur any extra expenses beyond what it would normally incur had the trip occurred without any personal use coupled to the trip.

Lodging Accommodations

Reimbursable lodging expenses include the basic commercial lodging cost and any applicable sales taxes and/or hotel/motel taxes on that amount. A standard single occupancy rate, except when spouses are required to accompany PDA personnel, will be authorized. A paid receipt for lodging must be submitted with any reimbursement claim.

Exceptions to Lodging Rates

When meeting room facilities are necessary, and it is more economical for the employee to acquire special lodging accommodations, such as a suite rather than a single room, employees are authorized to reserve additional lodging beyond the normal and customary single room.

Employees may elect to use their personal recreational vehicle in lieu of public lodging when there is a benefit to the PDA. When using a recreational vehicle in lieu of commercial lodging, for the employee's convenience, reimbursement is limited to actual space rental cost. Rental or lease costs of the recreational vehicle will not be reimbursed.

50-Mile Rule

Reimbursement for reasonable lodging expenses will be made when the travel destination is greater than 50 miles of the closer of either the employee's official residence or official station.

Under one of the following conditions, reimbursement for lodging expenses is allowed when the travel destination is located within fifty (50) miles (most direct route) of the closer of either the employee's official residence or official station:

- Overnight stays in a commercial lodging facility to avoid having an employee drive back and forth for back-to-back late night/early morning official PDA business.
- Inclement weather and other situations that could threaten the health and safety of PDA personnel.
- When it can be demonstrated that staying overnight is more economical to the PDA.

Travel Status

An employee may be reimbursed for meal expenses only after the employee is in travel status for two hours beyond the employees regularly scheduled working hours for any one day. The two hours may consist of hours occurring before, after, or a combination of both before and after the employees regularly scheduled

working hours for the day. The employee may not stop for a meal just to meet the two-hour rule. Pursuant to Internal Revenue regulations, reimbursement of a non-business-related meal for an employee who is not traveling overnight is a taxable fringe benefit.

Meal Expenses

In general, the employee is expected to use moderation in his/her selection of restaurants. Actual expenditures for meals required when traveling is authorized. For proper accounting and documentation, it is required that detailed receipts for meals are attached to the appropriate expense form (credit card or expense reimbursement form). If an officer or employee is filing a claim on behalf of others, he/she must prepare a detailed account that includes:

- Names of the others who traveled, partook of meals, or otherwise incurred expenses.
- Whether they were PDA employees and, if not, who they were and what connection they had with PDA business.
- A detailed breakdown of amounts.
- Some statement sufficiently explicit to show what PDA business was being carried out when the expenses were incurred.
- Where identifiable costs of meals are included in the lodging rate or registration fee of a meeting, conference, convention, or formal training session, meal costs will not be paid.

Tipping

It is appropriate for employees to pay customary tips for services rendered. Tips for meals are authorized for reimbursement at a reasonable and customary rate and should be recorded as part of the meal cost. Tips of a nominal amount are appropriate for taxi drivers, bellhops, and parking attendants. All tips, other than for meals, are to be accounted for as miscellaneous expenses. Receipts, if available, should be attached to the appropriate documentation.

Transportation Costs

Reimbursable transportation costs include the actual costs of all necessary official PDA business travel on railroads, airlines, ships, buses, private motor vehicles, and other usual means of conveyance. The starting and ending locations of official travel are the closer of either the employee's official residence or official station.

Rental Vehicles

PDA officials or employees are permitted to rent cars after arriving at a destination, if it is anticipated that the car rental will be less expensive than paying for taxi and/or shuttle bus service. If a car rental is warranted, a vehicle in the economy rate category should be requested. If four (4) or more people are traveling together, or transportation of bulky items is required, then a full-size vehicle is appropriate. When rental vehicles are used, a copy of the rental contract must be submitted with the request for reimbursement. The authorized business expense of rental vehicles may include cost of rental, mileage, cost of loss damage waiver or collision damage waiver, and/or cost of gasoline if applicable.

Private Vehicles

Private vehicles may be used by PDA officials and employees. Drivers must have a valid operator's license and the vehicle must be insured to the state's minimum liability standards.

When private vehicles are used, PDA officials or employees shall be reimbursed at the rate established by the Internal Revenue Service. Point-to-point mileage may be determined based on the distances shown on the latest department of transportation official state highway maps or other mileage guides available on the Internet. Vicinity or local miles may be reimbursed based on actual odometer readings if such mileage is directly related to official PDA business.

Reimbursement for the use of a privately-owned vehicle is payable to only one employee when two or more employees are traveling in the same vehicle on the same trip. If a private vehicle is used in lieu of air transportation, the total amount of reimbursement shall not exceed the lowest cost airfare to and from the same destination, plus necessary auto rental or airporter service at point of destination.

Daily commute transportation expenses between the employee's official residence and official station is a personal obligation of the employee and is not reimbursable by the PDA. Working during hours or days that the employee is not normally scheduled to work does not entitle the employee to reimbursement for transportation mileage expenses incurred between their official residence and their official station.

Air Travel

Use of the local airport is assumed to result in travel expenses that are most economical to the PDA. A "local airport" is the airport that offers regularly scheduled air service that is closest to the point from which travel begins. In most situations it would be the airport closest to the employee's residence. For out-of-state destinations, the closest airport that provides direct out-of-state flights may be considered the local airport. The employee is to provide documentation to support a decision to use an airport other than the local airport and may bear any costs more than the most economical costs.

Air travel arrangements will be coach class or equivalent. However, a class change may be authorized to business or first class or equivalent under the following conditions:

- When time is of the essence and no coach class or equivalent rate or space is available.
- When a special condition or circumstance exists such as a physical condition, security requirements, or carry-on requirements cannot be accommodated by coach class or equivalent travel.
- When traveling on international flights.

Travel awards, such as frequent flier mileage and certificates for travel when bumped from a flight, will be considered a personal benefit of the employee. In no instance should the acquisition of such awards cause the PDA to incur additional expense or impact an employee's work schedule.

Miscellaneous Transportation Expenses

Reimbursement will be made for the cost of taxis, buses and other miscellaneous fares and parking fees paid in connection with travel on official business of the PDA. The cost of such fares shall be within reason considering travel schedules and other requirements of the official or employee.

The cost of fares shall be substantiated by receipts whenever available. When receipts are not available, other evidence and/or explanation will be considered.

Miscellaneous Reimbursable Travel Expenses

Miscellaneous travel expenses which are reasonable and necessary to the transaction of official PDA business are reimbursable to the employee. Reimbursable expenses include, but are not limited to:

- Taxi, shuttle, or limousine fares (including a customary tip or gratuity), motor vehicle rentals, parking fees, and ferry and bridge tolls.
- Registration fees required in connection with attendance at approved conventions, conferences, and official meetings.
- Rental of room in a hotel or other place that is used to transact official PDA business. The room rental is reimbursable as a separate item from lodging when authorized.
- Charges for necessary facsimile (fax) services, express mail, internet service, etc.
- The actual cost of laundry and/or dry-cleaning expenses, as evidenced by a receipt, for employees in continuous travel status for three (3) or more days. Use of a coin-operated laundromat is allowable.
- Mandatory fees charged by lodging facilities for items such as room safes or fees for exercise facilities.
- Hotel charges for telephone calls to the employee's place of work or office. Calls to family, friends, or others are only reimbursable if calls are brief and reasonable in length of time.

- Travel agent fees associated with air travel.
- Foreign transaction fees on credit cards for approved transactions associated with international travel.
- Other similar or approved expenses.

Non-reimbursable Travel Expenses

Personal travel expenses are not necessary to the transaction of official PDA business. Employees will be held accountable for all personal travel-related expenditures and will be responsible to reimburse inappropriate expenditures in a timely manner. Such non-reimbursable personal expenses include, but are not limited to:

- Personal entertainment expenses and other items of a similar nature.
- Taxi fares, motor vehicle rental, and other transportation costs to or from places of entertainment and other non-PDA business locations.
- Costs of personal trip insurance (such as personal accident insurance, personal effects insurance, and extended liability insurance), and medical and hospital services.
- Any tips or gratuities associated with personal expenses.
- Out of pocket charges for vehicle service calls caused by the negligence of the employee, such as service charges for the delivery of fuel, etc. and fines for parking or traffic violations.
- Unless required, no reimbursement will be made for additional costs incurred for the lodging or conference fees of spouses or others that may be accompanying the employee.
- Additional room charges that are not a necessary cost of lodging such as movies, hotel room refreshments etc.
- Mileage if traveling as a passenger in a privately-owned vehicle.
- Other similar or unapproved expenses to include alcoholic beverages.

Reporting of Travel Expenses

Employees shall be reimbursed for all actual, necessary, and reasonable expense incurred on official PDA business subject to the requirements and restrictions of this policy and any applicable resolution or law. Reimbursement of approved travel and business expenses will be made on the expense reimbursement claim form. Claims for reimbursement of travel and business expenses more than \$15.00, other than mileage, shall be accompanied by detailed receipts or other valid evidence of the expenditure.

Travel with Others

If an officer or employee is filing a claim on behalf of others, he/she must prepare a detailed account that includes:

- Names of the others who traveled, partook of meals, or otherwise incurred expenses
- Whether they were PDA employees and, if not, who they were and what connection they had with business
- Who provided the lodging, meals or other services in question, dates and times
- A detailed breakdown of amounts
- Some statement sufficiently explicit to show what district business was being carried out when the expenses were incurred

2.13 Training Approval Process*

The PDA believes that employee development is critical to the ongoing success of the PDA and employees. To assist employees the PDA develops a training budget each year to encourage staff to take opportunities to participate in "outside" learning opportunities. PDA management seeks to maximize training dollar for the whole of the organization by reviewing each training request. This process will allow employees to request funds for training opportunities while maintaining budget constraints through director approval. Additionally, this process allows training dollars to be allocated across the organization on an as needed basis.

Training programs required by the PDA, are paid by the PDA, including the employee's wages, travel, registration, and if needed, out of area expenses directly related to the training.

Training programs that are initiated by the employees and are not required by the PDA are considered voluntary and may not be paid by the PDA. If a benefit to the PDA can be shown the PDA may pay for the training costs but may not include wages.

2.14 Local Business Meals - Meals Not in Travel Status*

Local business meals are acceptable if they serve a direct benefit to PDA business, are not for social benefit, and can be justified as supporting the growth of the PDA's development. Routine meals with consultants, agency members, or staff are not allowed. Employees should endeavor to minimize the frequency of local business meals and strive to conduct business during business hours. However, the PDA does recognize that to achieving its mission and vision is built strongly on relationships and local business meals from time to time are appropriate.

Business Meals

Business meal expenses are authorized expenses incurred during a meal held for the primary purpose of conducting PDA business. Business meetings scheduled during customary meal time must involve the conduct of business that cannot be accomplished during other regular work hours. Meal expenses must be reasonable in amount and nature. Meals which are not a port business expense will be considered a taxable fringe benefit.

Reimbursable Meals Expenses

- Meals that are included in a meeting where the purpose of the meeting is to conduct official PDA business
- Meals that are an integral part of the business meeting or training

Non-reimbursable Meal Expenses

- Meals taken between two or more employees without a clear business purpose
- Meals which ordinarily could be conducted during normal business hours
- Meals for anniversaries, reception for new, existing, or retiring employees
- Meals for election celebrations
- Alcoholic beverage expenses will not be reimbursed

Documentation Required

- Names of employees and, if not, who they were and some statement sufficiently explicit to show what PDA business was being carried out when the expenses were incurred.
- Detailed breakdown of amounts (attach itemized receipts)

Tipping

It is appropriate for employees to pay customary tips for services rendered. Tips for meals are authorized for reimbursement at a reasonable and customary rate and should be recorded as part of the meal cost.

Light Refreshment

The PDA may serve coffee, water, light refreshments or full meals at meetings when the purpose of the meeting is to conduct PDA business or provide formal training that benefits the PDA. This is not intended for the normal daily business of the PDA, but rather for special situations. This may include recognizing agency or employee accomplishments. The PDA must provide documentation for the request and approval of these expenditures. Documentation should include the names of person(s) attending the meeting and the purpose of the meeting or expenditure.

2.15 Tobacco-Free Work Environment*

The PDA is a tobacco-free work environment. This includes smokeless tobacco and vaping. The administrative offices are tobacco free. Tobacco use is limited to designated areas outside the buildings. Employees may use tobacco during break periods and lunch periods in designated smoking areas. Employees may not use tobacco within 25 feet of entrances, exits, windows that open, and ventilation intakes of any PDA buildings or other place of employment.

2.16 Release of Records*

Employee personnel files are confidential; however, the PDA may receive requests for information from personnel records as part of court proceedings or government activities. In this regard, personnel files are public records and are exempt from public disclosure only within the narrow exceptions set forth in Chapter 42.56 RCW. It is the policy of the PDA to respond to all such requests in accordance with the law regarding disclosure of public records. Except for records and information, we are required to provide by law, the only information about an employee that will be released to third parties during or subsequent to employment is salary, date of hire, and position title. A signed authorization form from the employee is required before the PDA will release any additional information regarding an employee's employment.

