



# Kitsap County Personnel Manual

Amended January 1, 2026

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# CHAPTER 1 - SCOPE AND PURPOSE

## SECTION A      PURPOSE OF THIS MANUAL

This policy manual is provided as a reference source of general guidelines relating to the hiring, compensation, working conditions, promotions, transfers, discipline, and other matters affecting the status of employees covered by these guidelines. Employees' suggestions for change to the Manual can be submitted at any time to the Human Resources Department. Additionally, this Manual will be reviewed on a periodic basis to ensure that the purpose of the Manual is being met, the contents are current, and that it is consistent with the stated mission of the County. These guidelines will not be interpreted as promises of specific treatment, and these guidelines will not be deemed to create a vested contractual right in any employee. The County may amend, modify, delete, alter, supplement, suspend, or terminate any statements or policies in this manual and any employee benefits at any time, with or without notice. The County also reserves the right to deviate from the statements or policies in this manual in individual situations to avoid disruptions in the public employer function, or to achieve its primary mission.

## SECTION B      SCOPE OF THIS MANUAL

1. Employees of Departments that Report to the Board of County Commissioners. The policies in this manual apply to all employees of departments that report to the Board of County Commissioners, except as provided in [Appendix C](#) applicable to at-will employees, [Appendix M](#) applicable to Extra Help Employees, County ordinances, and policies adopted by individual departments.
2. Employees of the Assessor, Auditor, Clerk, Prosecuting Attorney, Sheriff, Treasurer, and judges of the Superior and District Courts. For the purposes of this manual, employees employed by Elected Officials other than the Board of County Commissioners have a dual status. They are employees of the Board of County Commissioners for wage-related matters, and they are employees of the Elected Official for non-wage related matters. The wage-related provisions of this manual apply to employees employed by the Assessor, Auditor, Clerk, Prosecuting Attorney, Sheriff, Treasurer, and judges of the Superior and District Courts. The non-wage related provisions of this manual do not apply to employees of the Assessor, Auditor, Clerk, Prosecuting Attorney, Sheriff, Treasurer, and judges of the Superior and District Courts unless expressly adopted by those Elected Officials.
3. Employees Represented by a Labor Organization. Whether the policies in this manual apply to represented employees will depend in part on the collective bargaining agreement between the County and the labor organization. Employees should consult the applicable collective bargaining agreement for additional information. In the event of a conflict between a collective bargaining agreement and this manual, the collective bargaining agreement will take precedence, regardless of which is more or less restrictive. The most recent versions of collective bargaining agreements can be viewed at [www.kitsapgov.com](http://www.kitsapgov.com).

## **SECTION C      ABOUT KITSAP COUNTY**

Kitsap County was founded in 1857 and is a subdivision of the State of Washington. Although it is not an administrative agency of the state, Kitsap County often functions as an administrative arm of the state by maintaining records, providing courts and law enforcement, building roads, assessing property, collecting taxes, and conducting elections. In Kitsap County these functions, as well as others, are governed by full-time Elected Officials including a board of three County Commissioners, a Sheriff, Superior Court and District Court Judges, an Assessor, Treasurer, Prosecutor, Auditor, and Clerk. The number of independent, elected County officers established in the constitution and state law is a distinguishing feature of County government.

## **SECTION D      ORGANIZATIONAL STRUCTURE**

The independent nature of County elected officers makes County government quite different from traditional municipal government forms with distinct legislative and executive branches. The Board of County Commissioners establishes the budget and functions as both the legislative and executive body. The Commissioners share administrative and, to some extent, legislative functions with the independently Elected County Officials: Assessor, Auditor, Clerk, Prosecuting Attorney, Sheriff, Treasurer, and the judges of the Superior and District Courts. In addition to the various offices directed by independently Elected Officials, Kitsap County Government functions through various departments headed by appointed officials. The Department of Community Development, Department of Human Services, Department of Public Works, Medical Examiner, Parks Department, Human Resources Department, Department of Administrative Services, and Information Services Department report directly to the Board of County Commissioners through an appointed County Administrator. (See [Appendix A](#))

## **SECTION E      KITSAP COUNTY MISSION STATEMENT**

Kitsap County government exists to protect and promote the health, safety and well-being of all County residents in an accessible, efficient, effective, and responsive manner.

## **SECTION F      KITSAP COUNTY VISION STATEMENT**

Kitsap County's vision is to provide:

### **An Engaged and Connected Community**

Establish strong connections with and among residents, community groups, neighborhoods and organizations through timely, useful, inclusive, and responsive communication, outreach and events. Inform and engage residents where they are, respecting local input in transparent decision making.

### **A Safe Community**

Engender a feeling of safety for all residents by promoting public and traffic safety through careful planning and intentional public facilities and infrastructure. People are protected and secure, have a sense of community, and care about their neighborhoods.

#### A Healthy and Livable Community

Enhance our quality of life through protection of our air quality, water quality, and natural systems and promote open spaces, walkable communities, accessible health care, and educational and recreational opportunities that are welcoming to all people.

#### A Resilient Community

Improve our ability to prepare for and adapt to population growth, economic shifts, and climate changes through environmental safeguards, robust community-focused emergency preparedness and response, sustainable local food systems, diverse housing choices, expanded health care options, and a strong social safety net.

#### A Vibrant Community

Support a thriving local economy with a skilled workforce and successful entrepreneurs and small businesses, and provide expanded access to technology, innovative programs, and a welcoming, understandable regulatory environment.

#### A Well-Governed Community

Provide inclusive, accessible, and efficient government services and collaborate with local, state, and federal partners, acting always with professionalism and integrity.

## **SECTION G      FUNCTION OF COUNTY GOVERNMENT**

Through elected representatives, the public determines the desired level of services and establishes the standards that it demands of public employees in providing these services. In its representative capacity, Kitsap County strives for an effective balance between accountability for the expenditure of public funds and responsiveness to the needs of the public. In its capacity as an employer, Kitsap County must balance the interests of the public employee with the interests of the public. Achieving this balance requires the County to maintain an effective and efficient governmental operation, including the efficient management of personnel, maintaining close internal working relations, enforcing adherence to standards of employment competence, and avoiding disruptions in the workplace and interference with work. Employees, in fulfilling their dual roles as citizens and public employees, have a unique personal stake in ensuring effectiveness, efficiency, and integrity in public service. Particularly in the performance of duties that are a matter of public concern, public employees must balance their interests as private citizens with their responsibilities and obligations as public representatives.

## **SECTION H      STANDARDS**

1. As an employer, Kitsap County strives for an environment in which all individuals can reach their full potential as efficient and effective employees so that the County can reach its full potential for public service. To achieve full potential, the County and its employees must strive to create a work environment that encourages attributes such as creative and independent thinking, inventiveness, and innovation. Work/life policies are important to that environment because the County recognizes the needs of its employees to balance both work and home in order for employees to reach their full potential and the County to provide superior services to its residents. The County and its employees must continuously examine, evaluate, challenge, streamline their methods and processes, and identify new ways of providing the best possible public services. The County and its employees must also maintain certain standards of conduct, including the following:

- a. Conducting County business ethically, professionally, with pride, and with enthusiasm.
- b. Providing quality services within available resources.
- c. Treating the public and co-workers with dignity, respect, courtesy, fairness, and sensitivity.
- d. Providing timely and accurate information.
- e. Responding promptly to requests.

## **SECTION I        SEVERABILITY**

If any provision of this Manual or its application to any person or circumstance is held invalid, the remainder of this Manual or the application of the provisions to other persons or circumstances shall not be affected.

## **SECTION J        REVISIONS, ADDITIONS, AND DISTRIBUTIONS**

As changes occur, departments will receive electronic notification of the revisions and additions to this Manual. The Personnel Manual will be available online.

# **CHAPTER 2 - GENERAL POLICIES AND EMPLOYMENT GUIDELINES**

## **SECTION A      EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

1. Kitsap County is an equal opportunity employer. The County believes the participation of employees of diverse ages, races, religions, cultures, abilities, genders, gender identity, and backgrounds will add to personal development and organizational success. By express policy, the County is committed to promoting and protecting the rights and opportunities for equal employment for all and to ensure that no discrimination is committed against any person on the basis of any protected class as defined by applicable law. This policy extends to all areas of employment and to all relations with employees including recruitment, selection and placement, compensation, promotion and transfer, disciplinary matters, demotions, layoffs and terminations, testing and training, working conditions, awards and benefits, and all other terms and conditions of employment.
2. If County employees believe they are being discriminated against on the basis of a protected class status they should follow the complaint procedure set forth in [Appendix H](#) to this Manual.

## **SECTION B      POLICY PROHIBITING DISCRIMINATION, HARASSMENT AND INAPPROPRIATE CONDUCT**

Kitsap County is committed to preventing and promptly responding to discrimination and harassment of County employees in the workplace. The Kitsap County Board of Commissioners has established a policy prohibiting discrimination, harassment and other inappropriate conduct based upon a person's protected status. (See [Appendix H](#))

## **SECTION C      REASONABLE ACCOMMODATION OF INDIVIDUALS WITH DISABILITIES (ADA)**

Kitsap County is committed to complying fully with the Americans with Disabilities Act (ADA) and other applicable federal, state, and local disability laws. The County is also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The County makes employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual. Further, the County is committed to not discriminating against any qualified employee because the person is related to or associated with a person with a disability. (See [Appendix N](#))

## **SECTION D      REASONABLE ACCOMMODATION OF INDIVIDUALS' RELIGIOUS BELIEFS OR PRACTICES**

Kitsap County is committed to fostering and maintaining a respectful, productive, inclusive, and equitable workplace. It is County policy to accommodate sincerely held religious beliefs or practices if such accommodation does not result in undue hardship to the County. (See [Appendix V](#))

## **SECTION E      WASHINGTON STATE HEALTHY STARTS ACT**

Pregnant workers have the right to the following accommodations when requested, without written certification from a health care professional:

1. Frequent, longer, or flexible restroom breaks;
2. Modifying a no food or drink policy;
3. Providing seating or allowing the employee to sit more frequently; and
4. Limit lifting to 17 pounds or less.

In addition, pregnant employees may request other accommodations, such as:

1. Job restructuring, including modifying a work schedule, job reassignment, changing a workstation, or providing equipment;
2. Providing a temporary transfer to a less strenuous or hazardous position;
3. Scheduling flexibility for prenatal visits; and
4. Providing other accommodation the employee may need.

The County may request medical certification regarding the need for additional accommodations.

## **SECTION F      EMPLOYMENT GUIDELINES**

### **1. EMPLOYER RIGHTS**

The County reserves all legal rights with respect to matters of general legislative or managerial policy, which include, but are not limited to:

- a. Determine the mission of its constituent departments and commissions.
- b. Select standards for employment and promotion.
- c. Direct its employees.
- d. Take disciplinary action.
- e. Relieve its employees from duty because of lack of work or other legitimate reason.