2.17 Access to Employee Files*

The PDA maintains personnel records for each employee. These records are treated confidentially and access to such records is restricted to authorized persons only. Authorized persons are individuals who are in a direct line of supervision over the employee and the Executive Director. Employee personnel files are available for review by the employee by request. Employees may review their personnel files at any mutually convenient time after reasonable notice requesting review. Examination of personnel files will generally be limited to normal business hours.

2.18 Change in Personal Information*

Employees are expected to keep personal information current. Changes in any of the following items should be provided to the PDA as soon as possible:

- Name
- Marital status
- Home address
- Telephone number
- Emergency contact
- Number of dependents
- Military status

2.19 Medical Records*

To ensure compliance with applicable law, the PDA maintains all employee medical records in a separate confidential file. Access to medical records will generally be limited to the employee and the designated PDA official and will not be provided to individuals unless there is a specific need for others to access this information, or as required by law.

SECTION 3: EMPLOYEE LEAVE POLICIES

3.01 Paid Time Off (PTO)*

The PDA believes that employees should have opportunities to enjoy time away from work to help balance their lives. The PDA recognizes that employees have diverse needs for time off from work. The PDA has established this Paid Time Off (PTO) policy to meet those needs. All time away from work should be deducted from the employee's PTO bank in quarter hour increments except for fixed PDA holidays and time off in accordance with PDA policy for paid PTO safe time, jury duty, military duty, or bereavement. The benefits of PTO are that it promotes a flexible approach to time off. Employees are not entitled to accrue PTO time for hours paid while not working (such as vacation, paid holidays, or while using paid sick leave).

Eligibility

All full-time eligible employees will earn PTO based on the following schedule:

- 15 days per year for year 1
- 1 additional day per year of employment up 30 days maximum.

All part-time, temporary, and/or seasonal eligible employees will earn PTO based on the following schedule:

- 1 hour of PTO time for every 40 hours worked

Accrual

Employees will be allowed to accrue a maximum of 600 PTO hours. No PTO hours will accrue beyond the 600-hour maximum accrual.

Administration

PTO is accrued starting the first day of hire, accrues each pay period and may be taken at any time during the year with prior approval of the employee's supervisor. Reasonable attempts will be made to grant each request; however, no guarantees can be offered.

Whenever possible, PTO must be scheduled in advance for time off for vacations, personal leave appointments or other reasons. It is subject to supervisory approval, department staffing needs and established departmental procedures. Unscheduled, unapproved absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the department.

Employees are required to use available PTO when taking time off from work except for a PDA-required absence. PTO may be taken in increments as low as one quarter hour. Employees may not borrow against their PTO banks; therefore, no advance leave will be granted.

Employees may also use PTO to care for **themselves or their family members** for any of the following reasons:

- A mental or physical illness, injury, or health condition.
- To diagnose, care for, or treat a mental or physical illness, injury, or health condition.
- To receive preventive medical care.
- For leave that qualifies under the state's Domestic Violence Leave Act.
- If an employee's workplace, or their child's school or place of care, has been closed by order of a public official for a health-related reason.

Employees are required to notify their supervisors as soon as reasonably possible about anticipated absences. Employee absences will be excused for verifiable

Payment upon Termination

Employees will receive a 1:1 remuneration upon resignation, separation, or retirement for all PTO hours accumulated, but not used, at their current rate of pay.

Remuneration

Employees may not "cash out" PTO hours in lieu of taking the time off.

Accrual during a leave without pay

PTO benefits that accrue according to length of service do not normally accrue during periods of unpaid absence. However, employees who receive compensation from the PDA for at least 50% of their normal

semi-monthly schedule continue to accrue PTO benefits. Also, PTO will continue to accrue during a protected medical leave.

3.02 Jury Duty/Witness Leave*

Employees may take civic duty leave if subpoenaed to serve on jury duty or as a witness in a trial. Civic duty leave is available for the period covered by the initial subpoena or court order and any involuntary extensions.

Employees must notify his/her supervisor and provide a copy of the subpoena or court order within five days after receiving the notice. Employees are expected to report to work during regular work hours when not in court. The PDA will pay regular earnings during civic duty leave. Funds received from the court are to be remitted to the PDA, excluding mileage or meals.

3.03 Bereavement Leave*

In the event of a death in an employee's immediate family, the employee may have up to 40 hours, with pay, to attend the funeral and handle family affairs. "Immediate family" is defined as: child, parent, brother, sister, grandparent, grandchild (to include step of each of the previous categories), spouse, mother-in-law, father-in-law, significant other/domestic partner, or any relative residing in the employee's primary residence. "Significant other" is defined herein to mean a mentally competent adult who is not related by blood with whom you cohabit and share an exclusive, caring, and intimate relationship that is intended to be lasting or permanent.

3.04 Family Medical Leave Act (FMLA)*

Introduction

It is the policy of PDA to provide a leave of absence in accordance with the Family and Medical Leave Act (FMLA) and to apply the FMLA provisions to registered same-sex domestic partners. This policy information is only a general summary of the steps to follow when considering a request or need for family or medical leave. The PDA complies with all aspects of the FMLA. To the extent any aspect of this policy conflicts with the FMLA, the FMLA will govern.

An employee may request a leave or may provide the PDA with sufficient information to make the PDA aware of an absence that may be eligible for FMLA protection. The PDA may seek additional information from the employee to determine whether FMLA applies.

An FMLA leave may be initiated by the employee or the PDA at any point in a calendar year when the need for the leave arises. However, if an employee is on FMLA leave that extends from one calendar year to the next, new FMLA forms must be processed at the beginning of the new calendar year to keep the leave in effect.

FMLA Coverage and Benefit Coverage During FMLA

In accordance with the FMLA, eligible employees may receive up to a total of 12 weeks of leave in a 12-month period, defined as a calendar year (up to 26 weeks for military caregiver leave). Employees will be entitled to return to the same or an equivalent position at the conclusion of the leave, if they are able to perform the essential functions of the position.

Medical and dental benefits will be maintained during the leave so long as the employee intends to return and does actually return to work. Employees on an FMLA leave continue to be responsible for paying their share of premiums for benefit plans.

Eligibility

To be eligible to take an FMLA leave, an employee must meet *all* these criteria:

- The employee must have been employed by the PDA for at least 12 months and have worked at least 820 hours during the preceding 12 months. *These hours must be actual work hours, not compensated hours.* Hours using any type of paid time off benefits or holiday time do not count. Any portion of a week that the employee is on the payroll counts as a full week for FMLA eligibility. Employment does not have to have been continuous. Separate periods of employment in which the break in service exceeds seven (7) years will not be used to determine FMLA eligibility.
- The 820 work hours requirement also exists when an employee is reapplying for an FMLA for a new calendar year. When the need for an FMLA extends past December 31st, the employee must have worked at least 820 actual work hours in the 12 months immediately preceding the request for the leave in the new calendar year.
- The employee must not have already received 12 weeks of FMLA leave in the current calendar year.
- Time in the military service covered under the Uniformed Services Employment and Reemployment Rights Act (USERRA) will count towards fulfilling the length of employment and hours of work requirements to be eligible for an FMLA leave.

Qualifying Reasons

The following reasons qualify an employee for FMLA:

- Birth of a child and to care for a newborn child of the employee, spouse, or same-sex domestic partner.
- Placement with the employee of a child through adoption or foster care of a child.
- Care for any of the following who has a serious health condition: the employee's spouse or same-sex domestic partner, the employee's child under 18, the same-sex domestic partner's child under 18, or the employee's parent.
 - A serious health condition for purposes of the FMLA means:
 - An illness or injury that involves an overnight stay in a health care facility and any subsequent treatment in connection with such stay; or,
 - Continuing treatment by a health care provider including any one or more of the following
 - a period of incapacity of more than 3 consecutive, full calendar days and subsequent treatment by a health care provider in-person two or more times within 30 days of the first day of incapacity
 - treatment by a health care provider in-person on at least one occasion which results in a regimen of continuing treatment
 - pregnancy and prenatal care
 - chronic condition which requires visits at least twice a year for treatment by a health care provider over an extended period and may cause episodic rather than a continuing period of incapacity
 - permanent or long-term conditions
 - conditions requiring multiple treatments by a health care provider including recovery time
- Time taken to care for a covered service member injured in the line of active duty may qualify for FMLA. The provisions governing these situations are covered in Section P (Military Caregiver Leave) of this policy.
- Care for the employee's or same-sex domestic partner's child 18 or older who has a serious health condition and is incapable of self-care because of a mental or physical disability.
- A serious health condition that renders the employee unable to perform the functions of his or her job. A serious health condition for purposes of the FMLA has been previously defined.
- A qualifying exigency which occurs while the employee's spouse, domestic partner, child, child of the domestic partner, or parent is a member of a Reserve component or a retired member of the Regular Armed Forces or Reserves and is on active duty or on a Federal call to active duty. Qualifying exigencies to manage the service member's affairs are described on the DOL form Certification of Qualifying Exigency for Military Family Leave. Available at <http://www.dol.gov/esa/whd/forms/WH-384.pdf>.

Leave Period

An eligible employee may take up to 12 workweeks of leave during a 12-month period defined as a calendar year. Eligible employees are entitled to a new 12-week FMLA leave each calendar year. Unused portions of the 12-week FMLA leave may not be carried over between calendar years.

If the purpose of the leave is to care for a sick family member or one's own serious health condition, the employee may take the leave intermittently or by means of a reduced work schedule. Such leaves are subject to the qualifications and limitations set forth in the FMLA federal regulations. Under certain circumstances, the PDA may place employees who are on an intermittent leave or a reduced work schedule in another position with equivalent pay and benefits. This placement is a temporary transfer and should be discussed with PDA. Such employees must make a reasonable effort to schedule the intermittent leave, so it does not disrupt operations.

For the purposes of determining the amount of leave taken by an employee on FMLA, the following days will be counted: (1) the employees scheduled shift; (2) holidays that occur within a week, if that entire week has been taken by an employee for FMLA; and (3) holidays that the employee was scheduled or expected to work.

When an employee is on an FMLA leave to care for a family member and the leave is terminated by the death of the family member, the employee will be granted the normal time off for funerals/bereavement as described in the respective policy.

Call In and Time Off Procedures

Employees must follow the PDA procedures for requesting leave and calling in absences. Failure to do so may result in the time not being approved. In addition, if an employee simply calls in sick, does not follow the PDA's call-in procedure, or does not provide sufficient information, the time off may not be designated as FMLA.

The requirement that an employee must use time off accruals to cover FMLA leave applies to any FMLA leave, including a leave that is taken either intermittently or through a reduced work schedule.

All time missed in a work day due to an FMLA must be charged to time off accruals, including charges to PTO for partial day absences.

Prior to the start of an FMLA or as soon as it is feasible to do so, the employee must decide and notify the supervisor on which time off accruals he or she wants to use after compensatory time is exhausted.

When the time off accruals are exhausted, the remainder of the FMLA leave is without pay. This time and the time charged to accrued time off benefits--are to be recorded on the attendance record as FMLA leave.

Reinstatement

If the PDA requires a fitness for duty to be completed prior to an employee's reinstatement, the PDA will provide FMLA Form #3 Intent to Return and Fitness for Duty/Medical Release and a list of the essential functions when the leave is requested.

At the conclusion of the leave, the employee will be returned to the same position held at the time the leave began or to an equivalent position if the employee is able to perform the essential functions of the position.

Employees on an FMLA leave are still subject to a reduction in force or reassignment that would have occurred otherwise had the employee been working.

Key Employees are employees who are among the highest ten percent-compensated employees at the PDA. Infrequently, the reinstatement of a Key Employee would result in "substantial and grievous economic injury" to the PDA. In such cases, PDA will approve an exception to the reinstatement rule and the PDA will inform the Key Employee that reinstatement might not be available when he or she returns to work.

Proper Notice of FMLA By Employee

Employees must provide at least 30 days advance notice of an anticipated FMLA leave whenever practicable. It is understood that under some circumstances it is not practical to provide 30-day notice. In these cases, employees must provide notice as soon as practicable. In all cases, employees must provide the PDA with sufficient information and must cooperate fully with the PDA or risk having the FMLA delayed or denied. Notice should be provided to PDA.

Form #1 FMLA Leave Notice of Designation, Request, and Approval is available for this purpose; however, employees may submit a request for an FMLA leave by other means (memo, e-mail, etc.). If employees do not give proper notice of a clearly foreseeable leave or does not cooperate fully, the employee might not be eligible for FMLA leave and/or the PDA can delay the leave for up to thirty (30) days after receiving notice of the need for an FMLA leave.

Certification for Leaves for Serious Health Conditions or Qualifying Exigencies Serious Health Conditions

In cases where an FMLA leave is to care for the serious health condition of the employee, or a spouse, the same-sex domestic partner, child, or parent of the employee, the employee must provide medical certification on the applicable Medical Certification form #2E for Employee or #2F for Family.

The PDA will endeavor to request the certification at the time employee gives notice of leave or within five (5) business days thereafter. Once requested, it is the employee's responsibility to provide the PDA with the medical certification within 15 calendar days.