- f. Contract out work.
- g. Maintain the efficiency of governmental operation.
- h. Determine the methods, means and personnel by which government operations are to be conducted.
- i. Take all necessary actions to carry out its mission in an emergency.
- j. Exercise complete control and discretion over its organization and the technology of performing its work.

The County also reserves the right to deviate from the statements or policies in this manual in individual situations to avoid disruptions in the public employer function, or to achieve its primary mission.

## 2. EMPLOYEE RIGHTS AND RESPONSIBILITIES

- a. Employees have the right and shall be protected in the exercise of such right, freely and without fear of penalty or reprisal, to form, join, assist, and not join any employee organization.

## **SECTION G      JOB PERFORMANCE AND ATTENDANCE**

In order to allow for a variety of employee needs, Kitsap County has established a number of leave policies, which are detailed in the chapter on “Employee Benefits.” These policies are balanced by employee responsibility. Kitsap County expects all employees to assume diligent responsibility for the reliable, predictable performance of their job functions. The ability to perform job functions requires predictable and reliable attendance and the prompt notification of the supervisor, or other appropriate person, in the event of an illness or personal emergency that interferes with the ability to attend work. Performance and productivity problems stemming from a lack of attendance or tardiness, including failure to follow proper call out procedures, may result in disciplinary action up to and including termination.

- 1. An authorized absence requires the employee to comply with all the reporting requirements specified in this Manual and in accordance with individual department procedure.
- 2. An unauthorized absence occurs if an employee fails to notify the supervisor or designee of the reason for not reporting to work prior to or at the beginning of the work shift in the method as established by the Employing Official, or if the employee leaves work during their shift without permission from a supervisor. The employee will not be compensated for unauthorized absences. Such absences may be grounds for disciplinary action, up to and including termination. An Employing Official may establish specific notification standards for various work units.
- 3. Three consecutive workdays of unauthorized, unjustified absence constitutes job abandonment and the employee may be terminated. Termination for job abandonment is not grievable.

## **SECTION H DRUG AND ALCOHOL POLICY**

Kitsap County performs a vital public service to our community. To ensure that this service is delivered safely, we are dedicated to providing and maintaining a drug and alcohol-free working environment. It is Kitsap County's policy to:

- Assure that employees have the ability to perform assigned duties in a safe, healthy and productive manner;
- Create a workplace free from the adverse effects of drug and alcohol abuse or misuse; and
- Prohibit the unlawful distribution, possession or use of controlled substances.

Kitsap County cares about the health and well-being of its employees. We urge employees who believe they are having an alcohol or chemical dependency problem to seek treatment before job performance and employment is endangered. All Kitsap County employees are responsible for reading and following the requirements of the complete *Drug and Alcohol Policy* (See [Appendix E](#))

For detailed information regarding Commercial Driver's License testing procedures see [KITSAP COUNTY DRUG AND ALCOHOL POLICY AND PROCEDURES](#) on the Human Resources Website.

## **SECTION I TOBACCO AND VAPING POLICY**

In the interest of the health and well-being of all employees, and in compliance with the Clean Indoor Air Act and Kitsap Public Health District regulations, smoking is not allowed inside, or within twenty-five (25) feet of, any Kitsap County facility or vehicle. This includes the use of "e-cigarettes" and/or "vaping", as well as chewing tobacco and other tobacco products. Employees who wish to smoke or vape must use designated smoking areas and dispose of their materials properly in designated receptacles/outdoor ashtrays.

## **SECTION J WHISTLEBLOWER POLICY**

The Washington State Legislature has enacted legislation, referred to as the Whistleblower Protection Act, to protect local government employees who, in accordance with the provisions of the Act, report improper governmental actions. Kitsap County has adopted a policy based on the provisions of the Whistleblower Protection Act. For full details regarding the protections afforded by the County's Whistleblower policy as well as the procedures to be followed when reporting improper governmental actions, employees should refer to [Appendix P](#).

## **SECTION K NEPOTISM POLICY**

Employment of Relatives: Employees' relatives ("relatives" include an employee's parent, child, spouse or registered domestic partner, brother, sister, aunt, uncle, niece, nephew, in-laws and step relationships) will not be employed by the County under any of the following circumstances:

- a. Where one of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other;
- b. Where one party would be responsible for auditing the work of the other;
- c. Where both parties would report to the same immediate supervisor;
- d. Where other circumstances might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the County; or
- e. Where one of the parties is a policy level official of the County.

Employees must self-report the relationships described in this section. If two (2) employees marry, become related or are in a romantic relationship and/or if two (2) employees begin sharing living quarters with one another, and in the County's judgment, the potential problems noted above exist or reasonably could exist, only one of the employees will be permitted to stay with the County, unless reasonable accommodations, as determined by the Employing Official, can be made to eliminate the potential problem. The decision as to which employee will remain with the County must be made by the two (2) employees within thirty (30) calendar days of the date they marry, become related, or begin sharing living quarters with each other. If no decision has been made during this time, the County reserves the right to terminate either employee.

## **SECTION L MEDIA CONTACT**

Only designated personnel are authorized to represent the County to the media. Employees contacted by the media should refer media personnel to an appropriate spokesperson, such as the County Communications Manager.

## **SECTION M PREVENTION OF WORKPLACE VIOLENCE AND DOMESTIC VIOLENCE IN THE WORKPLACE POLICY**

It is Kitsap County's policy to promote a safe environment for its employees. The County is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated, and all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or

indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

Every employee is responsible for implementing this policy effectively and for maintaining a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. Any person who observes or experiences any such behavior on County premises, whether they are a County employee or not, should report it immediately to a supervisor or director. Supervisors and directors who receive such reports should seek advice from the Human Resources Department regarding investigation of the incident and appropriate action. (See [Appendix L](#))

**PLEASE NOTE:** *Threats or assaults that require immediate attention by police should be reported first to law enforcement by calling 911.*

## **SECTION N        TELECOMMUTING**

Telecommuting is the use of wireless communications, computers, or similar technology to permit an employee to work from home or an alternative location. Telecommuting means working arrangements in which the workplace is located at least part time at an alternate location, such as the employee's home or a satellite office.

As an employer, Kitsap County is required to implement commute trip reduction programs, consistent with state law and local ordinances, to reduce the number of trips and miles employees commute alone to work. State Law includes telecommuting as one of the alternatives that employers have available to achieve the applicable commute trip reduction goals. The evolution of technology has created the opportunity for several work activities to be accomplished from remote and/or alternate locations.

Certain requirements for all telecommuting arrangements are set forth in the Telecommuting Policy ([Appendix I](#)) and are intended to ensure that such arrangements comply with all applicable laws as well as data and network security. The intent is to allow Employing Officials and managers discretion in designing telecommuting programs that align with business needs.

Employees who are approved to work at least part time at an alternate workplace on a regular basis over a period of time must complete and sign a telecommuting agreement regarding the employee's work arrangement away from the regular office. If telecommuting is approved, the Employing Official must also sign the agreement.

To reduce traffic congestion, conserve petroleum resources, protect air quality, increase the availability of public parking around the Courthouse Campus, and reasonably meet the needs of Kitsap County employees, Kitsap County will give consideration to telecommuting work arrangements. These arrangements will be considered providing they do not have a negative impact upon public service nor impede the organizational unit from accomplishing its mission in an efficient and cost-effective manner.

For policy and guidelines, please refer to [Appendix I](#).

## **SECTION O        PUBLIC COMPLAINT PROCESS**

1. An employee who receives a formal complaint from a member of the public regarding another Kitsap County employee who has allegedly committed a violation of a provision of the Personnel Manual shall direct the member of the public to the appropriate supervisor or may forward the complaint to their supervisor, who shall notify the appropriate Employing Official.
2. The Employing Official should promptly acknowledge receipt of the complaint to the complainant and shall take steps to resolve the complaint.
3. Employing Officials under the jurisdiction of the Board of County Commissioners who are unable to resolve the complaint should meet to discuss the complaint with the County Administrator and Human Resources Director and take the following action:
  - a. If the complaint alleges employee misconduct pertaining to performance or violation of a department specific policy, the Department Director may take appropriate action, which may include investigating the allegations. The Department Director will respond to the complainant, after review by the County Administrator and Human Resources Director.
  - b. If the complaint alleges violation of a County-wide policy (e.g. Ethics Policy, Non-Discrimination policy) and it is determined further action is required, the Department Director will forward the complaint to the Human Resources Director.
    - i. The Human Resources Director will review the complaint and determine whether additional action is needed.
    - ii. If the Human Resources Director determines the complaint states a violation of County policy and investigation of facts is required, they will investigate or cause an investigation by designating an appropriate person to conduct the investigation or by referring the investigation to an appropriate agency/individual, which may include the employing department/official.
    - iii. The Human Resources Director will notify the complainant and County Administrator of the referral, if appropriate, or the outcome and that appropriate action, if any, has been taken.

# CHAPTER 3 – RECRUITMENT, EXAMINATION AND APPOINTMENT

## SECTION A AGE REQUIREMENTS

The minimum employment age at Kitsap County is 18 years of age for regular employment. Minors between 16 and 18 years may be considered for employment, primarily internships or extra help, subject to job requirements and state regulations. See Extra Help Policy for more information. (See [Appendix M](#))

## SECTION B RECRUITMENT

1. The Human Resources Department will develop and conduct a recruitment program designed to meet current and projected employment needs. It is the policy of Kitsap County to select qualified applicants to fill job openings based solely on job qualifications. Discrimination in selection against any person of a protected class, as defined by law, is prohibited.
2. Types of Job Postings
  - a. Outside Posting: An Employing Official may authorize Human Resources to post a notice of job vacancy to the general public. Applications are accepted from qualified persons who wish to apply. The notice is usually posted at least ten (10) working days before filling a job vacancy. The posting period may be reduced to five (5) working days at the discretion of the Employing Official.
  - b. Departmental Only Posting: An Employing Official may authorize Human Resources to post a vacancy to employees of their department. Applications are restricted to employees who have been hired through an open competitive process in the County within the employing department. The notice is to be posted a minimum of five (5) working days prior to filling a job vacancy.
  - c. County Wide Posting: An Employing Official may authorize Human Resources to post a vacancy internally to employees of Kitsap County. Applications are restricted to employees who have been hired through an open competitive process in the County. The notice is to be posted for a minimum of five (5) working days prior to filling a job vacancy.
  - d. Transfer Posting: An Employing Official may authorize Human Resources to fill a vacancy from the transfer list. The transfer posting is only available to employees in regular, budgeted positions. The transfer posting can only be used for positions on an equal or lower pay rate than the candidate's current pay rate. Transfer posting may not be used for promotional positions. An employee transferring to a different position must possess the minimum qualifications for that position. The right to return, if provided, must be in writing by the affected Employing Official at the time of transfer.
  - e. Continuous Posting: An Employing Official may authorize Human Resources to post a notice of job vacancy to the general public for an unspecified period of time. Applications are accepted on a continuous basis without a designated closing date.