If the certification is incomplete or unclear, the PDA will give the employee seven (7) additional calendar days to provide more complete information. It may require a second opinion from a health care provider designated by the PDA. The PDA will pay the cost of the second opinion, if required.

If there is a difference between the medical certification and the second opinion, the PDA may require a third opinion from a mutually agreeable provider. Again, the PDA will pay the cost of the third opinion.

Employees may be asked to recertify the need for the FMLA after 30 days from receipt of past medical certification, in less than 30 days in certain circumstances such as a change in the employee's condition, or every six (6) months.

All medical certifications and related information that describe the health or medical history or condition of the employee or family members will be handled as confidential medical information and stored in a file separate from the personnel file.

When certification is requested, it is the employee's responsibility to provide the employer with timely, complete, and sufficient certification and failure to do so may result in delay or denial of FMLA leave.

Qualifying Exigencies

In cases where an FMLA leave is for a qualifying exigency about which the PDA is aware, the PDA will provide the employee with a copy of the DOL form Certification of Qualifying Exigency for Military Family Leave to be completed by the employee. The completed form along with the documentation that the employee provides will be used to determine if the leave request qualifies and the length of the leave.

The PDA is responsible for coordinating all requests for leaves taken under this provision for a qualifying exigency.

When certification is requested, it is the employee's responsibility to provide the PDA with timely, complete, and sufficient certification and failure to do so may result in delay or denial of FMLA leave.

Fraudulence

An employee who fraudulently obtains an FMLA leave is subject to disciplinary action, up to and including termination.

Resolution of Problems

Employees have the right to a prompt investigation and response to a question or problem concerning the application of this policy and the FMLA. If a supervisor does not satisfactorily resolve the employee's concerns, he or she may take the inquiry or problem to PDA, who will respond within two weeks.

PDA Designation and Approval of FMLA

It is the PDA's responsibility to designate any absence that meets the eligibility requirements of the FMLA as FMLA leave. The designation of FMLA leave will occur either as a result of an employee request for FMLA leave or when the PDA becomes aware that the employee's absence qualifies as FMLA leave, even though the employee may not have requested FMLA leave.

Within five (5) business days of receipt or initiation of Form #1 FMLA Leave Notice of Designation, Request, and Approval, PDA will notify the employee whether the leave qualifies and will be counted as FMLA leave. The PDA will complete the applicable section of the bottom of Form #1.

An employee's rights to FMLA may be denied or delayed for the following reasons:

- employee is not eligible for FMLA leave;
- timely advance notice of foreseeable leave is not given;
- timely submission of required and sufficient medical certification is not made by the employee;
- the employee fails to provide required fitness to return to work certification;
- the employee expresses an intention not to return to work;
- the employee fraudulently requests or obtains FMLA;
- the employee is employed elsewhere while on FMLA leave without the written approval of the PDA.
- In most instances, an FMLA leave will start immediately if an FMLA-eligible employee who is under Worker's Compensation for a work-related injury declines a modified position assignment offered under Worker's Compensation.

Retroactive Designation

If the PDA fails to designate an employee's eligible absence as FMLA, it may retroactively designate the absence as FMLA leave if: 1) the employee has been given notice and; 2) either the retroactive designation does not harm the employee, or the PDA and employee have mutually agreed to retroactively designate the absence as FMLA.

The ability to retroactively designate an employee's absence as FMLA does not apply to absences in which the employee did not give the appropriate amount of notice or did not follow the call-in procedure.

Military Caregiver Leave

Military Caregiver Leave is FMLA leave to care for a covered service member who has suffered serious injury or illness in the line of active duty.

A covered service member means a current member of the Armed Forces, National Guard, or Reserves who is undergoing treatment, recuperation, is in outpatient status, or is otherwise on the temporary disabled list for a serious injury or illness incurred in the line of duty.

An employee who has a qualified family relationship with a covered service member may take up to 26 weeks of leave during a single 12-month period. A qualified family relationship includes a spouse, domestic partner, parent, child, or next of kin. Contact PDA to determine if a qualified family relationship exists.

The leave entitlement described in this paragraph applies on a per-covered service member, per-injury basis, such that an eligible employee may be entitled to take more than one leave if the leave is to care for a different covered service member or to care for the same service member with a subsequent serious illness or injury.

An employee may have an FMLA leave for up to 12 weeks for one of the qualifying reasons covered above in the same 12-month period in which an FMLA leave is taken to care for a covered service member.

No more than 26 weeks total of FMLA leave may be taken within any single 12-month period.

The employee should complete the DOL Form Certification for Serious Injury or Illness of Covered Service member for Military Family Leave with an authorized military health care provider of the covered service member. The employee may present certain military certifications such as "Invitational Travel Orders" or "Invitational Travel Authorizations" for purposes of certification that must be accepted by the PDA.

If the certification is incomplete or unclear, the employee will be given seven (7) additional calendar days to provide more complete information.

In all instances when certification is requested, it is the employee's responsibility to provide the PDA with complete and sufficient certification and failure to do so may result in delay or denial of FMLA leave.

PDA is responsible for coordinating all requests for leaves taken to care for a covered service member.

3.05 Washington State Family Care Act*

Washington's Family Care Act allows PDA employees to use paid time off to care for an ill child or a family member, including a parent, spouse, registered domestic partner, parent-in-law, or grandparent, with a serious health condition or an emergency health condition.

PDA employees can use their paid time off (that is, time allowed under their collective bargaining agreement or PDA policy for PTO, illness, vacation, or personal holiday). Employees must comply with the terms of their collective bargaining agreement or the PDA policy(ies) applicable to their choice of leave, i.e. giving advance notice and/or providing medical certification. The Family Care Act does **not** provide for additional paid time off beyond what employees already have accrued through their collective bargaining agreements or PDA policies.

For more information, contact the PDA.

3.06 Pregnancy Disability*

Eligible employees are entitled to use any period medically necessary for pregnancy related conditions including, but not limited to, pregnancy related medical conditions, miscarriage, pregnancy termination, and complications of pregnancy. This leave is limited to the disability phase of the pregnancy and childbirth and provides no entitlements to time to care for a newborn child. Any employee who suffers from pregnancy related conditions or is recovering from childbirth is eligible as of their date of hire.

3.07 Military or Uniformed Services Leave*

In accordance with Washington state law (RCW 38.40.060) applicable to public employees, employees of the PDA may be granted a leave of absence from employment with pay for a period not exceeding twenty-one (21) working days per year for required military duty, training or drills in the Washington national guard or the Army, Navy, Air Force, Coast Guard, or Marine Corps reserve of the United States, or any organized reserve or armed forces of the United States. Said paid military leave of absence "shall be in addition to any PTO to which the officer or employee might otherwise be entitled, and shall not involve any loss of efficiency rating, privileges, or pay." An employee on such military leave shall be entitled to his or her "normal pay" during said leave. Leave will be charged only for days that the employee is scheduled to work for the PDA.

The PDA also complies with the requirements of RCW 73.16.005 *et seq.* and the Uniformed Services Employment and Reemployment Rights Acts of 1994 (USERRA), as amended, with respect to unpaid leave of absence and re-employment rights for employees who leave PDA employment to serve in the uniformed services.

The federal and state laws and regulations governing military leave are complex, and all details of these laws and regulations are not covered in this policy. Any questions should be directed to PDA.

3.08 Domestic Violence Leave*

Under the Washington State Domestic Violence Leave Act ("DVLA"), all PDA employees have the right to leave from work to get help or help a family member with domestic violence, sexual assault, or stalking. "Family member" means any individual whose relationship to the employee can be classified as that of a child, spouse, domestic partner, parent, parent-in-law, grandparent, or person with whom the employee is in a dating relationship.

Leave can be taken for the following purposes when related to incidents or situations of domestic violence, sexual assault, or stalking: (1) seeking legal or police assistance, or to prepare for or participate in a civil or criminal legal proceeding, to ensure the health and safety of the employee or the employee's family member; (2) seeking treatment or participating in a family member's treatment for physical or mental injuries; (3) obtaining or assisting a family member to obtain services of a domestic violence shelter, rape crisis clinic, or other social services program; (4) obtaining or assisting a family member to obtain mental health counseling; or (5) participating in safety planning, relocation, or other safety-related actions.

DVLA leave is unpaid, but the employee can choose to use paid PTO or unpaid leave. DVLA leave can be full time, intermittent, or on a reduced work schedule. DVLA provides for no set amount of leave. Rather, the amount of leave is what is "reasonable" under the circumstances. Further, DVLA leave is in addition to any other leave that the employee may be eligible to take. The employer must restore the employee to his or her former position or an equivalent position at the conclusion of the leave.

The employee seeking DVLA leave must give notice of the need for leave to PDA or, if it is an emergency, must notify PDA no later than the close of business of the first day of leave. The PDA may require verification of the need for leave, which can be shown through (1) a police report; (2) a protective order or similar court order; (3) documentation from a victim's advocate, attorney, member of the clergy, or medical professional; or (4) the employee's written statement. Verification of family status may be made by a statement from the employee, a birth certificate, a court document, or similar documentation. Verification must be given in "a timely manner." Other than providing requested verification, the employee is not required to provide any additional information about the circumstances of the need for leave.

The PDA will keep the verification and all other related information confidential.

3.09 Unpaid Leave for Reason of Faith or Conscience*

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

Employees should obtain approval in advance from their supervisors. Requests will be reviewed and are subject to supervisory approval based on a number of factors, including whether the employee's absence would impose an undue hardship on the PDA, or the employee is necessary to maintain public safety.

Faith holidays must be used in minimum increments of one day. Employees are not allowed to perform any work for the PDA while on a faith holiday. The definition of "work" includes, but is not limited to, work at home, work on-line, work on the telephone or cell phone, or working lunches.

3.10 Personal Leave Without Pay*

The PDA may provide an employee a leave of absence without pay that does not fall within any of the entitlements to leave discussed in a specific PDA policy under exceptional circumstances when such leave is consistent with the overall goals and mission of the PDA. Leave of absences without pay are considered on a case by case basis.

All regular employees are eligible to request a leave of absence without pay once all other types of eligible leave (paid/unpaid) are exhausted. Authorized time away from work for personal reasons not covered under other policies is defined as personal leave without pay (PLWP). A written request for PLWP explaining the circumstances must be submitted to an employee's supervisor at least one week before the start of PLWP, except in an emergency. All leave requests must include an expected date of return.

If the PLWP is 30 consecutive days or less the PDA will continue to pay the premiums for insurance in the same proportion as if the employee is not on a PLWP. For an approved PLWP longer than 30 consecutive days, an employee may continue health benefits under COBRA. Other PDA paid, or self-paid benefits may also be eligible for continuation.

Benefits that accrue according to the length of service, such as PTO and service hours for retirement, do not accrue during periods of time that an employee is on an authorized PLWP. Employees on a PLWP will not be eligible for holiday pay during any of their PLWP.

Failure to report to work on the first day after the expiration of the personal PLWP, without receiving an extension, will be considered a voluntary termination of employment. The PDA reserves the right to deny any requested leave without pay.

3.11 Shared Leave Program*

The PDA's Shared Leave Program establishes a voluntary paid leave transfer program that provides an employee who may experience a catastrophic illness or injury and has exhausted all other types of eligible leave (paid/unpaid) with the opportunity to receive additional paid leave days.

A PDA employee may voluntarily and confidentially transfer his/her earned, accumulated paid leave to another PDA employee under the following conditions:

- The recipient is absent from the workplace because of illness or an emergency involving immediate family; and the recipient has insufficient paid leave to cover the absence.
- An employee must be off work for a period of 30 consecutive calendar days and exhausted all applicable leaves before they are eligible to use donations.
- Donations of paid leave may only be made in eight (8) hour increments.
- Shared paid leave will be donated to the recipient on an hour-for-hour basis, regardless of whether the donating employee and the recipient receive different rates of pay.

- Donated paid leave which is not fully utilized by the recipient upon his/her return to work shall be returned to the donating employee on a pro-rata basis.
- Records regarding donated paid leave shall include the donating employee's name, the number of hours donated, the recipient's name, the number of hours used, the dates of usage, and the amount of a pro-rata return of unused, donated PTO leave. These records shall be reconciled to the individual employee accounts.
- Employees wishing to donate earned, accumulated paid leave must maintain a minimum of 80 hours accumulated paid leave accrual.
- A recipient of donated paid leave shall submit to his/her supervisor a verification certifying the need for leave. Failure to submit such certification shall preclude the recipient from using donated paid leave.
- The accumulated leave authorized for transfer under this section shall not exceed 600 hours to the benefiting employee.
- Donated leave will be recorded as if the donating employee had used the time and will reduce the donating employee's available balance of paid PTO leave.

3.12 Light/Restricted Duty*

A light duty assignment involves temporary alterations to the employee's regular job duties, assigning limited duty within the same department, or in limited instances, assigning the employee to duties in another department. Light duty work is not guaranteed. Under certain circumstances light duty work may be required.