Periodically, applications are screened and applicants proceed to the next step in the recruitment process. Those who successfully pass the exams will be placed on the employment list. Positions may be filled at any time during the recruitment from the employment list. This posting may be closed at any time by the Human Resources Department or the Employing Official.

- f. Use of Other Recruitments: In lieu of one of the postings noted above, the Employing Official may elect to fill a position using a recruitment for the same job classification conducted in the prior six (6) months or otherwise extended by Human Resources.
3. Recruitment Procedures will be established by the Director of Human Resources.
4. Applications
  - a. Filing of Applications: Openings are posted on the Kitsap County website, and only electronic applications are accepted. Applicants may request assistance or reasonable accommodation from the Human Resources Department. Applications for employment will be filed on such forms as may be prescribed by the Human Resources Department.
5. Rejection of Applicants: The Director or designee may reject any applicant from further consideration for specific reasons, which may include but are not limited to:
  - a. The applicant does not meet the minimum qualification/eligibility requirements established for the position.
  - b. The applicant, through examination, does not successfully meet the minimum established passing score to be considered further for the position.
  - c. The applicant has made any materially false statement or has attempted any deception or fraud in connection with the application process.
  - d. The applicant has used or attempted to use illegal means to secure an advantage in the application process.
  - e. The applicant has improperly obtained and used information regarding the examination to which they were not entitled.
  - f. The applicant has failed to reply to a letter of inquiry sent to their last address, e-mail address, and/or phone messages left at numbers designated on the application form.
  - g. Within the past ten (10) years the applicant has been convicted of a crime, and the conviction is directly related to the requirements of the job.
  - h. The applicant does not meet the minimum age requirement specified in the current class specification.
  - i. The applicant has declined an interview, arrived late or failed to appear for a scheduled test or interview or expressed lack of interest in the position.
  - j. The applicant failed to provide a completed application packet as required by the designated closing date.

- k. Improper conduct on the part of the applicant during the examination or interview process.
  - l. Kitsap County employees who apply for promotional opportunities may be excluded from eligibility if they have a current performance improvement plan, are on extended probation, or have received discipline at Written Reprimand or above within the past six (6) months.

## **SECTION C EXAMINATIONS**

Once the recruitment period is closed, all completed applications are screened using a selection process specifically designed for that recruitment. Each step in the selection process is designed to test the knowledge, skills, and experience required to successfully perform the essential functions for the specific position. Examinations may include written, oral, physical or performance exercises, evaluations of training and experience, reference checks, review of the application and supplemental questionnaire, or other valid examination processes. Such factors as experience, education, aptitude, knowledge, skill, ability, character or any other job-related qualifications may be taken into consideration. The Human Resources Department specifies the nature and content of examinations based upon the advice and information of Employing Officials and subject matter experts.

1. **Veterans Preference:** Veterans qualifying under the provisions of RCW 41.04 will have added to their passing score an appropriate preference in accordance with State law. In order to claim Veteran's Preference, applicants must complete a Veteran's Preference Declaration form to submit with their application packet and a copy of their DD214 or other official documentation to verify military service. According to established criteria, either five (5) or ten (10) percent will be added one time to the applicant's passing score in the selection process.
2. **Pre-Employment Examination:** Applicants selected for employment for certain positions may be required to successfully pass a pre-employment physical examination, which may include, but is not limited to physical, psychological, hearing, polygraph, drug testing, voice stress analysis exams, or other exams as deemed appropriate.
3. Current regular employees are not required to use vacation to participate in Kitsap County recruitment testing or interviewing. Employees will provide supervisors with reasonable notice of time needed for County recruitment testing or interviewing. If employees wish to maintain confidentiality, they may request vacation to participate in the recruitment process.
4. If an applicant is a PERS retiree, from Kitsap County or from any other employer covered by one of the Washington State retirement systems, there may be impacts to the applicant's retirement benefits. Before considering returning to work with Kitsap County, applicants should contact the Department of Retirement Systems to discuss any possible impacts to their retirement income. The amount of hours offered to the applicant seeking the job will not be altered due to any potential impact to their PERS retirement. If offered employment, the applicant must inform Kitsap County that they are a retiree for proper reporting of hours. They must also acknowledge that Kitsap County will not adjust the amount of working hours of the job they are seeking.

## **SECTION D        EMPLOYMENT LISTS**

1. Each appointment to fill a budgeted position in the County service is made from an employment list, unless the position is an at-will, appointed position. An employment list contains the names of candidates who are qualified for appointment to the classification. The Director or designee will refer candidates from one or more of the following lists.
2. Types of Employment Lists:
  - a. Department Recall List: Names of employees who have been laid off in the affected department will be placed on the current department recall list. When vacancies occur in the employee's same classification within the employing department, the department will first attempt to rehire those employees who are eligible and qualify for the vacant position.
  - b. Re-Employment List: Names of employees who have been laid off by the County and want to be considered for other County positions. Qualified employees will receive consideration by other departments for positions that are within the classification from which they were laid off, classifications within the same pay grade, or classifications within pay grades with lower maximum salary ranges.
  - c. Employment List: Names of top candidates who have successfully completed the examination process.
  - d. Transfer List: Names of employees in regular County positions who have submitted their applications for consideration for transfer postings.

## **SECTION E        TYPES OF APPOINTMENTS**

1. Regular Appointment (Full-Time and Part-Time): Regular appointment is any appointment to a budgeted position in the Kitsap County service. Appointments are made from an employment list in accordance with this Manual. Such appointments include initial appointments to County service, promotions, transfers, reemployment and recalls. A regular appointment is tentative pending successful completion of a probationary period.
2. Appointment Following Reorganization or Transfer of Function: Whenever there is a transfer or reorganization of functions within the County, and if the employee's position, duties and responsibilities are not changed substantially, the employee continues in the status previously held prior to such transfer or reorganization. Where there is a transfer of function within the County, any incumbent employee is appointed without examination if the duties, responsibilities, and qualifications of the affected position are not changed substantially.
3. Extra-Help (Temporary/On-call) Employees: Extra help employees are not regular County employees and are considered "At-Will". (See [Appendix M](#)).

## **SECTION F**

## **REIMBURSEMENT OF TRAVEL EXPENSE FOR APPLICANTS FOR COUNTY EMPLOYMENT**

In order to fill positions requiring special experience, training and education it may be necessary for applicants for such positions to travel to Kitsap County to participate in an examination/selection process. Reimbursement for reasonable and necessary expenses incurred by selected applicants for traveling to and from Kitsap County for the purpose of participating in an examination/selection process is a proper County expense.

Applicants may be reimbursed if:

1. The County Administrator or Chair of the Board for County Commissioners has approved reimbursement for travel expenses for selected applicant(s) in advance; and
2. Application for reimbursement is made within policy guidelines established for County officers and employees. (See [Appendix K.](#))

When an applicant would otherwise qualify for expense reimbursement under this policy, County offices and departments may arrange and pay for travel and lodging directly when such action achieves financial and/or scheduling efficiencies, in accordance with the policy limitations and requirements. A portion, or the entire amount, of the reimbursement requested may be denied if subsequent to the interview, the County makes an employment offer and that offer is declined by the applicant.

## **SECTION G**

## **REIMBURSEMENT FOR MOVING EXPENSES**

1. In order to fill positions requiring special experience, training, and education, the County Administrator may approve reimbursement for a candidate's moving expenses. Reimbursement will be limited to the actual, reasonable, and necessary moving expenses, which may include the cost of travel directly to the place of new residence following appointment. Allowable expenses include moving of household goods and personal effects (including in-transit expenses) and traveling (including lodging but not meals) to Kitsap County.
2. The reimbursement to a particular employee may not exceed a total of seven thousand, five hundred dollars (\$7,500.00). Employees will be paid upon submittal of actual receipts and will be reimbursed for actual expenses. Employees will be reimbursed by a one-time compensation payment through payroll. Reimbursement is taxable income per IRS Publication 521.
3. The requesting department/office must have budgeted funds to pay for the reimbursement and the reimbursement must not create a need for a supplemental appropriation to the department or office in which the individual is employed.
4. Before the appointment, the appointing authority and the appointee will agree to the reimbursement in writing.
5. The written agreement must provide that if the appointee leaves county employment, either voluntarily or involuntarily, less than two (2) years after the appointment, the appointee must repay the reimbursement to the County. The reimbursement amount will be deducted from the appointee's final compensation, and any reimbursement balance remaining will be paid by the appointee within thirty (30) days after leaving county employment.

6. Reimbursement is limited to those candidates whose relocation meets the distance test as established by the Internal Revenue Service.

# CHAPTER 4 - PROBATIONARY PERIOD

## SECTION A      PURPOSE

The probationary period is an essential part of the selection process and is a continuing evaluation of the candidate prior to granting regular employee status. During the probationary period, an employee is required to demonstrate suitability for the position by actual performance of the work.

## SECTION B      PROBATIONARY PERIOD

1. **Duration:** The probationary period for a new employee, a newly promoted employee, an employee who voluntarily demotes, or a transferred employee is a period of six (6) months unless otherwise determined by the Employing Official. The probationary period may be extended by the Employing Official for reasons including but not limited to:
  - a. A disciplinary problem has developed which is correctable with more time, and it is in the best interests of the County to do so.
  - b. Additional training is required to achieve satisfactory performance.
  - c. The Employing Official determines that there has been an insufficient or inadequate opportunity to evaluate the probationer's performance.
  - d. Other reasons determined to be appropriate by the Employing Official.
2. **Notification:** Written notice stating the reason for the extension and the employee's obligation during the extension period must be provided to the probationer, with a copy to the Human Resources Department.
3. **Conditions of Probation:** During the probationary period an evaluation will be performed prior to the end of the six (6) month probationary period. During the probationary period, the Employing Official may, with or without cause, dismiss or demote an employee. The probationary employee is at-will and does not have the right to appeal or the right of access to the grievance process upon demotion, dismissal or disciplinary action.
4. **Paid Time off During Probation:** Probationary employees may use accrued leave during the probationary period.
5. **Conditions of Probation for Promoted Employee:** During the probationary period for a new promotion, the Employing Official may, with or without cause, demote the employee to their prior position or an equivalent position to the same wage grade and at the step previously held.

# CHAPTER 5 - CLASSIFICATION

## SECTION A      APPLICABILITY

The Board of County Commissioners has the sole authority to approve or modify classifications for all positions within elected and appointed departments. This section applies to positions established within the budgets of elected offices and appointed departments.