Employees may be eligible for a light duty assignment if:

- The employee is in a regular full-time or part time position
- The employee has a short-term injury, illness or short-term disability that prevents them from performing the full scope of their job duties
- The employee is expected to recover from the injury, illness or disability and return to full duties
- Light duty work is available

Light duty assignments normally to not exceed six months, and any assignment of more than six months must be approved by PDA or designee. For on-the-job injuries PDA will coordinate the return to work plan, which may include a light duty assignment. For off-the-job injuries, an employee must provide a medical release form from the treating health care provider. The employee's supervisor will work with PDA to coordinate the return to work plan, which may include a light duty assignment.

3.13 Paid Administrative Leave*

A paid administrative leave is a leave that is not otherwise classified under the PDA policies. Paid administrative leave is initiated by an employee's chief executive, or designee, and is subject to the approval of PDA.

An employee may be placed on paid administrative leave in one of the following scenarios:

- During the investigation of an alleged improper act;
- When the employee has been involved in a critical incident;
- When allowing an employee to remain in the workplace may be detrimental to the interest of the PDA or unsafe for the employee, coworkers, or the general public; or
- Due to other extraordinary circumstances.

The employee's regular pay and benefits will continue during periods of authorized paid administrative leave.

SECTION 4: EMPLOYEE CONDUCT AND PERFORMANCE

4.01 Attendance and Punctuality*

Regular attendance is essential to the smooth operation of the PDA. To maintain a safe and productive work environment, the PDA expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the PDA. It shows a lack of respect for fellow employees who must compensate for absences.

Employees are required to be at work on time and work their full scheduled shift. Employees unable to be at work on time are expected to contact their immediate supervisor promptly. If an employee is unable to contact the supervisor, the employee is expected to leave a phone message. Absenteeism and/or tardiness may lead to disciplinary action up to and including termination.

Failure to report to work for three consecutive days of shifts (if applicable) for which the employee is scheduled to work, without receiving authorization, will be considered a voluntary resignation for reasons of job abandonment.

4.02 Discipline and Corrective Action*

It is the policy of the PDA to take corrective action, when needed, to correct areas of performance deficiency or to deal with violations of policies or work rules. The purpose of corrective action is to remedy the situation and avoid repetition.

Employees will be informed if corrective action is necessary as soon as reasonably possible after a performance or behavior issue has been identified. The supervisor will discuss the situation with the employee and explain the policy and necessity of corrective action.

Although one or more corrective action measures may be taken in connection with a particular performance issue, no formal order or progression will be required. PDA employees are employed "at will" and may be terminated, or terminate their own employment, at any time. Egregious conduct may result in immediate suspension or termination of employment without any opportunity for corrective action. Corrective action may include any of a variety of actions depending on the circumstances and severity of the particular situation. Corrective actions may be taken at the discretion of management and may include, but not be limited to, any of the following:

- Verbal counseling, which may be documented in the supervisor's notes, but will not be included in the employee's personnel file.
- Written warning, which will be signed and placed in the employee's personnel file.
- Suspension, which may be paid or unpaid and will be confirmed in writing, signed and put in the employee's personnel file.
- Final written warning, which will be signed and placed in the employee's personnel file.
- Termination, which will be documented in the employee's personnel file.

The corrective action process will not always start with verbal counseling or include every step. Consideration will be given to the seriousness of the offense and motivation to change the performance or behavior.

Employer Investigation

Upon receiving a complaint of alleged discrimination, harassment, misconduct, or other policy violation, the PDA will promptly investigate to determine relevant facts and circumstances. Complaints may be anonymous; however, anonymous complaints may limit the PDA's ability to investigate.

While the PDA cannot promise complete confidentiality due to the necessity of investigation, information about any complaint will be treated as confidentially as possible, consistent with a proper investigation

and any necessary responsive action. This means confidential information will be shared only on a need-to-know basis.

Based on the investigation, the PDA will take appropriate corrective action. In determining the appropriate action, the PDA will consider all of the circumstances, including the nature of the complaint and the context in which events occurred. Appropriate action may include counseling and/or discipline, up to and including termination.

Individuals who lodge good faith complaints or who participate truthfully in a PDA investigation will not be retaliated against.

Problem Resolution

Any other employment-related concern or issue should be discussed first with the employee's immediate supervisor as soon as possible. If a satisfactory solution has not been reached after discussion with the employee's immediate supervisor or if the employee is not comfortable reporting the concern to his or her immediate supervisor, the employee may directly contact the next level of management, as in a member of the Board of Directors for assistance.

Appeal Process

There may be valid reasons for not discussing a situation with an employee's immediate supervisor. Any employee who feels they have been unfairly treated or unjustly disciplined by their supervisor has the right to present the matter to their supervisor's manager or the Board of Directors of the PDA for review. That official will review the issue and give the employee a decision in writing. If the employee is not satisfied with the decision of that official, the employee may present the matter in writing to the Executive Director for review and settlement. The decision of the Executive Director will be final.

4.03 Sexual Harassment and Discrimination Policy*

The PDA is committed to providing a workplace that is free from all forms of discrimination, including sexual harassment. The PDA's policy on sexual harassment is part of its overall efforts to provide a workplace free from discrimination, pursuant to local, state and federal laws prohibiting discrimination based on age, race, color, creed/religion, national origin, honorably discharged veteran and military status, marital status, disability, sexual orientation, gender identity, and sex, or any other characteristic that is protected by law. This policy is also part of the PDA's commitment to diversity and inclusion, and a workplace that is free from harassment, disrespect, and divisiveness.

Sexual harassment is prohibited by the Civil Rights Act of 1964, as amended in 1991, and the Washington State Law Against Discrimination.

Policy General Provisions

This policy applies to all employees, applicants for employment, executives, managers, supervisors, interns and volunteers (whether paid or unpaid), contractors, vendors, customers and all persons conducting business with the PDA, which are hereinafter referred to collectively using the term "employee."

- Sexual harassment will not be tolerated. Sexual harassment includes harassment based on sex (including pregnancy, related medical conditions, and breastfeeding), gender identity and expression, sexual orientation, or any other category protected by applicable local, state or federal laws. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to corrective action, up to and including termination.
- Sexual harassment is offensive, is a violation of our policies, can be unlawful, and may subject the PDA and/or an offending employee to legal liability. Harassers may be individually subject to liability. Employees who engage in sexual harassment, including executives, managers, and supervisors, will be subject to corrective action for such misconduct. Executives, managers, and supervisors will be subject to corrective action if they fail to take appropriate action when they learn of or observe harassment.

- The PDA has an obligation to conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise becomes aware of possible sexual harassment occurring. The PDA will keep the complaint and investigation confidential to the extent possible. When sexual harassment is found to have occurred, effective corrective action will be taken. All employees are required to cooperate with any internal investigation of sexual harassment.
- Harassing behavior does not necessarily need to be illegal harassment for the PDA to take corrective action. The PDA will strive to create a workplace free from disrespect, divisiveness, and inappropriate behavior. Therefore, behavior that could create a harassing environment should the behavior continue or escalate will not be tolerated and can lead to corrective action.
- Retaliation is prohibited: The PDA will not tolerate retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment.
- All employees will receive training on this policy.

Sexual Harassment Definition

Sexual harassment is defined as unwelcome conduct of a sexual nature, or conduct that is because of sex, when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment (this can happen even if the complaining party is not the intended target of the sexual harassment);
- Such conduct is made either explicitly or implicitly a term or condition of employment; or,
- Submission to or rejection of such conduct is used as the basis for employment decisions.

Examples of Conduct that is Considered Prohibited Harassment

- Physical conduct, such as rape, attempted rape, sexual assault, attempted sexual assault, pinching, patting, kissing, hugging, grabbing, pressing or intentionally brushing up against another employee's body, poking, or physical intimidation by impeding or blocking someone's movement or invading their space;
- Visual conduct: leering; making sexual gestures; displaying of sexually suggestive objects, pictures, cartoons, posters, screen-savers, or websites.
- Verbal conduct: making or using sexually derogatory comments, epithets, slurs and jokes; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; derogatory comments related to gender or stereotypical gender roles; subtle or obvious pressure for unwelcome sexual activities; sexually suggestive or obscene letters, notes, emails texts, or invitations; conversations, comments or jokes about a person's sexuality or sexual experience; questions about a person's sexuality or sexual experiences;
- Asking a co-worker on a date multiple times if they decline the first request;
- Verbal abuse or joking concerning a person's gender characteristics such as vocal pitch, facial hair or the size or shape of a person's body, including remarks implying that a male is too feminine, or a woman is too masculine.
- Offering an employment benefit (such as a raise, bonus, promotion, assistance with one's career or better working conditions) in exchange for sexual favors, or threatening an employment detriment (such as termination, demotion, worse working conditions, or disciplinary action) for an employee's failure to engage in sexual activity.
- Sending sexually related text-messages, videos or messages via social media.
- Physical or verbal abuse concerning an individual's actual sex or the perception of the individual's sex.
- Making or threatening retaliatory action after receiving a negative response to sexual advances.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or the status of being transgender, such as:

- Interfering with, destroying or damaging a person's workstation, tools or equipment, or other interference with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling or name calling.
- Degrading comments in the form of sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
 - Other actions not listed above could constitute sexual harassment and/or a violation of this policy and be subject to corrective action.

Location and Timing of Behavior

Sexual harassment is not limited to the physical workplace. It can occur during travel, at events sponsored by the PDA, or via phone, email, text, or social media. Such behavior can also occur outside of scheduled work time. Employees who engage in sexually harassing conduct outside of the workplace or outside of work hours will be subject to corrective action.

Employee Responsibilities

- Each individual employee has the responsibility to refrain from sexual harassment in the workplace. The harassing employee will be subject to disciplinary action up to and including termination in accordance with the PDA's disciplinary policy.
- Any employee who believes they have been the target of sexual harassment or witnesses sexual harassment, shall follow the PDA's Reporting Procedure to report the sexual harassment.
- An employee who believes that they have been the target of sexual harassment is encouraged to inform the harassing person that such conduct is unwelcome and offensive and must stop, if they can safely do so. However, this step is not necessary for an investigation and corrective action to take place.
- Employees shall familiarize themselves with this Policy and the Reporting Procedure and attend all required sexual harassment trainings.

The PDA's Responsibilities

- The PDA, including executives, managers, and supervisors, are ultimately responsible for maintaining a workplace free from sexual harassment.
- Executives, managers and supervisors must take a harassment complaint or an observed incident of sexual harassment seriously and take prompt action. The parties should be separated to the extent possible, without any negative impact on the complaining party. A report should immediately be made to a supervisor or the Board of Directors of the PDA. All management and supervisory personnel will cooperate with the investigation.
- Managers and supervisors are required to report all complaints that they receive, or any harassment that they observe. This applies even when an employee tells the manager or supervisor about behavior that constitutes sexual harassment but does not want to make a formal complaint, or when the complaining party changes their mind and retracts the complaint.
- Retaliation against those who report sexual harassment or who participate as a witness to a complaint will not be tolerated. If a supervisor or manager sees any retaliation or retaliatory harassment toward an employee, they must report this conduct to PDA. If an executive, supervisor, or manager engages in retaliation, they will be subject to corrective action.
- Executives, managers, and supervisors shall familiarize themselves with this Policy and the Reporting Procedures and attend all sexual harassment training. Owners, executives, managers, and supervisors shall be able to understand and recognize sexual harassment and should be able to provide information and direction to employees regarding sexual harassment, the Policy, and the Reporting Procedures.

Reporting Methods

Reporting sexual harassment is everyone's responsibility. The PDA will not be able to prevent or correct sexual harassment unless it is aware.

- All employees should report any harassment or behaviors that violate this Policy. Anyone who is an executive, manager, or supervisor can receive a complaint of harassment.
- If an employee feels that they are being sexually harassed in violation of this policy by another employee, owner, executive, manager, supervisor, or third-party doing business with the PDA, or witnesses sexual harassment, they are encouraged to immediately contact:
 - A supervisor;
 - The Board of Directors of the PDA; or
 - Executive Director.

What is Not Retaliation

A negative employment action is not retaliatory merely because it occurs after the employee engages in protected activity. Employees continue to be subject to all job requirements and disciplinary rules after having engaged in such activity. Changes in work duties, job site, or hours due to a legitimate business need are not retaliation.

Contacting Law Enforcement

If the harassing conduct involves or attempts rape, assault, unwanted touching, or confinement, the conduct could be a crime. The victim of such conduct is encouraged to call 911 or the local police department. Unless criminal behavior also occurred against the PDA, the PDA will not contact law enforcement on the victim's behalf without the victim's permission. The decision to do so or not will be left to the victim.

4.04 Anti-Bullying Policy*

The PDA is committed to providing all employees a healthy and safe work environment. The PDA will ensure that procedures exist to allow complaints of bullying to be dealt with and resolved within the PDA, without limiting any person's entitlement to pursue resolution of their complaint with the relevant statutory authority. The PDA is committed to the elimination of all forms of bullying.

This policy applies to all employees of the PDA. It applies during normal working hours, at work related or sponsored functions, and while traveling on work related business. There will be no recriminations for anyone who in good faith alleges bullying.