## SECTION B      CLASSIFICATION PLAN

### Development and Maintenance:

The Human Resources Department maintains a classification plan for all positions of employment within the County subject to preliminary approval by the County Administrator, and final approval by the Board of County Commissioners. The determination of the placement of a position and where it is classified is based on the minimum qualifications, knowledge, skills and abilities necessary to perform the essential functions outlined in the job description, the level of difficulty, and the degree of responsibility. County Employing Officials must ensure employees are assigned work within their appropriate classification.

## SECTION C      CLASS SPECIFICATIONS

The Human Resources Department maintains a class specification for each class of positions and may add, combine, abolish or revise the class specifications, subject to approval of the Board of County Commissioners. Each class specification includes the class title, a description of representative duties and responsibilities of positions included in the class, and a statement of the required, desirable and/or preferred qualifications for positions in the class.

No Vested Rights: Kitsap County may review and revise the classification of any position. While a classification may attach to a position, an employee filling the position has no vested right in any existing job classification. Modification or abolishment of a classification description is not a personnel action subject to the grievance procedure described in this Personnel Manual.

## SECTION D      NEW POSITIONS AND RECLASSIFICATION OF EXISTING POSITIONS

1. New positions or reclassification requests can be submitted under the following circumstances:
  - a. In preparation for submission of the annual budget;
  - b. The position change is in response to unexpected new revenue directly related to the program area that the position supports, such as the receipt of a grant or dedicated revenue source from an external contract, levy, or other mechanism that is expected to continue and be added to future budgets, or is sufficient to fund a limited term position for the duration of the program or project;

- c. A larger reorganization (involving more than one position) within a department and fund which results in a neutral fiscal impact to that department and fund;
- d. A gradual accretion of higher or lower-level duties to an existing position;
- e. Service requirements in a program have increased, requiring new staff, and the program is entirely funded by fees or allocations that increased sufficient to fund the new need due to that specific activity; or
- f. Pursuant to collective bargaining agreements.

Employees who feel they are working out of class should notify their Employing Official.

- 2. Whenever an Employing Official has a need to either add a new position or reclassify an existing position within the County's classification system, the Employing Official must submit to the County Administrator, through Human Resources, a request to reorganize, or to request a classification study, in the format as established and maintained by the Human Resources Department. The information submitted must include documentation explaining the need for the requested change and an analysis of the immediate and long-term budget impact. The County Administrator will submit the request to the Board of County Commissioners for preliminary approval. Upon preliminary approval by the Board, the Human Resources Department will complete a formal review and submit recommendations regarding the proper classifications.
  - a. If the proposed new position or reclassification is due to a prospective reorganization, the Employing Office/Department will absorb both the current year's increased costs and subsequent years' costs through other personnel reductions or increased revenues. In the event the office/department is unable to absorb the increased costs, the reorganization will be submitted as part of the next year's budget request and will not be considered in the current year.
- 3. If Human Resources determines that a position warrants a higher level classification, and if the Department/Office cannot absorb the impact of the reclassification, the Employing Official shall work with Human Resources to allocate the duties to the appropriate classification until such time as the reclassification can be absorbed by the budget.
- 4. Effective Date of Compensation Change: Any change in classification or compensation cannot become effective before the first day of the first full pay period following the date that the study is given preliminary approval from the Board of County Commissioners. No retroactive pay will be given unless action has been taken by the Board of County Commissioners prior to the date the increases become effective.
- 5. Final Approval: A County Resolution relative to creation and reclassification of positions must be prepared and submitted by the Human Resources Department for final approval.

## **SECTION E CLASSIFICATION STUDIES**

- 1. Classification Upgrade: A classification upgrade is the result of an increase in the scope of responsibilities and duties of a position which changes the level of influence and consequences of actions required in the current position. The reclassification of a job involves an analysis of the

essential functions of the position and the appropriate placement in the County's classification/pay scale.

- a. A classification upgrade may not be used as a merit raise, or as a reward for employment longevity, or as a means to recognize excellent employees. An increased volume of work at the same level of responsibility that the incumbent is currently performing is also not a classification issue.

As a result of reclassification, and due to an overall increase in the responsibilities of a position, compensation for the position may increase.

2. Classification Downgrade: A classification downgrade is the result of a decrease in the scope of responsibilities, tasks, and duties of a position which changes the level of influence and the consequences of actions required in the current position.
  - a. A position may be reclassified to a lower level if the responsibilities of the job are determined to be less than originally indicated, or if essential responsibilities are removed from the job. The Employing Official may request a formal review and recommendation by the Human Resources Department.
  - b. All classification downgrade reviews affecting an incumbent employee will be discussed with the employee before implementation. The employee will be offered the opportunity to meet with the Director of Human Resources or the Employing Official to discuss the results of the review, prior to approval and adoption by the Board of County Commissioners.
  - c. A classification downgrade is not considered a demotion.
3. Effect of Classification Changes on Employees: Whenever a position is reclassified to another class, the employee will maintain the credit for service as they had prior to reclassification, except as noted below:
  - a. Whenever a position is reclassified to a higher class, the incumbent will be promoted. Promotions that result from a classification review that concludes the position's duties have evolved to a higher level over time are not subject to a promotional probation.
  - b. If a position is reclassified, see Chapter 6, Section C for compensation guidelines.
  - c. The date of reclassification becomes the new anniversary date for future step increases.

# CHAPTER 6 - COMPENSATION ADMINISTRATION

## SECTION A      GENERAL INFORMATION

Employees are paid on a bi-weekly schedule. All employees must subscribe to direct payroll deposit to a financial institution of their choice or will receive a payroll card of their bi-weekly pay. **NOTE:** Any out of state hardship(s) requiring a paper check will be addressed on an individual case basis.

The Human Resources Director is responsible for developing, implementing, and maintaining a classification and compensation plan for each position in Kitsap County, based, in part on the principles of public accountability. Only the Board of County Commissioners may approve the compensation assigned to classifications for all positions within elected and appointed departments. This section applies to positions established within the budgets of elected offices and appointed departments.

## SECTION B      PAY PLAN

1. Kitsap County has a responsibility to be accountable for public funds. By maintaining an equitable pay structure and accurate time records, the County can provide accurate cost information and ensure compliance with state and federal laws and regulations. The Human Resources Department maintains a pay plan for all positions of employment within the County subject to the preliminary approval of the County Administrator and final approval of the Board of County Commissioners. The County recognizes providing adequate compensation through a consistent pay plan attracts and retains qualified employees. Comparisons of salaries with comparable agencies will take into consideration total compensation.
2. The pay plan is comprised of the following two (2) salary structures:
  - a. Exempt from State and Federal overtime laws: Includes Executive, Professional, Administrative and Computer Professional Employees as defined by the Fair Labor Standards Act and the Washington State Minimum Wage Act. The County may convert salaried exempt employees to hourly non-exempt employees due to annual increases to the State minimum wage in relation to salary threshold requirements.

Exempt employees do not accrue overtime or compensatory leave. Partial deductions from an exempt employee's salary for absences of less than one (1) day will generally not be made, if the employee has worked at least one half of their workday and leaves work with supervisory permission. It is expected that full time, overtime exempt work schedules will normally consist of approximately forty (40) hours per week; however, emphasis is placed on meeting the responsibilities assigned to the position rather than on working a specific number of hours. The nature of responsibilities associated with overtime exempt positions often requires greater than a 40-hour work week including evening and weekend work and considerable flexibility in work scheduling to accommodate meetings and functions on weekends and evenings.

Due to principles of public accountability, an exempt employee's salary may be reduced for partial day absence of four (4) hours or more (or half the employee's regular work day for an employee working less than a full FTE), or such employee may be placed on leave without pay

for absences for personal reasons or because of illness or injury of less than one work-day when accrued leave is not used by an employee because:

- (i) Permission for its use has not been sought or has been sought and denied;
- (ii) Accrued leave has been exhausted; or
- (iii) Authorized use of leave without pay.
- (iv) Any absence, taken in increments of 15 minutes, for the following reasons:
  - i. FMLA leave;
  - ii. Participation in political activity;
  - iii. Outside employment, subject to approval; **or**
  - iv. Other activities that would be in violation of the Conflict of Interest Policy if conducted during regular business hours.

See Resolution 170-2005 for exempt employee pay when classified as an Emergency Worker in a declared disaster. See [Appendix G](#), Family and Medical Leave Policy for partial day deductions for FMLA absences when exempt employees are on intermittent FMLA.

- b. **Nonexempt:** Includes all other classifications. Nonexempt employees will have any absence deducted from accrued leave balance for reasons such as sick leave, vacation leave, bereavement leave, civil leave, military leave, etc. If leave is not available, employees must request approval for leave without pay. Employees who move from a non-exempt into an exempt position will have their accrued compensatory time cashed out at the employees' non-exempt base rate of pay.

## SECTION C      RATES OF PAY

1. **Pay Grade:** A pay grade identifies a pay range which comprises a series of steps through which employees in classifications assigned to the particular pay grade may progress. (See Chapter 5 on Classification for information regarding the assignment to classifications).
2. **Minimum and Maximum Pay Rates:** Employees may not be paid at a rate of pay less than the minimum nor more than the maximum amount on the pay grade established for their classification as set forth in the pay plan unless otherwise provided for in this Manual. Annual pay rates in the pay plan are based upon full-time employment at the normal working hours for the position. Placement at compensation levels, which are not in accordance with this Manual, must obtain written approval from the Board of County Commissioners.
3. **Pay Rate Upon Appointment (including initial appointment, promotion, transfer and demotion):** Upon appointment, Employing Officials have the authority to offer up to step 5 of the applicable pay grade. Appointment at step 6 or above must be requested in writing to the County Administrator. Placement on the applicable pay grade should align with the candidate's relevant education and experience level. To prevent importing an unfair wage gap, Employing Officials should coordinate with their Human Resources consultant to compare the salary and experience level of current staff performing similar work to the candidate's current experience level when

determining the appropriate starting salary. A candidate's salary history may not be used as the sole basis for the starting salary.

4. **Pay Rate When Underfilling a Higher-Level Classification:** When an employee is determined to meet the requirements of a higher-level classification, the employee will move to step 1 of the new pay scale or will be placed on the step on the pay scale of the higher classification that is closest to providing at least a five percent (5%) increase, whichever is greater. Placement shall consider the salary the employee would have been entitled to, had the employee retained the formerly held classification for ninety (90) additional days.
5. **Pay Rate Upon Reassignment:** When an employee moves from one position within a job classification to a different position within the same job classification in the same department, the employee's pay rate will not change. Employing officials need to refer to the applicable collective bargaining agreement provisions when reassigning employees.
6. **Pay Rate Upon Reclassification to a Higher Pay Grade:** When an employee is reclassified from one classification to a higher classification within their department of current employment, the employee's actual salary for the position into which the employee is reclassified must be greater than the employee's salary at the formerly held position and/or greater than the salary the employee would have been entitled to had the employee retained the formerly held position for ninety (90) additional days. The incumbent will move to step 1 of the new pay scale or will be placed on the step on the pay scale of the higher classification that is closest to providing at least a five percent (5%) increase, whichever is greater.
7. **Pay Rate Upon Recall:** An employee who is recalled following layoff to the same department and into the same classification within twelve (12) months following separation will be reinstated to the same step in the pay grade as held prior to the break in service.
8. **Pay Rate Following Reclassification to a lower classification:** If a position is reclassified to a class with a lower pay grade, the employee's rate of pay will be placed at the step closest to, but not below, the salary before reclassification. If the employee's pay is above the pay grade, the employee's pay rate will be frozen until the pay grade catches up to the employee's pay rate, at which time, the employee will be placed at the step closest to, but not below, their pay rate.
9. **Pay Rate Following a Change in Classification Pay Rate (outside of a County-Wide Classification Study):** If a classification is assigned to a different pay range, with no change in duties or responsibilities, the employee will be placed on the step closest to, but not below, their pay rate on the previous pay range.
10. **Frozen Pay Rate:** Employees whose pay rates are frozen due to exceeding the maximum step of the pay range of their assigned classification do not receive a pay increase until their pay rate is within the pay rate for their classification. They are then placed on the step closest to, but not below, their pay rate.
11. **Call-Back Pay:**
  - a) Non-exempt employees earn call-back pay as follows: An employee who has left work and is called back to work by an authorized person and reports to the work site unless authorized to perform the work via telecommute, after completion of their regular day's shift shall be paid a minimum of two (2) hours at one and one-half (1-1/2) times their regular rate of pay; and

shall be paid for all actual time worked in excess of two (2) hours at one and one-half (1-1/2) times their regular rate of pay.

- b) Call-back on Sundays and holidays shall be paid a minimum of two (2) hours at double time and shall be paid for all actual time worked in excess of two (2) hours at double time.
- c) If an employee is called by telephone after their scheduled shift for technical assistance by their supervisor, the Employing Official, or other authorized person, they shall receive no less than fifteen (15) minutes overtime pay, and then will be paid for all actual time spent after fifteen (15) minutes. If the issue is resolved electronically between 11pm and 5am, the overtime pay will increase to a minimum of thirty (30) minutes.

12. Standby Pay Rate: Employees who are placed on “Standby Status” by the Employing Official or designee for periods up to one (1) week, which requires that the employee be available on a twenty-four (24) hour basis during that period for emergency work and are required to respond by telephone within fifteen (15) minutes to any summons at any time during the twenty-four (24) hour period, will receive one (1) hour of pay at the employee’s base rate of pay for each day assigned, and two (2) hours of pay at the employee’s base rate of pay for holidays and on Sundays.

13. Shift Differential Pay Rate: The Employing Official, or designee, will designate hours of work, including shifts, required to meet operational needs. Employees regularly scheduled to work a shift beginning on or after 3 p.m. but before 11 p.m., will receive an additional sixty (60) cents per hour for each hour worked on swing shift. Employees regularly scheduled to work a shift beginning on or after 11:01 p.m. but before 4 a.m. will receive an additional sixty-five (65) cents per hour for each hour worked on graveyard shift. Shift differential pay will be paid for each hour of regularly assigned swing or graveyard shifts actually worked or sick leave taken. Shift differential pay does not apply to standby or call back hours worked.

14. Pay Rate for Temporary Working Out-of-Class: Temporary Working Out-of-Class Upgrades may be granted when an employee is assigned significant additional responsibilities of a higher classification for a minimum of five (5) consecutive working days. The employee must meet the Minimum Qualifications for the position to which they are being assigned. An out of class assignment should not be used in lieu of reclassification. Prior to assigning out-of-class duties, departments must obtain the approval of the Employing Official and the County Administrator. The Employing Official must submit to Human Resources the information regarding the out-of-class request on the form as maintained by Human Resources. The Human Resources Department will complete a review and submit its recommendation regarding the request by the Employing Official to the County Administrator. The County Administrator will review and may approve such requests pursuant to the compensation guidelines established in this chapter.

An employee who performs work in a higher classification for a period in excess of five (5) working days, may be paid wages of the higher classification pursuant to one of the two (2) following conditions:

- a. At the request of the Employing Official, and as approved by the County Administrator, the employee is temporarily assigned to perform significant additional responsibilities of a higher classification for a designated period of time. Special work projects or unanticipated work demands resulting from legal, programmatic or operational changes are examples wherein a temporary working out-of-class upgrade may be granted.

- b. The employee is temporarily assigned by the Employing Official to perform the full scope of duties principally ascribed to a higher classified budgeted position, which is currently vacant, or the higher classified employee is on extended leave.

Compensation for the temporary out-of-class assignment will be a five percent (5%) premium pay, OR a percentage increase that puts the employee the closest to, but not below, Step 1 of the salary range for the approved classification, whichever is greater. Once the temporary assignment is completed, the out of class pay will cease. Non-exempt employees receiving out-of-class wages for an overtime exempt level position will continue to be treated as non-exempt for all hours worked in the exempt level position and will receive overtime for any hours worked in excess of the regular work week. All of the employee's wages will be paid at the out-of-class wage for the duration of the assignment.

Employees in a represented position assigned to work out-of-class in a non-represented position will still be considered part of the bargaining unit and eligible to continue to pay union dues for their regular represented position.

## **SECTION D ADVANCEMENT WITHIN A PAY GRADE**

Employees will advance to the next higher step annually until the top step is reached. To receive step increases, the employee must achieve an overall rating of "Meets Standards" on the employee probationary evaluation and each annual evaluation thereafter.

1. Step increases for all employees in a regularly budgeted position will be received annually until the top step is reached. To receive step increases, the employee must achieve a "Meets Standards" rating for the performance period. Step increases are effective on the date of eligibility.
2. An employee receiving "Does Not Meet Standards" for an overall rating, is not eligible for a step increase. At the discretion of the Employing Official the employee may be re-evaluated in 60-90 days. If the employee receives an evaluation that meets the requirements at a later date, the employee will be granted the step increase effective on the date that they become eligible. The delayed step increase does not impact the employee's regular step anniversary date.

All part-time employees will be eligible for annual step increases effective on the employee's anniversary date in the position.

Step advancement for at-will employees (see [Appendix C](#)) may be based on a merit-based review process established by the Human Resources Department.

### **ADJUSTMENT TO STEP INCREMENT DATE**

1. Upon promotion, reclassification, voluntary demotion, or transfer which results in a pay increase, the step increment date will be changed based on the effective date of such action.
2. The step increment date will be adjusted when an employee returns from leave without pay in excess of one (1) month to reflect the period of unpaid leave.

## **SECTION E      LONGEVITY PAY**

1. Effective February 1, 2021, eligible employees hired prior to January 1, 1998, will receive longevity pay at the start of the following years of employment based on the employee's continuous service date. This longevity pay will be paid to each employee in each pay period based on the base hourly rate in effect at the time of payment.

20th+ years' service	3% of base hourly rate
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Employees who were receiving a higher longevity rate than that prescribed above will continue at their current rate and will not receive any further increase unless such increases are provided in accordance with the above guidelines.

2. Effective February 1, 2021, eligible employees hired on or after January 1, 1998, and prior to January 1, 2013 will receive longevity pay at the start of the following years of service based on the employee's continuous service date. This longevity pay will be paid to each employee in each pay period based on the base hourly rate in effect at the time of payment.

10th thru 14th years' service	1.5% of base hourly rate
15th thru 19th years' service	2.0% of base hourly rate
20th+ years' service	2.5% of base hourly rate

3. The longevity pay will be based upon continuous employment, exclusive of those periods wherein an employee is placed upon an unprotected leave without pay status. However, when an employee is laid off and rehired, and the separation does not exceed twelve (12) months, the longevity pay will be computed from the initial employment date excluding the lay-off period and when an employee separates from employment and is subsequently rehired within twelve (12) months, the longevity pay will be computed from the date of reemployment.
4. Employees hired on or after January 1, 2013, may not receive longevity pay.

## **SECTION F      COMPENSATION FOR TRAVEL AND TRAINING**

1. Travel Time Compensation - Nonexempt Employees: The following explains which hours are compensable and which hours are not when traveling for County business purposes:
  - a. Commute time. An employee who travels from home before the assigned workday begins and returns home when the assigned workday ends is engaged in non-compensable commute time.
  - b. If the employee's assigned worksite is a County-provided vehicle, then travel from and to the employee's home in the County-provided vehicle is compensable time.
  - c. Travel time from one assigned worksite to another is compensable if it is required by the County: (i) during the employee's assigned work hours or (ii) outside the employee's assigned work hours if the time required is greater than the employee's normal home to work commute time.

- d. When an employee is assigned to an out-of-town worksite as a special assignment, travel to and from the employee's home to the assigned out-of-town worksite is compensable.
- e. Telecommuting and Working Remotely. Employees who voluntarily choose to participate in the County's telecommuting or remote work program are not compensated for ordinary travel time or reimbursement expense between their alternative work location and to or from a County worksite/premises. However, if a telecommuting employee is required by the County to report to County premises during the regular workday, such travel time and expense will be compensated. See [Appendix I](#) – Telecommuting Policy.

**Compensable Time for Approved Training:** Time spent in training and traveling for out-of-town training by non-exempt employees is usually considered work time, except that training which is mandated by the state or federal government as a condition of practice in the profession will not be considered work time if attended outside of regular work hours. Time spent studying will be considered work time. Advance supervisory approval is required before an employee works overtime to prepare for, travel to or from, or attend training. See Chapter 6, Section G.

- 2. **Training Time – Exempt Employees:** Exempt employees who are approved for training that has been determined to be relevant or required for their position (including training that is mandated by the state or federal government as a condition of practice in the profession) may attend training during their work week, either during or outside the regular work hours, without a requirement to use leave. Expenses for training mandated as a condition of practice shall not ordinarily be reimbursed, however Employing Officials may authorize such expenses based on departmental priorities and needs.

Reimbursement of expenses incurred by employees for lodging, meals, and travel will be made in accordance with [Appendix K](#).

## **SECTION G        OVERTIME – NON-EXEMPT EMPLOYEES**

- 1. **Overtime and Compensatory Time:** Nonexempt employees performing work in excess of eight (8) hours in a day or in excess of forty (40) hours in one work week must be paid overtime at the rate of one and one half times the employee's regular rate of pay; Except, that an employee may request compensatory time off at the rate of one and one half (1.5) hours off for each hour of overtime earned in lieu of overtime pay. An employee cannot accrue more than forty (40) hours of compensatory time. If the compensatory time exceeds forty (40) hours, the employee will be paid overtime at the rate when it was earned. If an employee transfers to another department or promotes from a non-exempt to an exempt position, all accrued compensatory time must be cashed out prior to the effective date of change. Overtime compensation is earned on hours actually worked. Sick leave, vacation, compensatory time off, and any other compensable absence are not included in the calculation of the overtime thresholds of eight (8) hours per day or in excess forty (40) hours per week.
- 2. **Authorization of Overtime:** Before an employee works overtime the overtime hours to be worked must be authorized in advance by the Employing Official or designee.
- 3. **Agreement Prior to Performance of Work:** Compensatory time may be accrued in lieu of overtime compensation only if such an agreement or understanding has been arrived at between the Employing Official or designee and the individual employee before the performance of work.