Definitions

Bullying is unwelcome or unreasonable behavior that demeans, intimidates, or humiliates people either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior (see "mobbing" below). Some examples of bullying behavior are:

Verbal communication:

- Abusive and offensive language
- Insults
- Teasing
- Spreading rumor and innuendo
- Unreasonable criticism
- Trivializing of work and achievements

Manipulating the Work Environment

- Isolating people from normal work interaction

- Excessive demands
- Setting impossible deadlines

Psychological Manipulation

- Unfairly blaming for mistakes
- Setting people up for failure
- Deliberate exclusion
- Excessive supervision
- Practical jokes
- Belittling or disregarding opinions or suggestions
- Criticizing in public

Context is important in understanding bullying, particularly verbal communication. There is a difference between friendly insults exchanged by long-time work colleagues and comments that are meant to be, or are taken as, demeaning. While care should be exercised, particularly if a person is reporting alleged bullying as a witness, it is better to be genuinely mistaken than to let actual bullying go unreported.

Mobbing

Mobbing is a particular type of bullying behavior carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment, or emotional abuse. Although it is group behavior, specific incidents such as an insult or a practical joke may be carried out by an individual as part of mobbing behavior.

Filing a Workplace Harassment Complaint

All employees, volunteers, contractors, and other persons having business with the PDA have the right to file a complaint with the PDA under this policy.

Process When a Complaint Is Filed

Investigative procedures depend on the nature and the extent of workplace harassment and the context in which the alleged incidents occurred. Appropriate investigative procedures may include informal review or a formal investigation and will be conducted in a prompt and sensitive manner. All employees and volunteers are required to cooperate. Management shall inform the complainant of the completion of the investigation and whether their allegations were substantiated.

An Internal Investigation for Workplace Harassment Will Be Kept Confidential If Possible

All efforts will be made during the investigation process to maintain confidentiality to the extent possible. Once an investigation is completed, confidentiality can no longer be guaranteed. Completed investigative reports may be subject to public dissemination in accordance with state law.

Consequences of Bullying

Bullying is unacceptable behavior because it breaches principles of equality and fairness, and it frequently represents an abuse of power and authority. It also has potential consequences for everyone involved.

The PDA is committed to providing a working environment that is free from workplace harassment of any kind. Everyone must understand that harassment (bullying) is an unacceptable practice and will not be tolerated in the workplace.

All PDA employees and volunteers are responsible to maintain a work environment free from Bullying. Employees, volunteers, and contractors determined to be in violation of this policy will be subject to appropriate corrective or disciplinary action, up to and including termination.

4.05 Criminal Conviction of An Employee*

Reportable violations are described as a conviction of a felony, a criminal offense involving either dishonesty or breach of trust, conviction of a misdemeanor for criminal activity in drugs, criminal use of drugs, or criminal drug promotion. It is the employee's responsibility to report any convictions, as previously defined, to the designated PDA official. An employee could be dismissed from employment at the discretion of the Executive Director for failure to report any of the above.

4.06 Drug and Alcohol-Free Work Place Policy*

In compliance with the Drug-Free Workplace Act of 1988, the PDA has a longstanding commitment to providing a safe, quality-oriented, and productive work environment consistent with the standards of the community in which we operate. Alcohol and drug abuse pose a threat to the health and safety of PDA employees and to the security of our equipment and facilities.

The purpose of this policy is to outline the methods for maintaining a work environment free from the effects of alcohol/drug abuse or other substances that adversely affect the mind or body. To continue to fulfill our responsibility to provide reliable and safe service to our customers and a safe work environment for our employees, employees must be able to perform their duties safely and efficiently. For these reasons, PDA is committed to the elimination of drug and/or alcohol use and abuse by PDA employees in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy continues to apply to all employees and all applicants for employment of the PDA. The PDA is responsible for policy administration.

Employee Assistance and Drug-Free Awareness

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the PDA, the members of which have been trained to make referrals and assist employees with drug/alcohol problems.

PDA will assist and support employees who *voluntarily* seek help for such problems before becoming subject to discipline and/or termination under this or other PDA policies. Such employees may be allowed to use accrued PTO, placed on leaves of absence, referred to treatment providers, and/or otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees *should not*, however, disclose underlying medical conditions unless directed to do so by their medical provider.

Work Rules

1. Whenever employees are working, operating any PDA vehicle, present on PDA premises, or conducting PDA related work off-site, they are prohibited from using, possessing, buying, selling, manufacturing or dispensing any illegal drug defined under federal, state or local law (to include marijuana), or any drug paraphernalia; being under the influence of alcohol or an illegal drug defined under federal, state or local law as defined in this policy; or

2. The presence of any detectable amount of any illegal drug or illegal controlled substance defined under federal, state, or local law, in an employee's body system, while performing PDA business or while in a PDA facility, is prohibited.
3. PDA will also not allow under any circumstances any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce this if asked.
4. Any illegal drugs defined under federal, state, or local law or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Required Testing:

Pre-employment: All applicants offered employment at PDA must pass a drug test before beginning work. Refusal to submit to testing will result in disqualification of further employment consideration.

Reasonable Suspicion: Employees are subject to drug/alcohol testing based upon (but not limited to) observations by the supervision of events, evidence, or conduct that give rise to reasonable suspicion of workplace use, possession, or impairment. PDA shall be consulted before sending an employee for testing. All levels of supervision making this decision must utilize the "Observation Checklist" to document specific observations and behaviors that create a reasonable suspicion that the person is under the influence of illegal drugs and/or alcohol. If the results of the "Observation Checklist" indicate further action is justified, the manager/supervisor should confront the employee with the documentation and with a union representative present (for all unionized employees) and/or with PDA (for all non-unionized employees). *Under no circumstances will the employee be allowed to drive themselves to the testing facility. A member of supervision/management and a union rep (if appropriate) must escort the employee; the supervisor/manager will make arrangements for the employee to be transported home.*

Post-accident: Employees are subject to drug/alcohol testing when they cause or contribute to accidents that damage property and/or result in an injury to themselves or another person requiring off-site medical attention. The investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner. *Under no circumstances will the employee be allowed to drive themselves to the testing facility.*

Reasonable Suspicion and/or Post-Accident Testing Protocol

- The employee will be advised that PDA reasonably suspects that he/she is under the influence of illegal drugs or alcohol (or due to the nature of the accident the policy mandates this) and that this test is being offered to confirm or deny this suspicion.
- The employee will be transported to any one of the testing facilities (. One member of management/designated attendant will accompany the employee. *Under no circumstances will the employee be allowed to drive themselves to the testing facility.*
- Prior to leaving for the testing facility, supervision/management will contact the testing facility to inform them that staff from PDA will be arriving and will need a drug and/or alcohol test completed.
- The PDA will provide water for the employee to drink prior to leaving the PDA and reasonable time - not to exceed 15 minutes - to secure photo ID in the PDA of a PDA representative.
- The employee to be tested MUST present a PHOTO ID (i.e., a driver's license or state ID card) to the testing facility staff before the specimen can be obtained. Ensure that the employee brings this with them when leaving PDA premises.
- The employee to be tested must sign a consent form provided by/at the testing facility. Refusal to sign is addressed under the "Consequences" section of this policy.
- PDA representative must sign as a witness to the collection procedure, along with the tested employee.
- After returning to the PDA or when leaving the testing facility, the supervisor/manager MUST make arrangements to transport the person home (unless testing results are immediate). *Under no circumstances will the tested employee be allowed to drive himself/herself home unless the testing results are immediate and indicate that the employee is not under the influence of any alcohol or illegal drug as defined under local, state or federal law.*

CONSEQUENCES

Applicants who refuse to cooperate in a drug test or who test positive for a prohibited substance will not be hired and will not be allowed to re-apply/re-test in the future.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture, or dispense an illegal drug in violation of this policy will be terminated. *If the employee refuses to be tested yet we believe they are impaired*, the employee will be encouraged to accept a ride home either by cab or PDA personnel.

The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

Employees will be paid for time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a member of management/supervision, a union representative (if applicable and requested), and PDA. Should the results prove to be negative; the employee will receive back pay for the times/days of suspension.

Employees who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including discharge. Depending upon the circumstances and the employee's work history/record, PDA may offer an employee who violates this policy or tests positive the opportunity to return to work on a last chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by PDA for a minimum of one (1) year as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete their rehabilitation program or tests positive after completing the rehabilitation program, they will be subject to immediate discharge from employment.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the medical review officer shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed where relevant to a grievance, charge, claim, or other legal proceeding initiated by or on behalf of an employee or applicant.

Inspections

PDA reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband; affected employees (where applicable) may have union representation involved in this process. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas, and property that might conceal a drug, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

Crimes Involving Drugs

PDA does not desire to intrude into the private lives of its employees but recognizes that employee's off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, PDA reserves the right to take appropriate disciplinary action for drug usage/sale/distribution while off PDA premises. **All employees who are convicted of, plead guilty to, or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to PDA within five days. Failure to comply will result in automatic discharge.** Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record with PDA.

Definitions

- **"PDA Premises"** includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by PDA or on any site on which the PDA is conducting business.
- **"Illegal Drug"** means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)
- **"Refuse to Cooperate"** means to obstruct the collection or testing process; to submit an altered, adulterated, or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.
- **"Under the Influence of Alcohol"** means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.
- **"Under the Influence of Drugs"** means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly over-the-counter) where there is not a valid prescription from a physician for the lawful use of a drug during medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization).

SECTION 5: EMPLOYEE ETHICS POLICIES

5.01 Business Ethics and Conduct*

The PDA believes policies and procedures are essential for the orderly operation of our business and fair treatment of all employees. Employees are expected to behave and perform according to the following values:

Integrity: Always doing the right thing.

Professionalism: Doing our work efficiently and responsibly.

Respect: Showing consideration and value for all with whom we come in contact.

Partnership: Working cooperatively with others toward a common goal.

Achievement: Creating results that meet or exceed our corporate goals.

The successful business operation and reputation of the PDA is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a regard for the highest standards of conduct and personal integrity.

The continued success of the PDA is dependent upon our community trust and we are dedicated to preserving that trust. Employees owe a duty to the PDA, its employees, its customers, and the general public to act in a way that will merit continued trust and confidence in these groups. The impressions of the PDA depend, in a large degree, upon the manner in which employees interact with the public. Employees are, therefore, expected to serve as ambassadors to the community by openly and actively supporting the PDA's goals and business practices. Employees are expected to provide good customer service by communicating and acting in ways that promote customer confidence and good will.

The PDA will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

Compliance with this policy of business ethics and conduct is the responsibility of every PDA employee.

5.02 Conflicts of Interest*

Personal or Financial Benefit

Employees may not solicit, obtain, accept, or retain any personal benefit from any supplier, vendor, customer/client or any individual or organization doing or seeking business with the PDA. No employee may maintain an outside business or financial interest, or engage in any outside business or financial activity, which conflicts with the interest of the PDA or interferes with the employee's ability to fully perform job responsibilities.

A potential or perceived conflict of interest may occur when an employee is able to receive personal gain because of his/her position with the PDA. An actual conflict of interest may occur when an employee or a member of his/her immediate family receives personal gain because of the employee's position at the PDA. Traditionally, potential, perceived, or actual conflicts of interest are considerations for employees that hold a position with sufficient discretionary authority to influence decision making at the PDA. However, the conflict may exist for all employees regardless of their position within the PDA.

In the event of an actual, perceived, or potential conflict of interest, such relationship(s) must be disclosed to the employee's supervisor for purposes of analysis and recommendation. It is not the PDA's intent to unfairly restrict an employee's outside activities or relationships, however, direct conflicts of interest must be avoided.

Relationships and Relatives

It is important for the PDA to avoid the reality or appearance of improper influence or favoritism and maintain at all times a professional business environment for its employees and customers. Employees who supervise or are supervised by another employee to whom they are related or with whom they are romantically involved (dating, domestic partners, and/or married) must advise their immediate supervisor of the relationship. With rare exceptions and at the PDA's discretion, to avoid perceptions of favoritism and possible conflicts and misunderstandings, managers will not be permitted to hold a position where they serve in a supervisory capacity to someone they are dating or to whom they are partnered or married.

Further, the PDA retains the right and discretion to refuse to hire or transfer a relative under the direct or indirect supervision of another family member or if it would create a potential conflict of interest with any customer, vendor, client, tenant, regulatory agency or other business relationship.

Additional Guidelines

The purpose of these guidelines is to provide both general and specific guidelines to all employees of the PDA regarding avoiding actual, potential, or perceived conflicts of interest.

The Code of Ethics for Municipal Officers – Contract Interests (Chapter 42.23 RCW) sets forth the legal standard for actual conflicts of interest. All employees are encouraged to become familiar with these statutes.

In addition, to assist employees in avoiding "potential" or "perceived" conflicts of interest, the following policies are adopted regarding all PDA employees:

- If employees, spouses, and dependent children of those employees have an ownership interest in a business, that business is prohibited from providing supplies and/or services directly to the PDA, except as provided by law.
- Publicly traded companies are excluded as long as the employee owns less than a 1% share.
- Employees, their spouses, and dependent children may purchase goods and services from vendors or services suppliers that also provide goods and services to the PDA, if those goods and services are

obtained at customary and usual fees. The PDA may require that the terms and conditions of the purchase be fully disclosed. Employees should therefore be careful to document those types of purchases should a question arise concerning customary charges.

- Those PDA employees who have direct supervision or control or make recommendations concerning a vendor or tenant shall be governed by this policy regarding the vendors or tenants for which they have direct supervision or control. These PDA employees may purchase goods or services from the vendor or tenant for which they have direct supervision or control or for whom they make recommendations. However, those purchases must be at customary and usual fees. The PDA may require that the terms and conditions of the purchase be fully disclosed in a statement signed by all parties involved.

5.03 Nepotism (Employment of Relatives) *The employment of close relatives and cohabitants in the same area/department of an organization may cause serious conflicts, including potential problems with favoritism, performance evaluation, and employee morale.

To reduce the likelihood of such problems, relatives and/or cohabitants of PDA employees and/or PDA Board will be prohibited from:

- Working with each other within the same department and/or within the same functional area where one might exercise authority or practical power to supervise, appoint, remove, or discipline the other;
- Auditing the work of the other;
- Holding positions that create an actual or reasonably foreseeable conflict of interest between the PDA's interests and their own; or
- Holding a position where one party handles confidential material or information that creates improper or inappropriate access to that confidential material or information by the other.

Relationships Established During Employment

If a close relative or cohabitation relationship is established during employment with the PDA between employees who are in a situation described above, it is the responsibility and obligation of the individuals involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to a vacant, available position. If no such alternate position is available, and/or no effective accommodation, as determined by the Executive Director, can be made to eliminate the problem, or if the transfer decision is not made by the individuals involved within thirty (30) days, management in its sole discretion will make the decision to terminate one of the parties.

In other cases where an actual conflict, or reasonably foreseeable conflict arises because of the familial or cohabitation relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.

Definitions

"Relative" is defined as parent, spouse, child, grandchild, sibling, grandparent, step-parent, step-child, step-sibling, aunt, uncle, niece, nephew, corresponding in-laws, and registered domestic partners. "Cohabitants" are defined as people, whether or not they are otherwise related, living in the same household as friends, roommates, or significant others. This policy applies to all employees without regard to the marital status, gender or sexual orientation of the individuals involved.

5.04 Proprietary Information*

The PDA has developed certain proprietary information and processes that are unique to the PDA (e.g. information related to pricing, customers, marketing, and business plans and practices). All such information is the property of the PDA. Keeping such information from competitors plays an important part in our success. The PDA protects proprietary information by restricting the dissemination of information on a "need to know" basis and in accordance with applicable state laws governing requests for inspection or copying of PDA public

records. Release or use of proprietary information is not allowed and may result in disciplinary action up to and including termination.

5.05 Outside Employment*

While employed at the PDA, employees may not engage in outside employment that conflicts with the nature of the PDA's business, may be reasonably perceived by members of the public as a conflict of interest or otherwise discredits public service, with a competitor of the PDA, with a business that conducts business with the PDA, involves use of PDA resources, or otherwise interferes with one's ability to perform according to established standards of performance and work rules. Employees may not conduct business connected to outside employment during work hours at the PDA. Employees must disclose all outside employment to their supervisor and PDA.

5.06 Whistleblower Protection*

Whistleblower reports may be filed at:

<https://www.sao.wa.gov/EN/Investigations/Whistleblower/Pages/Whistleblower.aspx>

It is the policy of the PDA (1) to encourage reporting by its employees of improper governmental action taken by PDA officers or employees and (2) to protect the PDA employees who have reported improper governmental actions in accordance with the PDA's policies and procedure(s).

Definitions

As used in this policy, the following terms shall have the meanings indicated:

- **"Improper governmental action"**

means any action by a PDA official or employee that is undertaken in the performance of the officer's or employee's official duties, whether or not the action is within the scope of the employee's employment; and

is in violation of any federal, state, or local law or rule, (ii) is an abuse of authority, (iii) is of substantial and specific danger to the public health or safety or (iv) is a gross waste of public funds.

"Improper governmental action" does not include personnel actions, including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of collective bargaining or civil service laws, alleged violations of labor agreements, or reprimands.

- **"Retaliatory action"**

means any of the following actions taken as a result of an employee reporting improper governmental action:

Any adverse change in a PDA employee's employment status, or the terms and conditions of employment including denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantial letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial or promotion, suspension, dismissal, or any other disciplinary action; or

Hostile actions by another employee towards a PDA employee that were encouraged by a supervisor or senior manager or official.

- **Emergency**

A circumstance that if not immediately changed may cause damage to person or property.

Procedures for Reporting

PDA employees who become aware of improper governmental actions should raise the issue first with their immediate supervisor. If requested by the supervisor, the employee shall submit a written report to the supervisor, or to some person designated by the supervisor, stating in detail the basis for the employee's belief that an improper governmental action has occurred. Where the employee reasonably believes the improper governmental action involves his or her immediate supervisor, the employee may raise the issue directly with the Executive Director. In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate governmental agency with responsibility for investigating the improper action.

The supervisor or the Executive Director shall take prompt action to assist the PDA will promptly and properly investigate the report of improper governmental action. PDA officers and employees involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizes the disclosure of his or her identity in writing. After an investigation has been completed, the employee reporting the improper governmental action shall be advised of a summary of the results of the investigation, within thirty (30) days, except that personnel actions taken as a result of the investigation may be kept confidential.

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

PDA employees who fail to make a good-faith attempt to follow the PDA's procedures in reporting improper governmental action shall not receive the protections provided by the PDA in these procedures.

Reporting a misunderstanding or an employee's own misconduct (or failure to perform their own job duties) is not grounds for whistleblower protection. Nothing in this section limits the PDA's ability and discretion to discipline an employee for their own misconduct

Protection Against Retaliatory Actions

PDA officials and employees are prohibited from taking retaliatory action against a PDA employee because he or she has in good faith reported an improper governmental action in accordance with these policies and procedures. Employees who believe they have been retaliated against for reporting an improper governmental action should advise their supervisor or the PDA Executive Director. PDA officials and supervisors shall take appropriate action to investigate and address complaints of retaliation. If the employee's supervisor or the PDA Executive Director does not satisfactorily resolve a PDA employee's complaint that he or she has been retaliated against in violation of this policy, the PDA employee may obtain protection under this policy and pursuant to state law by providing a written notice to the PDA commission that:

- Specifies the alleged retaliatory action, and
- Specifies the relief requested

PDA employees shall provide a copy of their written charge to the PDA Executive Director no later than thirty (30) days after the occurrence of the alleged retaliatory action. The PDA shall respond within thirty (30) days to the charge of retaliatory action. After receiving either the response of the PDA or thirty (30)

days after the delivery of the charge to the PDA, the PDA employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law.

An employee seeking a hearing should deliver the request for hearing to the PDA Executive Director within the earlier of either fifteen (15) days of delivery of the PDA's response to the charge of retaliatory action, or forty-five (45) days of delivery of the charge of retaliation to the PDA for response. Upon receipt of request for hearing, the PDA shall apply within five (5) working days to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge.

Office of Administrative Hearings
P.O. Box 42488
2420 Bristol Court SW
Olympia, WA 98502
(360) 664-8717
(800) 558-4857 toll free

Relief that may be granted to the PDA employee by the administrative law judge consists of reinstatement, with or without back pay, and such injunctive relief as may be found to be necessary in order to return the employee to the position he or she held before the retaliatory action and to prevent any recurrence of retaliatory action.

If a determination is made that the retaliatory action has been taken against the employee, the administrative law judge may impose a civil penalty personally upon the retaliator of up to three thousand (\$3,000) dollars payable by each person found to have retaliated against the PDA employee. The PDA will consider any recommendation provided by the administrative law judge that the retaliator be suspended with or without pay or dismissed.

Responsibilities

The Executive Director is responsible for implementing the PDA's policies and procedures (1) for reporting improper governmental actions and (2) for protecting employees against retaliatory actions. This includes ensuring that this policy and these procedures (1) are permanently posted where all employees will have reasonable access to them, (2) are made available to any employee upon request, and (3) are provided to all newly hired employees. Officers, managers, and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility. Violations of this policy and these procedures may result in appropriate disciplinary action, up to and including dismissal.

5.07 Political Contributions and Activities*

The PDA respects and encourages independent employee participation in political activities. However, employees are prohibited from engaging in political activities on behalf of, or as a representative of, the PDA, on PDA time, and/or on PDA property.

Employees may not solicit contributions or campaign for an individual or ballot issue on PDA property, nor may they, by their words or actions, imply the PDA's support for any campaign or ballot issue. Employees who wear PDA uniforms or who are assigned to deal generally with members of the public as representatives of the PDA, may not display campaign buttons on their uniforms or while representing the PDA. Employees may not place campaign signs, stickers, or other political statements on the PDA's vehicles or in their work areas.

Employees shall not be penalized in any way for refusing to make any political contribution.

5.08 Gratuities*

An employee may not accept gifts (see exceptions) with an aggregate value in excess of fifty dollars (\$50) from a single or multiple source(s) in a calendar year.

The following items are presumed not to influence an employee's action and may be accepted without regard to the \$50 limit.

- Unsolicited flowers, plants, or floral arrangements
- Unsolicited advertising or promotional items of nominal value, such as pens and note pads
- Unsolicited tokens or awards in the form of a plaque, trophy, desk items or similar item
- Food and beverages consumed at hosted events where attendance is related to the employee's official duties
- Food and beverages set out in common areas or employee break rooms, not taken home by individuals
- Admission to, and the cost of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental or community organization
- Unsolicited gifts from dignitaries from another state or foreign country, when approved by the Executive Director. The gift becomes the property of the PDA, not the employee.

No employee is allowed to accept a gift from any party if the PDA and that party are in current negotiations relative to any business transaction. If the PDA receives an unsolicited gift, it will immediately be donated to a community charity. The person receiving the gift is responsible for mailing a thank you note to the giver announcing that the PDA cannot accept the gift and it has been donated to a charity on behalf of the giver.

5.09 Misrepresentation*

Employees should always consider how to represent the PDA in all business transactions and interactions. Employees must be careful not to misrepresent PDA policies, practices, procedures, or prices, or misrepresent status and authority to enter into agreements. Intentional, willfully negligent, or reckless misrepresentation may result in employee discipline or termination. Employees must also avoid using the organization's name, likeness, facilities, assets or other resources, and/or the authority of the employee's position with the PDA for personal gain or private interests.

5.10 Solicitations*

Individuals who are not employed at the PDA and are not approved vendors are prohibited from distributing literature of any kind or soliciting employees for any purpose at any time on PDA property.

Employees are not permitted to solicit other employees for any purpose during working time or to distribute literature of any kind at any time in work areas.

SECTION 6: EMPLOYEE SAFETY AND SECURITY POLICIES

6.01 Workplace Safety and Accident Prevention*

The PDA has established and maintains a safe and healthful working environment, an accident prevention program, and training programs to ensure competency of all employees in the fields of occupational safety and health. The PDA's commitment to safety and well-being of all employees and visitors is a prime concern.

The PDA demonstrates its commitment to risk control and accident prevention by complying with the following responsibilities:

- All levels of management have a primary responsibility for the safety and well-being of employees. This responsibility is met by continuously promoting and planning for safe work practices in all operations, and by maintaining property and equipment in safe operating conditions. The safety

record of individuals and departments will be considered as part of employee performance evaluations.

- Accident prevention and efficient production go hand-in-hand. Each worksite will be made as hazard-free as possible.
- No persons will be instructed or allowed to work in a manner that may endanger themselves or those around them.
- A continuous program of safety engineering and preventative maintenance will be maintained to ensure safely operating equipment.
- Tenants and prime contractors will be required by contract to satisfy all applicable federal and state safety standards.
- A disaster preparedness program will be maintained.
- PDA management will provide a forum through which interested employees may regularly meet to address safety concerns and develop feasible solutions to potentially hazardous conditions.
- Safety will be a prime factor in considering new equipment purchases.

The PDA provides a system for identifying potential hazards, correcting hazards, planning for foreseeable emergencies, providing initial and ongoing training for employees and supervisors, as well as a disciplinary policy to ensure that PDA safety policies are followed.

Workplace Accidents and Injuries

Washington Industrial Safety Health Act (WISHA) requires that the PDA maintain records of all occupational illness and injuries which occur on PDA property, or while conducting PDA business. WISHA also requires that an employee report any illness or injury that occurs on the job, no matter how slight. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

In the event of a workplace injury, incident, collision or near-miss accident, no matter how minor it may seem, the injured employee and/or employee witness must report the event to his/her supervisor immediately. Employees must complete an injury/incident report and forward it to their supervisor and PDA. Forms are available on SharePoint.

In the event an injury requires medical attention, the injured employee must inform the attending health care provider that the injury is work related. The physician will then complete the required Labor and Industries form, which will be forwarded to the PDA for further processing.