4. Overtime Hours Worked on Holidays and Sundays: Hours worked on holidays and Sundays will only be overtime if it results in an excess of forty (40) hours actually worked in the work week. Nonexempt employees working a Sunday or a holiday when the hours worked constitute overtime will be paid overtime compensation at the rate of twice the regular rate of pay; except that an employee may request to receive compensatory time off at the rate of two (2) hours off for each hour of overtime earned in lieu of overtime pay. This section does not apply to non-exempt employees scheduled to work shifts in seven (7) day a week, twenty-four (24) hours per day operations/divisions. See Section G, Subsection #1 for explanation of calculation of overtime.
5. Computation of Overtime: For the purpose of computing overtime compensation, fractional parts of an hour shall be rounded to the nearest fifteen (15) minute increment.
6. Compensable and Non-Compensable Working Time: Questions regarding compensable and non-compensable time should be referred to the Human Resources Department.

# **CHAPTER 7 - CONTINUOUS SERVICE**

Continuous service in a regular position with the County determines eligibility for vacation accruals, sick leave accruals, and longevity. Continuous service begins on the first day of employment or rehire into a regular position, whichever is later, and may be adjusted as indicated below.

## **SECTION A      CONTINUOUS SERVICE RETAINED**

Continuous Service is Retained under the Following Situations:

1. Periods of paid authorized leave or paid or unpaid protected leave of absence.
2. Transfers, demotions, and promotions with no break in service.
3. Military Leave, paid or unpaid, in accordance with state and federal laws.
4. Time off while on Time Loss due to an on-the-job injury.

## **SECTION B      CONTINUOUS SERVICE LOST**

Continuous Service is Lost OR Ended under the Following Situations:

1. Resignation.
2. Termination.
3. Retirement.

## **SECTION C      ADJUSTMENT TO CONTINUOUS SERVICE DATE**

Continuous Service Date is Adjusted Based on Unpaid Calendar Days for the Following:

1. Unpaid leave of over one (1) full calendar month, except as otherwise provided by state or federal law.
2. Separation and re-employment within twelve (12) months.
3. Layoff and rehire within twelve (12) months.

# CHAPTER 8 - EMPLOYEE BENEFITS

## SECTION A      GENERAL POLICY

1. Kitsap County provides eligible employees with a comprehensive benefits program. An employee benefit is anything of value received in addition to salary to help the County attract and retain quality employees. The County retains sole discretion to review and modify its benefits program.
2. All regular employees in positions budgeted at .50 FTE and above are eligible for benefits offered by Kitsap County.
3. It is the policy of Kitsap County to administer employee benefits in compliance with applicable Washington State and federal law. This interpretation does not apply to federally mandated employee benefits which do not recognize domestic partnerships eligibility, and which are not otherwise covered under Washington State law or Kitsap County policy.

## SECTION B      ORIENTATION

1. New Employee Orientation is a responsibility that is shared by the Human Resources Department, the Diversity, Equity and Inclusion (DEI) program, Risk Management and the hiring department.
2. Attendance at orientation for new employee(s) is mandatory and includes information on Human Resources, DEI, and Risk Management policies, procedures and safety related requirements. Employees are also provided information regarding their available employment-based benefits.
3. It is the responsibility of the hiring department to provide information to the new employee regarding specific job requirements, duties, responsibilities, hours of work and any departmental policies and procedures.

## SECTION C      INSURANCE AND MEDICAL BENEFITS

1. Medical, vision, dental and life insurance coverage for eligible employees and designated legal dependents commences the first day of the month following hire date. Employees hired on the first day of a calendar month are eligible for benefits for that month. Employees may be enrolled at time of hire, during annual open enrollment as designated by the County, or according to special enrollment and eligibility guidelines for County plans. Documentation will be required for enrollment changes outside the annual open enrollment period. Upon separation from employment, coverage ends the last day of the month of separation. At that time, the employee and/or covered dependents may elect to continue their coverage at their own expense under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) as amended.
2. Employees who are on the County sponsored medical plans and are medically separated due to disability, illness or injury, or an employee whose position is eliminated due to a reduction in force/layoff, will be eligible to elect up to three months of COBRA benefits at the active employee rate. Additionally, if an employee who is on a County sponsored medical plan passes away while in an active status, their eligible dependents will be eligible to elect up to three

months of COBRA benefits at the active employee rate. The rates can be paid for by deduction out of the employee's final paycheck and/or through employee self-pay.

3. Insurance Premiums: Eligible employees receive County contributions toward medical, vision, dental and life insurance coverage established through the current County benefit plans. The County's contribution towards insurance premiums will be prorated as follows, according to the employee's full-time equivalent (FTE) status as established and approved by the Employing Official:
  - a. For employees with an established and approved FTE status of .75 and above, the Employer's medical contribution will be at the full-time contribution level. Employees must pay the remaining balance through payroll deduction.
  - b. For employees with an established and approved FTE status less than .75, but at least .50, the Employer's medical contributions will be pro-rated at 65% of the Employer's contribution for a full-time employee. Employees must pay the remaining balance through payroll deduction.
  - c. For employees with an established and approved FTE status less than .75, but at least .50, the Employer's vision, dental, life, and long-term disability contributions will be at the full-time contribution level. Employees must pay the remaining balances through payroll deduction.
4. Eligible dependents that may be covered under County plan benefits are a legal spouse, a Washington State registered domestic partner, dependent children under the age of 26, and disabled dependent children over the age of 26. Employees may cover legal dependents on the County plans, with applicable payroll deductions based on enrollment. Dependents may be enrolled at time of hire, during annual open enrollment as designated by the County, or according to special enrollment and eligibility guidelines for County plans. Documentation will be required to verify dependent eligibility.
5. The County may make available optional or supplemental insurance plans. Premiums for these plans are paid by the employee through payroll deduction.
6. The County will continue to make contributions under County insurance plans in accordance with, and as required by applicable laws, during job-protected leave and the Affordable Care Act.
7. The County's current health and other insured benefit plan offerings are detailed in [Appendix B](#).

## **SECTION D        RETIREMENT SYSTEM**

Employees who are eligible to participate in a Washington State Employees' Retirement System will be enrolled upon employment or verification of eligibility. Contributions by the employee and the County are based upon a percentage of the employee's salary.

## SECTION E HOLIDAYS

1. Paid holidays begin at the date of hire. Employees must be in a paid status for at least one half of their scheduled shift the working day before and the working day after a holiday to receive compensation for that holiday.

Non-worked Holidays: Regular full-time employees receive eight (8) hours of holiday pay, regardless of their regular work schedule. Regular part-time employees receive holiday pay on a pro-rated basis, based on FTE status. If the holiday falls on an employee's regularly scheduled day off, that employee accrues up to eight (8) hours of vacation.

2. Holiday Observance:

- a. Kitsap County observes the following as paid holidays:

<b>New Year's Day</b>	<b>January 1</b>
<b>Martin Luther King Day</b>	<b>Third Monday in January</b>
<b>President's Day</b>	<b>Third Monday in February</b>
<b>Memorial Day</b>	<b>Last Monday in May</b>
<b>Juneteenth</b>	<b>June 19</b>
<b>Independence Day</b>	<b>July 4</b>
<b>Labor Day</b>	<b>First Monday in September</b>
<b>Veterans Day</b>	<b>November 11</b>
<b>Thanksgiving Day</b>	<b>Fourth Thursday in November</b>
<b>Native American Heritage Day</b>	<b>Fourth Friday in November</b>
<b>Christmas Day</b>	<b>December 25</b>
<b>Two Floating Holidays</b>	<b>Employee's choice</b>
<b>One Additional Floating Holiday</b>	<b>After 10 years of service</b>
<b>Two Unpaid Holidays</b>	<b>Employee's choice (<u>AS DEFINED IN #5</u>)</b>

3. a. If a holiday falls on a Sunday, it is observed on the following Monday. If a holiday falls on a Saturday, it is observed on the preceding Friday. Employees that work in a seven (7) day per week and/or twenty-four (24) hour per day program will observe the holiday on its actual date.
4. Non-exempt employees required to work on an observed holiday will receive holiday pay based on the employee's regularly scheduled hours plus their regular rate of pay for the hours worked on the holiday OR, in lieu of holiday pay, the employee may choose to receive their regular rate of pay for the hours worked on the holiday plus vacation based on the employee's regularly scheduled hours.
  - a. Non-exempt employees who are required to work on New Year's Day, Independence Day, Thanksgiving Day or Christmas Day, will receive holiday pay based on the employee's regularly scheduled hours plus receive pay for all hours actually worked in an amount equal to one and one-half (1.5) times the regular hourly rate in pay or compensatory time at a rate of one and one-half (1.5) times.
  - b. Exempt employees who are directed to work at least half their workday on an observed holiday will receive a full day of vacation accruals in addition to holiday pay for the day. If the employee works less than half their workday, they are paid for the full holiday, but will not receive accruals.

- c. The floating holidays are available for use beginning on January 1 of each year. The floating holiday following 10 years of service will be available on January 1 after completion of 10 years of service. The floating holidays may be taken by an employee at any time during the calendar year with prior approval of the Employing Official. The floating holidays will not accumulate from year to year.
  - i. Upon resignation or retirement with two (2) weeks' notice, layoff, involuntary termination or death, the employee or beneficiary will receive payment for any unused floating holidays.
  - ii. The floating holidays are to be used in full shift increments (i.e. eight (8) hours for 1 FTE, four (4) hours for .50 FTE). The floating holidays are not to be split over more than one (1) day.
- 5. Employees may take two (2) unpaid holidays at any time during the calendar year for reasons of faith or conscience or an organized activity conducted under the auspices of a religious denomination, organization, or church, with prior approval of the Employing Official, in accordance with RCW 1.16.050(3). The unpaid holidays are in effect and available for use on January 1 of each year. The unpaid holidays must be taken in full workday increments, may not be supplemented with paid accrued leave time, and will not accumulate from year to year. Unpaid holidays taken under this law will not result in adjustments to employee's seniority or continuous service dates.
- 6. Non-disaster related Federal declarations that impact the workdays or hours of federal employees (i.e. Federal days of mourning) do not impact County employees. County employees should presume normal working hours unless otherwise informed.

## **SECTION F        SICK LEAVE**

- 1. Accumulation of sick leave is allowed primarily for the purpose of providing the employee with an economic cushion to be used in the event of a major illness or absence from work for medical reasons, to provide medically necessary care for an eligible family member, for the reasons set forth in the subsections below, or for reasons as may be required by State law.
- 2. Sick Leave Accrual:
  - a. Sick leave is accrued each month of employment. Sick leave is not accrued after an employee has been in a leave without pay status for a full calendar month. The employee will be provided with an *Employee Paid Sick Leave Notification* at the start of employment. It contains information regarding authorized use of paid sick leave, the County's paid sick leave accrual year, carryover of paid sick leave, eligibility for use, and information about retaliation.
  - b. Accrued sick leave may be used only after it has been accrued.
  - c. Eligible full-time employees hired on or after December 1, 2004, accrue eight (8) hours of sick leave per month.

- d. Eligible full-time employees hired on or after October 1, 1985 and prior to December 1, 2004, accrue ten (10) hours of sick leave per month.
- e. Eligible full-time employees hired before October 1, 1985, accrue twelve (12) hours of sick leave per month.
- f. Eligible employees who were receiving a higher sick leave accrual rate at the time the above plans were amended will continue at the higher rate.
- g. Eligible part-time employees' sick leave accrual will be pro-rated based on the employee's FTE status.
- h. As a minimum under RCW 49.46.210, effective January 1, 2018, FLSA non-exempt (hourly) employees will accrue at least (1) hour for every forty (40) hours *worked*.
- i. No more than 150 days (1200 hours) of sick leave may be carried from one calendar year to the next.
- j. Full-time employees hired on or after January 1, 2018 will be advanced six months' accrual of sick leave for immediate use. Part-time employees will have their sick leave advanced at a prorated amount equal to their budgeted FTE status. Additional sick leave hours will accrue beginning the seventh (7<sup>th</sup>) month of employment. As a condition for the advancement of sick leave, if employment ends prior to the sixth (6<sup>th</sup>) month of employment, the employee will reimburse the County for sick leave hours used in excess of the amount that they would have accrued as a prorated amount for each month of employment. The advancement of leave only applies to initial hire.
- k. An employee rehired within twelve (12) months of separation will have their accrued, unused sick leave reinstated as required by law. Such rehired employees will also be advanced an additional six (6) months of sick leave accruals. Additional sick leave hours will accrue beginning the seventh (7<sup>th</sup>) month of employment.
- l. If an employee is hired from extra help status, they will maintain any sick leave balance that they have accrued and will be advanced an additional six (6) months sick leave accruals. Additional sick leave hours will accrue beginning the seventh (7<sup>th</sup>) month of employment.
- m. The accrual year for purposes of paid sick leave is January 1 – December 31.

3. Accrued sick leave may be used for the following:

- a. An employee's mental or physical illness, injury or health condition.
- b. Preventive care such as a medical, dental or optical appointment and/or treatment.
- c. Care of a family member with an illness, injury, health condition and/or preventive care such as a medical/dental/optical appointment.

i. "Family member" is defined as:

- a. A child, including a biological, adopted, or foster child, stepchild, a child's spouse, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status;
- b. A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
- c. A spouse;
- d. A registered domestic partner;
- e. A grandparent;
- f. A grandchild; or
- g. A sibling
- h. Any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care.

- ii. Accrued sick leave may be used for bereavement leave as provided in this manual under the section related to "Bereavement Leave."

- d. Closure of the employee's place of business or child's school/place of care by order of a public official for any health or emergency related reasons.
- e. If the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking.
  - i. Authorized use of paid sick leave for domestic violence, sexual assault or stalking includes:
    - Seeking legal or law enforcement assistance or remedies to ensure the health and safety of employee's and their family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault or stalking.
    - Seeking treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking.
    - Attending health care treatment for a victim who is the employee's family member.
    - Obtaining, or assisting the employee's family member(s) in obtaining, services from: a domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault or stalking.
    - To obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault or stalking.
    - Participating, for the employee or for the employee's family member(s), in: safety planning; or temporary or permanent relocation; or other actions to

- increase the safety from future incidents of domestic violence, sexual assault, or stalking.
- If an employee is the victim of a hate crime or has a family member who is a victim.

- f. An employee may use paid sick leave for absences resulting from the need to prepare for or attend judicial or administrative immigration proceedings involving the employee or the employee's family member.
- g. Other reasons as may be required by State law.

Any sick leave taken for five (5) or more consecutive days may qualify for FMLA/PFML and medical certification may be required.

#### 4. Application

- a. Sick leave hours taken will be compensated at an employee's regular rate of pay. Paid sick leave hours will not count toward the calculation of overtime.
- b. An employee who requests sick leave and does not have sufficient accrued sick leave hours to cover the absence may be placed in an unpaid status, in accordance with departmental or office policy.
- c. Employees will be notified of their paid sick leave balances each month on their pay stub or electronic statement, including:
  - i. Accrued paid sick leave since the last notification
  - ii. Used paid sick leave since the last notification
  - iii. Current balance of paid sick leave available for use

#### 5. Sick Leave Reporting

- a. Employees must report to their immediate supervisor or designee their need to use sick leave prior to the start of their shift each day of their absence unless otherwise arranged. If the leave is foreseeable, employees must give ten (10) days' notice, or as early as practicable.
- b. Use of sick leave by non-FLSA exempt employees longer than three (3) consecutive work shifts may require verification within ten (10) calendar days following the first day of leave, with the exception of leave for domestic violence. For FLSA exempt employees, use of sick leave may require a certificate from the employee's health care provider, if requested by the Employing Official.
- c. Employees may not use or substitute sick leave when an injury or illness occurs while on previously approved leave or compensatory time. Employees may request a change of pre-approved time off prior to the beginning of that leave period if circumstances change.

Any discrimination or retaliation against an employee for lawful exercise of paid sick leave rights is prohibited. Non-exempt employees will not be disciplined for the lawful use of paid sick leave.

If an employee feels they are being discriminated or retaliated against, the employee may contact the Human Resources Department.

6. Sick Leave Usage for Volunteer Activities

- a. Each calendar year, any regular full or part-time employee may use up to sixteen (16) hours of sick leave to volunteer in either their child's (including grandchild's) school, regardless of location, a public entity, or in a recognized 501(c)(3) nonprofit organization that provides services to Kitsap County residents or regional services that may impact Kitsap County residents.
- b. All regular employees who have at least forty (40) hours of accrued sick leave may utilize this volunteer benefit. Employees must maintain a balance of forty (40) hours.
- c. See [Appendix R](#) for the complete policy.

7. Sick Leave Cash Payment Upon Retirement or Death

- a. Employees separated from employment for reasons other than retirement from the Washington State Retirement Systems or death, do not receive a sick leave cash payment.
- b. Employees whose positions are not covered by a collective bargaining agreement will, upon eligibility for retirement in accordance with the Department of Retirement Systems (DRS) eligibility requirements, receive payment at the employee's base rate of pay for twenty-five percent (25%) of all accrued sick leave at the time of separation, up to a maximum of three hundred (300) hours. Eligible sick leave payouts totaling less than \$50 will be paid as taxable income and are not eligible for VEBA contributions. An annual vote of employees aged 55 and older (who may be retirement eligible) will be held to determine if the payment will be contributed to a Health Reimbursement Arrangement (HRA) with the Voluntary Employees' Beneficiary Association (VEBA) Trust.
- c. Upon the death of an employee, the employee's beneficiary will receive payment for all accumulated sick leave based upon the base rate of pay at the time of death.

8. Sick Leave Cash Out For District Court Judges

- a. District Court Judges vacating office will receive one day of cash payment for each four full days of unused sick leave days, currently not to exceed thirty days, per RCW 3.34.100:

9. Conversion of Sick Leave

Each January, an employee may, at their option, convert their previous calendar year's accumulated and unused sick leave to vacation leave on a 10 to 1 ratio. The request for conversion must be submitted to the Employing Official or designee on or before January 31 and after the conversion at least forty (40) hours of accumulated sick leave must be retained.

## SECTION G VACATION LEAVE

### 1. Vacation Leave Accrual

- a. Vacation leave is accrued each month of employment. Vacation leave is not accrued after an employee has been in a leave without pay status for a full calendar month.
- b. Vacation leave may be used only after it has been accrued.
- c. Full-time employees hired on or after January 1, 2018, will be advanced an amount equal to six (6) months accrual of vacation leave for immediate use. Part-time employees will have their vacation leave advanced at a prorated amount equal to their budgeted FTE status. Additional vacation leave hours will accrue beginning the seventh (7<sup>th</sup>) month of employment. As a condition for the advancement of vacation leave, if employment ends prior to the sixth (6<sup>th</sup>) month of employment, the employee will reimburse the County for leave hours used in excess of the amount they would have accrued for each month of employment.
- d. Effective, January 1, 2017, all eligible, full-time, non-represented employees will earn vacation leave as follows:

Upon Hire	12 days/yr	8.00 hrs/mo
Upon completion of 2 years	15 days/yr	10.00 hrs/mo
Upon completion of 5 years	20 days/yr	13.33 hrs/mo
Upon completion of 10 years	25 days/yr	16.67 hrs/mo

- e. Any non-represented employee currently receiving a higher accrual rate will not have their accrual rate reduced. Those employees will not receive any further increases unless such increases are provided in accordance with the above guidelines.
2. Eligible part-time employees' accrued vacation leave will be pro-rated based on the employee's FTE status.
3. The County Administrator, or in the Administrator's absence the Chair of the Board of County Commissioners, may approve vacation accrual rates up to twenty (20) days per year in order to secure the successful candidate for critical, hard to fill executive level positions requiring special experience, credentials, training and/or education. This is intended to reduce the impact of diminished vacation accrual for experienced external candidates coming to the County. The Director of Human Resources will review all requests by Employing Officials and submit a recommendation to the County Administrator/Chair of the Board of County Commissioners. The employee will be eligible to earn additional vacation leave in accordance with subsection 1.d. above.
4. No more than 360 hours vacation leave will be carried from one calendar year to the next.
5. Vacation Leave Cash Payment Upon Termination of Employment: Upon termination of the employment relationship due to resignation with at least two-week's notice, layoff, dismissal or death, the employee or beneficiary will be paid for unused accrued vacation leave at the employee's base rate being paid at the time of separation. Employing Officials may waive the two-week notice requirement in consultation with the Human Resources Director.

6. Vacation Leave Cash Payment Upon Retirement

- a. Retirement Eligible employees may, with two (2) weeks' notice, receive payment for all unused accrued vacation leave at the employees' base rate of pay upon separation.
  - i. Retirement Eligible employees may choose to purchase up to three (3) months of COBRA medical (Kitsap County self-insured plans only), dental and/or vision benefits at the active employee rate (plus 2% admin fee) from the employees' leave cash out amount. Employees will need to set up with Human Resources, the COBRA pre-payment at least thirty (30) days prior to their separation date.
  - ii. Alternatively, at the Employing Official's discretion, and as provided in section 7.c, the employee can elect to use vacation leave for twenty (20) workdays and then cash-out the remaining vacation leave.

b. PERS 1 ENROLLEES

- i. PERS 1 employees may, with two (2) weeks' notice, receive payment for unused accrued vacation leave, not to exceed 240 hours. If a PERS 1 employee has accrued vacation leave in excess of 240 hours, the employee may continue on the payroll for the time equivalent to the amount of excess vacation leave.