Whenever emergency situations occur, all necessary efforts should be made to protect human life, then property, in that order, without endangering employees or the general public. As soon as possible after the emergency measures have been taken, the employee in charge is to complete an incident report and notify his/her immediate supervisor with the most complete details available concerning the incident. Incident reports shall be forwarded to the Safety Manager for purposes of processing insurance claims as well as the PDA for filing.

6.02 Violence Prevention in the Workplace*

The PDA has a "zero tolerance" policy for any actions or statements that threaten its employees. This includes verbal and physical harassment, verbal and physical threats, confrontations, and any actions that cause others to feel unsafe in the workplace. As part of this policy, employees are prohibited from bringing **any** weapons to work, on PDA premises, or to a PDA event. The PDA, as proprietor of the property, reserves the right to inspect, with or without notice, the automobiles, packages, and/or other items that come onto the PDA premises. The PDA shall not, however, search any property without a reasonable suspicion that weapons or explosive devices are contained in the personal property searched. The PDA further reserves the right to inspect all PDA property with or without notice as well as any or all third-party property moving through the PDA on a commercial basis.

Employees are encouraged to raise workplace concerns regarding safety with their immediate supervisor. If the supervisor is unavailable the complaint remains unresolved after talking with the supervisor, or the employee does not feel he or she can discuss the complaint with his or her supervisor, the employee may make a complaint to other appropriate managers or directors, including PDA or the Executive Director. Each employee should also notify the appropriate manager, director or EXECUTIVE DIRECTOR if a third party unrelated to the PDA threatens him/her. Use of the PDA employee assistance program is also encouraged when appropriate.

The goal of this policy is zero incidents that threaten the safety and well-being of the people in the PDA's workforce. All employees are urged to deal with the issues of workplace violence responsibly and professionally.

6.03 Inclement Weather*

During inclement weather, every reasonable effort should be made to report to work safely. If an employee is unable to get to work safely due to extreme weather conditions, they should notify their supervisor as soon as possible. When weather conditions improve, every effort should be made to report to work. If necessary, management will notify employees if the PDA will be closed. Time missed due to inclement weather will be taken as PTO unless otherwise authorized by law or directed by PDA management.

6.04 Workers' Compensation Insurance*

All injuries occurring on the job must be reported to the employee's supervisor, Safety Manager, and PDA immediately. An injury/incident report will be filled out by the employee and his/her supervisor as soon as feasible.

An employee injured on the job will be paid by the PDA through the end of that workday. The employee may take paid time off for any unpaid waiting period from Washington State Department of Labor & Industries. Any further benefits for a work-related injury or illness will be through the Washington State Department of Labor and Industries. The cost of L&I insurance is shared by the PDA and its employees.

The PDA and its industrial insurance carrier shall not be responsible for the payment of industrial insurance benefits for any injury which arises out of an employee's voluntary participation in any off-duty recreational, social or athletic activity, or any injury or illness which is not part of the employee's work-related duties.

SECTION 7: INFORMATION TECHNOLOGY POLICIES

7.01 Technology and Cyber Security Policy*

Introduction and Purpose

The Technology and Cyber Security Policy is a formal set of rules by which those who are given access to PDA technology and information assets must abide.

This policy is to inform PDA employees, contractors and other authorized users of their obligations and responsibilities for the use and protection of technology and information assets of the PDA. This policy also describes procedures for responding to incidents that threaten the security of the PDA computer systems and network. Failure to abide by any component of this policy may result in disciplinary action, up to and including termination and/or a loss of technology access and privileges.

Scope

This policy applies to all PDA employees, contractors, and other authorized users of the PDA technology and information assets. It is the obligation of all users to properly use and protect the PDA technology and information assets

Use of Technology Resources

Employee accounts on PDA computer systems are to be used only for business of the PDA and not to be used for personal activities. Unauthorized use of the system may be in violation of the law, may constitute theft, and can be punishable by law. In addition to disciplinary action, unauthorized use of the PDA computing system and facilities may constitute grounds for either civil or criminal prosecution. Employees are required to abide by the following:

- Employees are personally responsible for protecting all confidential information used and/or stored on their accounts. This includes their logon IDs and passwords. Furthermore, employees are prohibited from making unauthorized copies of such confidential information and/or distributing it to unauthorized persons outside of the PDA.
- Employees are required to secure technology assets when not in use, such as locking computer screens when away from their work area, creating a passcode for access to their PDA cell phone, and securing laptops when not in use.
- Employees shall not purposely engage in activity with the intent to harass other users; degrade the performance of the system; divert system resources to their own use; or gain access to PDA systems for which they do not have authorization.
- Employees shall not attempt to access data outside their area of responsibilities unless they have been authorized by the supervisor of the accessed data.
- Employees shall not attach unauthorized devices on their PCs or workstations, unless they have received specific authorization from the PDA's.
- Employees shall not download unauthorized software from the Internet onto their PDA issued devices.
- Employees shall will not install or utilize any "hacker tools" without authorization of the PDA.
- Employees are required to complete cybersecurity annual training, which will be tracked by PDA.
- All PDA portable/mobile equipment, such as digital cameras, digital camcorders, laptop computers, overhead projectors, etc., are available for PDA employees to use for PDA business purposes only. Tools and equipment belonging to the PDA may not be taken off the premises for personal use.
- All PDA supplied laptops and tablets will have full disk encryption which shall be managed by the Information Technology Department.
- All employees are to lock their computer when leaving their desk for more than 3 minutes.

Internet

The PDA will provide Internet access to employees and may provide access to contractors who have PDA-related business need for this access. Contractors must obtain permission, prior to connecting, from the PDA's and can be revoked at any time at the sole discretion of the PDA.

The Internet is a business tool for the PDA. It is to be used for PDA-related business purposes such as communicating via electronic mail with suppliers and business partners and obtaining useful business and technical information that is necessary to conduct the business of the PDA.

The Internet may *not* be used for transmitting, retrieving or storing any communications of a discriminatory or harassing nature or which are derogatory to any individual or group, obscene or pornographic, or defamatory or threatening in nature. It may not be used for "chain letters" or any other purpose which is illegal or for personal gain. Occasional personal research on the internet is allowed if it does not interfere with job performance.

E-mail

The PDA currently retains all emails which allows designated staff to search e-mails that may be responsive to public records requests. PDA employees are required to follow designated PDA procedures for the organization and cataloging of their e-mails. E-mails created and received by any agency of the State of Washington in the transaction of public business are public records for the purposes of chapter 40.14 RCW and are subject to all the laws and regulations governing the retention, disclosure, destruction and archiving of public records.

Voicemail

Voicemail messages that relate to PDA business are public records that need to be retained and will be captured and saved to the PDA's server for retention and responses to public records requests.

Text Messages

Text messages that relate to PDA business, whether they are sent or received on a PDA device or an individual's device, are public records that need to be retained, and will be captured and saved to the PDA's server for retention and responses to public records requests. It is recommended that messages relating to PDA business, should not be sent from non-PDA devices. If non-PDA devices are used, it is the responsibility of the employee to safe guard all PDA related messages.

Social Media

The use of social media networking sites may be used by the PDA as an additional communications and outreach tool to further its goals and mission. Social media communications related to PDA business are public records that need to be retained and will be captured and saved for retention and responses to public records requests.

Telephones

Personal telephone calls must be kept to a minimum and are authorized only when they do not adversely affect performance of an employee's official duties or the effective functioning of the employee's department. Calls must be of reasonable duration and frequency.

Cellular Phones

Cellular phones are provided when a PDA employee has a demonstrated, on-going business need for such communication, or is away from the PDA and needs to maintain PDA-related communications. Employees are accountable for monthly cellular phone charges if they become excessive. Employees are permitted to use cellular phones for personal use with limited duration and for local calls only. Exceptions are permitted while traveling or out of the office.

Monitoring

The PDA owns all data, files, information, and communications created on, stored on, transmitted, received or exchanged via its network, communications systems, equipment devices (including email, text messages, voicemail, and Internet/intranet usage logs, even if such communications resides with a third-party provider), and reserves the right to inspect and monitor all such communications at any time, for any business purposes, with or without notice to the employee.

The PDA may conduct random and requested audits of employee accounts (including accounts with commercial or third-party providers, if used while conducting PDA business), including 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, or to identify productivity or related issues that need additional educational focus within the PDA.

Email, voicemail, text message communications, and Internet/intranet usage logs may be subject to public disclosure, and the rules of discovery in the event of a lawsuit. The PDA's Internet/intranet 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 PDA technology resources.

Technology Assets and Cyber Security

Access Control

The PDA has the authority and responsibility to assign access control to specific technology resources to authorized individuals or systems. Access control is implemented and controlled primarily by logon ID and password. At the application and database level, other access control methods may be implemented to further restrict access.

Employee permissions on the network and within applications are reviewed annually to ensure a valid need for those rights.

Network Access

All users will be required to have a unique logon ID and password for access to systems. The user's password should be kept confidential and **MUST NOT** be shared with employees or non-employees, including management and supervisory personnel.

All employees must comply with the following rules regarding the creation and maintenance of passwords:

- Passwords must not be found in any English or foreign dictionary. That is, do not use any common name, noun, verb, adverb, or adjective. These can be easily cracked using standard "hacker tools."
- At a minimum, passwords are to be at least 12 alphanumeric with upper and lower-case letters, and symbols. Symbols also can include spaces.
- Passwords should not be posted on or near employee computers or otherwise be readily accessible in the area of the computer.
- Employee accounts will be frozen after several failed logon attempts.
- Employees are not allowed to access password files on any network infrastructure component. Password files on servers will be monitored for unauthorized users. Copying, reading, deleting or modifying a password file on any computer system is prohibited.
- Employees will not be allowed to logon as a system administrator. Employees who need this level of access to production systems must request a Special Access account.
- Employees will be responsible for all transactions occurring during logon sessions initiated by use of the employee's password and ID. Employees shall not logon to a computer and then allow another individual to use the computer or otherwise share access to the computer systems.

Terminated Employee

- Employee Logon IDs and passwords will be deactivated as soon as possible if an employee is terminated, fired, suspended, placed on leave, or otherwise leaves the employment of the PDA office.
- Supervisors / Managers shall immediately and directly contact the PDA to report changes in employee status that require terminating or modifying employee logon access privileges.
- When employment is terminated, the PDA is responsible for notifying information technology of the need to discontinue all electronic services for the departing employee.
- The Information Technology Department will notify PDA of all electronic equipment that the terminated employee has been provided during employment.

Special Access

Special access accounts are provided to individuals requiring system administrator privileges to perform their job. These accounts are monitored by the PDA and require the permission of the PDA. Monitoring of special access accounts is done by entering the users into a specific area and periodically generating reports to management.

Connecting Devices to the Network

Only authorized devices may be connected to the PDA network(s). Authorized data devices include cell phones, smart phones, tablets, laptops, notebooks, etc., that are owned by the PDA and comply with the configuration guidelines of the PDA. Other authorized devices include network infrastructure devices used for network management and monitoring.

Employees shall not attach to the network any non-PDA computers that are not authorized, owned and/or controlled by PDA.

Employees are not authorized to attach any device that would alter or detect the topology characteristics of the network, including any unauthorized storage devices, such as DVD players and hacking tools.

Remote Access

Only authorized persons may remotely access the PDA network. Remote access is provided to those employees, contractors and business partners of the PDA that have a legitimate business need to exchange information, copy files or programs, or access computer applications.

The only acceptable method of remotely connecting into the internal network is using a secure ID. Users may not install personal software designed to provide remote control of the PC or workstation. Employees may use non-PDA devices to gain remote access; however, those devices would then be subject to public request.

Any remote access connections will require multifactor authentication. All network connections are logged and tracked for security reasons.

Reporting Breaches in Security

A cyber breach, or "security incident," is defined as any irregular or adverse event that threatens the security, integrity, or availability of the information resources on any part of the PDA's network. These may include:

- Illegal access of a PDA computer system. For example, a hacker logs onto a production server, resulting in unauthorized access to data files without permission and copies the password file.
- Damage to a PDA computer system or network caused by illegal access, such as releasing a cyber virus or worm.
- Denial of service attack against a PDA web server. For example, a hacker initiates a flood of packets against a Web server designed to cause the system to crash.
- Malicious use of system resources to launch an attack against another computer outside of the PDA network. For example, the system administrator notices a connection to an unknown network and a strange process accumulating a lot of server time.
- Attaching external devices to discover the PDA's systems or protocols.

All known or perceived cyber security related breaches will be reported immediately to the PDA or designee. Breaches by non-PDA employees may be referred by the PDA to law enforcement for possible prosecution and filing of criminal charges.

The employee shall not turn off the computer or delete suspicious files. Leaving the computer in the condition it was in when the security incident was discovered will assist in identifying the source of the problem and in determining the steps that should be taken to remedy the problem.

Staff Responsibilities

All PDA staff will work with the PDA to ensure that:

- The PDA is working to maintain a coherent and responsible filing system of active records in their possession prior to transfer to the records room or SharePoint record center and non-active status. All

systems must preserve the integrity and accessibility of the public records they hold for the duration of the established retention periods.

- Only active records (referred to at least once per month) are stored in valuable office space, or departmental SharePoint sites.
- No personal records are to be stored in the records room, or in the SharePoint environment.
- Non-active records are transferred to the PDA's records room or to the records center on SharePoint, on a regular basis.
- Records (both hard-copy and electronic) are accessible and their security maintained according to the provisions of the Public Disclosure Act.
- Staff will follow the proper check-out procedure (cited above) to ensure records integrity.
- Only the PDA will return items to their proper location in the records room after check-out by the authorized staff.

7.02 Electronic Records Retention*

Electronic records are bound by the same records retention provisions as paper documents as set forth in chapter 40.14 RCW. Electronic records must be retained pursuant to the retention schedules adopted by the records committees. Destruction of, or changes to the retention period of, any public record, regardless of format, requires legal approval from the state or local records committee pursuant to chapters 40.14 RCW, 434-635 WAC and other applicable state laws.

SECTION 8: EMPLOYEE COMPENSATION

8.01 Compensation, Classification, and Salary Administration*

Salary Administration

It is the policy of the PDA to provide equitable and consistent remuneration to employees in accordance with their assigned duties and responsibilities, to attract the best qualified people available to achieve the PDA's mission, and to encourage the retention and productivity of qualified personnel.

In setting salary levels to attract and retain qualified personnel, the PDA will monitor the compensation structures of organizations employing similarly skilled persons in the geographic area. Salary increases are given primarily to reward competent and contributing performance.

This compensation policy shall define the terms commonly used, explain the authority and responsibility for the program and its implementation, and detail the procedures relating to salary administration and payroll. The policy will be reviewed periodically and revised, if necessary, to better serve the needs of the PDA and its employees. The salary ranges will be evaluated, and adjustments made periodically by management.

Employee Classifications

Employees may be classified as full-time, part-time, or part-time on-call. All PDA employees including full-time, part-time, or part-time on call (unless otherwise specified) are employed at-will. The following definitions apply:

Regular full-time: An employee who is regularly scheduled to work 40 hours or more per week. Such an employee is normally eligible for benefits.

Part-time: An employee who is regularly scheduled to work less than 40 hours per week. Employees that work less than 30 hours per week may not be eligible for benefits. Certain employees may be eligible for certain reduced benefits.

On call: An employee who is scheduled for minimal shifts but primarily works on an as needed basis. Such an employee is eligible for certain reduced benefits.

Temporary: An employee who is hired for a specified period, usually no more than 5 months in a calendar year (full or part-time). Such an employee is not eligible for benefits and must reapply with each assignment and project or if he/she wishes to become a regular employee.

Employees are further classified according to federal and state wage and hour laws into two additional categories of *exempt* and *non-exempt*. PDA will make the appropriate designation regarding the status for each new position or a change in status for an existing position.

Exempt: An employee who is exempt from the overtime pay requirements under federal and state laws. Exempt employees include executives, managers, supervisors, professional staff, and others whose duties and responsibilities permit them to be exempt under federal and state law.

Non-exempt: An employee whose job calls for overtime payment as appropriate under state and federal regulations.

Authorization

All pay offers, increases, demotions, promotions, transfers and all other changes affecting payroll status must be authorized and signed by using the Personnel Change Action form. The approval process must be complete prior to any salary/pay change being communicated to the employee. Assignment of salary range for a new or existing job is made by the PDA, in conjunction with management.

Dissemination of Salary Program Information

Supervisors are required to explain to their employees their individual salary status and the system for reviews and promotions.

Pay increases

Pay increases are based on a "pay for performance" philosophy. Employees receive annual reviews which provide the potential opportunity for an increase in pay. Cost of living or step increases are not typically a part of our pay system. A performance increase may be given as a result of an annual written performance appraisal if the appraisal rating indicates that the employee met the performance and pay matrix criteria. An increase in base pay may be authorized so long as it would not result in the pay exceeding the maximum of the assigned pay range.

The usual schedule for performance increase consideration is in conjunction with the annual performance appraisal process. All increases are subject to the availability of PDA financial resources.

Promotional Pay Increase

A promotion is defined as moving from one salary grade to a higher salary grade. This can occur as a result of a re-evaluation of the employee's current position, a promotion to a position in the same department, or a promotion to a position in a different department. Promotions may occur at any time of the year and are not limited to the annual performance evaluation schedule. Promotional pay increases will be determined as described below:

- The employee being promoted will receive a new pay rate based on the employee's new job and responsibilities. The new pay rate should reflect the promoted employees experience, competencies in the new role, and may not exceed the new pay range maximum.
- All employees must at least receive the minimum salary in the new salary grade.

Annual reviews are based on the date of hire and will be completed each year by the anniversary date of hire.

8.02 Overtime and Compensatory Time*

In accordance with federal and state law, overtime will be paid to non-exempt employees for all hours worked in excess of 40 in a regular workweek. Leave time will not be counted in computing the 40 hours worked. Non-exempt employees are not to begin work before their normal starting time or continue working beyond their normal quitting time without receiving advance approval from their supervisor. Non-exempt employees must not work during breaks or meal time. An employee is not permitted to work overtime without prior authorization by a supervisor. Supervisors are to ensure that no unauthorized overtime hours are worked. Overtime is paid at one-and-one-half times the regular rate of pay or in accordance with union contracts.

8.03 Pay Periods*

All employees are paid twice per month, generally on the 5th and 20th of each month. When the 5th or 20th of the month falls on a weekend or a holiday, pay will be distributed on the last working day prior to the weekend or holiday.

When an employee receives their paycheck or direct deposit pay stub he/she is to ensure it is correct. If an employee believes a mistake has been made in preparing the check or reporting of time worked, the employee is to notify his/her supervisor immediately.

8.04 PDA Observed Holidays*

The PDA observes the following paid holidays each year and is officially closed on these days:

Holidays Observed

- New Year's Day
- Martin Luther King Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day
- (1) Personal Holiday

A schedule will be provided to employees each year showing the date each of these holidays will be observed.

Employees may not elect financial compensation in lieu of taking time off for a holiday. If an exempt employee is requested to work on a holiday, an alternate day or partial day off will be allowed in lieu of taking the holiday. Days off in lieu of holidays shall be taken within thirty (30) days of the holiday. If non-exempt employees are requested to work on a holiday, they will be paid at their overtime rate.

If a holiday falls on a weekend, the holiday will be observed on the closest Friday or Monday.

8.05 Time Records*

All non-exempt and exempt employees are required to submit an individual time record showing attendance exceptions to the daily hours worked.

All employees are required to submit a time off request that is approved by their supervisor reflecting the date and time PTO will be taken. Unscheduled time will be submitted as soon as possible after returning to work.

Time records cover half of one month (1st-15th and the 16th- end of month) and must be completed by dates determined by the Finance Department. Employee time records should be reviewed and approved by the supervisor. Falsifying any time record is a serious prohibited offense and will be grounds for disciplinary action up to and including termination.

8.06 Payroll Deductions*

Certain mandatory and elective deductions are made from each employee's pay and are noted on the paycheck stub. Only those deductions mandated by law or those that the employee has authorized in writing will be made.

8.07 Direct Deposit*

All PDA employees are required to sign up for the direct deposit of paychecks. If an employee does not have an eligible banking account, special arrangements will be made to directly deposit funds on a debit card.

8.08 Wage Garnishments*

The PDA shall comply with all court-ordered wage garnishments. Employees will be notified of garnishments by the PDA.

8.09 Severance Allowance*

The PDA may pay a severance allowance to regular full-time employees if terminated due to a reduction in the PDA workforce, elimination of a job or position, or at the Executive Director's discretion. The severance allowance is in addition to any payments required by law. The decision to provide a severance allowance and the amount of severance allowance will be decided by the Executive Director or Chairman of the Board or Board Treasurer.

8.10 Final Paycheck*

Final paychecks will be issued to separating employees on the next regularly scheduled pay date in accordance with Washington state law.

SECTION 9 – BENEFITS OF EMPLOYMENT

The PDA provides equitable and cost-effective employee benefits in recognition of the influence employment benefits have on the economic and personal welfare of its employees. Paid in various benefit forms, the total cost to provide the benefit program described in this manual and other document is a significant supplement to regular pay and should be viewed as additional compensation.

The PDA reserves the right to design plan provisions and to add, eliminate, or in other ways modify any discretionary benefits described in this manual or elsewhere in plan documents, where and when it is deemed in the PDA's best interest to do so.

Employees will be provided with summary plan descriptions upon eligibility and enrollment. The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these plan documents and this policy, the plan documents will govern.

9.01 Medical, Dental, Vision Insurance*

Medical, dental, and vision insurance benefits for eligible employees begin on the first day of the month after date of hire. If employment starts on the first of the month, benefits begin on the first day of the same month.

A comprehensive medical, dental, and vision insurance plan is reviewed and selected on an annual basis. The details of the plan will be explained during open enrollment and employee orientation. The actual insurance provider may change from time to time as required to maintain cost competitive rates. Information and summaries intended to explain these benefit plans will be furnished to all plan participants and beneficiaries in a timely manner. PDA representatives are also available to answer questions concerning the plans.

The PDA currently contributes to the premium cost for medical insurance and covers eligible employees, their spouses, domestic partner, and their eligible dependents. Employees may be required to pay part of the cost of health insurance premiums. Detailed information regarding the amount that the PDA and/or employee pays is available at open enrollment, new employee orientation, or anytime through a PDA representative.

Employees that work 40 hours or more per week are considered full-time and are eligible for the PDAs benefit package(s). Employees in other categories do not receive benefits unless otherwise established by a contract or agreement.

9.02 Additional Benefits*

PDA employees may elect to take an alternative benefit of \$400 in lieu of PDA provided Medical, Dental and Vision benefits. Employees choosing to switch between this additional benefit and Medical, Dental and Vision benefits may only do so during designated open enrollment periods.

9.03 Employee Assistance Program*

The PDA offers all employees and their immediate family members free, short-term, confidential counseling. Confidential counseling is available for relationship conflicts, parenting and child care issues, eldercare concerns, life crises such as death or divorce, financial and legal concerns, work-related pressures and drug and alcohol problems. The PDA does not have access to the names of employees using the counseling program. This program may be used beginning on an employee's date of hire.

The PDA currently pays the total cost for all employees, their spouses, and their eligible dependents. Information will be distributed during employee orientation. Employees may be required to pay part of the cost at any time in the future.

9.04 Consolidated Omnibus Budget Reconciliation Act (Cobra)*

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their covered dependents the right to continue employer-provided group health coverage on a self-paid basis for up to 18 months (in some cases up to 36 months) after losing eligibility for employer provided group health coverage. Eligibility can be lost due to the occurrence of a "qualifying event" such as termination of employment, death, divorce or a dependent child reaching majority age. It is the employee's responsibility to notify the PDA office of a qualifying event within 30 days.

9.06 Retirement Benefits*

Public Employees Retirement Systems (PERS)

Eligible employees will join the Washington State Public Employee's Retirement System (PERS) at time of hire. This plan is a contributory plan funded by both the employer and employee. Employees with a hire date after September 1, 2002, will have a choice of joining PERS Plan 2 or PERS Plan 3. Detailed information

on both plans will be distributed to the employee during orientation. Plan choice must be made within 90 days of hire.

Deferred compensation plan 457

Eligible employees qualify for enrollment in the Washington State 457 Deferred Compensation Plan offered by the PDA. This plan is a tax-deferred supplemental retirement plan funded entirely by employee contributions. Employees receive an immediate tax reduction on the amount contributed and earnings on contributions are also tax-deferred. Employees choose the amount of salary to defer and how it will be invested. Employees will be provided with information about this plan at the time of eligibility.

9.07 Employee Recognition and Service Awards*

The PDA recognizes employee contributions and service to the organization by presenting employee recognition and service awards to eligible employees. Eligible employees may receive a service award upon the completion of 5, 10, 15, 20, 25, 30, and 35 years of service. The award will be based on the length of service and will be determined by the PDA.

PDA is responsible for identifying when employees should be honored, notifying the employees, ordering the awards, and helping management to arrange for appropriate announcements and publications of awards.

According to RCW 41.60.150, recognition awards may not exceed \$200 in value and the following scale has been approved by the Executive Director:

Five Years:	\$100
Ten Years:	\$150
Fifteen+ Years	\$200

Anniversary awards, in the form of gift certificates from business establishments of the employee's selection, are presented annually during a PDA-wide employee appreciation event.

** This policy applies to all employees at the West Plains Airport Area Public Development Authority, unless otherwise addressed by a current employment agreement.*

**Employee Acknowledgement of Human Resources Manual for the West Plains Airport
Area Public Development Authority (WPAA-PDA)**

I acknowledge that I have received and reviewed the Human Resources Manual for the WPAA- PDA. I understand that the WPAA-PDA may add new policies as well as replace, change or cancel existing policies however, those changes can only be made by the WPAA-PDA’s management. I further understand that I will be informed of any said changes.

I understand that it is my responsibility to read and comply with all policies included within this manual. I also understand that I should consult my supervisor regarding any questions I may have.

Employee Signature	
<hr/>	<hr/>
Employee Signature	Date
<hr/>	<hr/>
Printed Name	WPAA-PDA Representative