7. Use of Vacation Leave

- a. Employees should attempt to use vacation leave during the year in which it is earned.
- b. Requests for leave must be approved in advance by the Employing Official or designee. If circumstances warrant, Employing Officials may waive advance notice. Vacation leave must be taken at times mutually agreeable to the employee and the Employing Official. In the event of conflicts between employees in requests for leave, the employee first requesting prevails. In the event of concurrent requests or conflicting requests for which the sequence of request is unknown, the Employing Official will make the final determination with consideration towards seniority and prior requests for leave. If an employee has requested leave in a reasonable manner and is prevented by the Employing Official from taking vacation leave and, as a result, the employee has more than 360 hours vacation leave accumulated on December 31, then the employee is paid for such leave in excess of 360 hours at the salary rate then being paid to the employee.
- c. With advance approval of the Employing Official and the Human Resources Director, up to twenty (20) workdays of vacation leave (up to the equivalent of two (2) pay periods) may be used as "terminal leave" beyond the last workday through the effective date of an employee separating by reason of voluntary termination.

## **SECTION I                    SOCIAL SECURITY**

Social Security (Federal Insurance Contributors Act) provides employees and/or their dependents with an income in the event of disability, death or retirement under the Act. Under federal law, a joint contribution by the employee and the County, based upon a percentage of the employee's salary, is paid into the fund.

## **SECTION J            WORKERS COMPENSATION (Industrial Insurance)**

1. The County is self-insured for employee injuries suffered during work hours. Compensation is made for medical expenses and time lost from work due to the injury as determined by Washington State Industrial Insurance Regulations.
2. All on-the-job injuries must be reported to the employee's supervisor and the Risk Management Division. The Risk Management Division will provide the employee with the required forms to be filed.
3. Family Medical Leave (FMLA) runs concurrently with time loss for up to twelve (12) weeks per leave year.
4. Employees may elect to supplement time loss benefits with accrued leave(s). The accrued leave combined with time loss payments may not exceed the net regular pay of the employee.
5. Whether or not the time loss is eligible under FMLA, the County will continue to pay the County's contribution toward medical, dental, and life insurance for an employee who is currently employed in a regular, budgeted position and receiving time loss, for up to six (6) months from date of injury. Employees who supplement time loss benefits with accrued leave(s) to maintain full time pay and status will pay the employee contributions toward coverage through normal payroll deduction. Employees who do not supplement time loss with accrued leave(s) or whose paycheck will not cover the contribution must remit payment to the County for the employee contributions in order to keep benefit coverage intact during the six (6) month period from each date of injury. Employees may be eligible for additional County provided health care contributions under federal law.
6. The first six (6) months: Employees who supplement time loss with accrued leave to equal their normal FTE paid hours will be considered to be in a paid status for a period up to six (6) months, and will be eligible to receive all benefits employees on paid status receive, including, but not limited to, health insurance contributions, holiday compensation, longevity, and vacation or sick leave accruals. An employee who is receiving time loss compensation and is not supplementing to their normal FTE with accrued leave will be considered to be on leave without pay status. If the leave without pay exceeds a full calendar month they will not accrue vacation or sick leave and will not be eligible for longevity or holiday pay.
7. After six (6) months: Employees who receive time loss in excess of six (6) months from the date of injury, regardless of whether the employee is supplementing their time-loss benefits, will be considered in unpaid status and will not accrue vacation or sick leave, and will not be eligible for longevity or holiday pay.
8. Employees who receive time loss in excess of six (6) months from the date of injury and are not otherwise entitled to health insurance continuation under federal law will be offered COBRA as an option to maintain health and dental insurance coverage. The full cost of COBRA insurance continuation, including a two percent (2%) administrative fee is the employee's responsibility.
9. Employment dates, including but not limited to the continuous service date and step increase date, will not be adjusted for periods of unpaid leave for work-related injuries.
10. See [Appendix Q](#) for the County policy regarding Transitional Duty Assignments.

## SECTION K LEAVES OF ABSENCE

### 1. Civil Leave

- a. Civil leave with pay will be allowed to permit an employee to serve as a juror or to testify in any federal, state or municipal court when a subpoena compels such testimony. An employee must notify the immediate supervisor prior to taking civil leave and provide proof of compulsion.
- b. Civil Leave with pay will only apply to regularly scheduled work hours. The County does not reimburse for mileage, per diem, meals, etc. Employees placed on juries or subpoenaed as witnesses may request to have a temporary schedule change to coincide with jury duty or court hours if the jury duty placement or subpoenaed testimony requirement is for full day increments. Approval of a schedule change for this purpose is at the discretion of the employing authority. Employees subpoenaed as witnesses must provide a copy upon request.

### 2. Bereavement Leave

Bereavement leave with pay is allowed when an employee experiences a death in the employee's immediate family. Bereavement leave is intended to support employees as they grieve and manage related arrangements following the death of a family member. Bereavement leave is allowed in full shift increments for up to three (3) shifts per occurrence and does not need to be consecutive shifts. Additional time off required for grieving may be authorized as sick leave, vacation leave, or accrued compensatory time. An employee must obtain approval of the Employing Official or a designee when taking such leave. While we understand that commemorative events (i.e. memorial services or celebrations of life) may occur at a later date, paid bereavement leave is not available for events more than six (6) months following the death of an individual covered by this section. Exceptions to this time frame may be considered in extraordinary circumstances, and employees should consult with their manager as soon as possible.

1. For the purposes of bereavement leave, immediate family members include the following, whether related by blood or marriage:
  - i. Spouse/Registered Domestic Partner (RDP)
  - ii. Child, Grandchild, Great-grandchild
  - iii. Sibling
  - iv. Parent, Grandparent, Great-grandparent
  - v. Aunt, Uncle, Niece, Nephew
  - vi. Employee or employee's spouse pregnancy related loss

### 3. Military Leave

- a. Any employee who is a member of the Washington National Guard or of the Army, Navy, Air Force, Coast Guard or Marine Corps of the United States or of any organized reserve of the Armed Forces of the United States, is entitled to military leave with pay for a period not to exceed twenty-one (21) days from October 1<sup>st</sup> – September 30<sup>th</sup> in order that the employee may take part in military duty, training or drills. Such military leave will be granted pursuant to the provisions of RCW 38.40.

- b. Any employee who enters active duty service or training in the Washington National Guard, the Armed Forces of the United States, or the United States Public Health Service may seek a leave of absence as set forth within this Manual and, upon return, will be entitled to re-employment pursuant to the provisions of RCW 73.16.031 - 73.16.061 and Title 38 U.S.C. § 4301 et seq. An employee is entitled to unpaid military leave for a cumulative length of up to five (5) years and may be entitled to more time under certain circumstances. Upon returning from a military leave of absence, the employee's seniority, vacation, health, retirement, and other rights and benefits are generally restored as if the employee had never taken a military leave of absence. Statutorily mandated National Guard and Reserve training requirements are excluded from the cumulative five-year limit, pursuant to the provisions of Title 38, U.S.C. § 4301 et seq.
- c. Employees with military orders are not required to use or exhaust accrued leave while on military leave.

4. Personal Leaves of Absence Without Pay:

- a. A leave of absence without pay may be granted to County employees at the discretion of the Employing Official.
- b. For a leave of absence that will exceed five (5) consecutive working days, the following conditions must be met before granting the leave:
  - i. A written request for a leave of absence without pay must be submitted to the Employing Official. The written request must include the reason for leave, the length of time requested and the expected date of return to service.
  - ii. All earned compensatory time, floating holidays, accrued vacation must be exhausted prior to going into a leave without pay status.
  - iii. Arrangements must be made in advance by the employee to pay for insurance premiums if continued coverage is desired for the duration of the leave.
  - iv. If during the authorized leave of absence, the Employing Official determines that the absence of the employee is causing a hardship to the department, the employee may be required to return to work before the agreed upon end date.
  - v. All leave without pay in excess of a full calendar month results in a suspension of accruals for seniority, vacation, sick leave, longevity, and other benefits except as provided herein during the time of leave.

5. Protected Leaves

Refer to the Protected Leaves Policy, [Appendix G](#) for further information.

## **SECTION L COUNTY EMPLOYEE LEARNING AND DEVELOPMENT PROGRAM**

1. Kitsap County seeks to offer County employees training to increase skills, knowledge and abilities directly related to County employment. Training opportunities may include, but are not limited to:
  - a. On-the-job training;
  - b. In-house classes;
  - c. Academic classes; and/or
  - d. Workshops/seminars/conferences sponsored by professional organizations.
2. The Kitsap County Human Resources Department is responsible for the implementation of the County-wide training plan. (See [Appendix J](#))

## **SECTION M EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Kitsap County offers a free Employee Assistance Program to all employees and their legal dependents. This program provides confidential and professional assistance to help employees and their families resolve problems that affect their personal lives and job performance. Use of the Employee Assistance Program is voluntary. Information on how to access the EAP can be found at Benefits (kitsapgov.com).

# CHAPTER 9 – EMPLOYEE RELATIONS

## SECTION A      EMPLOYEE RESPONSIBILITIES

1. Purpose: The orderly and efficient operation of the County government requires that employees accept certain responsibilities. Work rules covering personal standards of conduct as well as standard operating procedures are necessary to protect the health and safety of all employees, to maintain uninterrupted service, and to protect the County's property.
2. Work Rules: The following work rules are applicable to all County employees. This Manual is not intended to be all-inclusive, and Employing Officials may establish additional rules which are unique to their department or Office. It is the expectation that all employees must abide by these and any other work rules, and any departmental policies and procedures. Failure to do so may result in disciplinary action up to and including termination.
  - a. Employees must be at their designated work area on time and ready to work at the start of their shift. Employees must remain at their work area, working, except during lunch and rest periods, until the end of their shift, unless permission to leave is granted by the supervisor or the duties of the position require absence from the work area.
  - b. Where operations are continuous, employees are not to leave the work area until replaced by the next shift employee or until relieved by the supervisor.
  - c. Employees are required to follow all safety regulations to include the wearing of safety articles and the use of protective equipment. Employees are required to immediately report safety hazards, accidents or injuries to their supervisor.
  - d. Employees are responsible for and must not misuse County property, records or other materials in their care, custody or control. All employees are responsible for complying with state laws regarding the retention of public records and providing records in response to public records requests.
  - e. Employees are required to interact with the public, County officials and other County employees in a courteous and professional manner.
  - f. Employees are required to immediately report to their supervisor their inability to report to work and the reason thereof in accordance with the Sick Leave Reporting rules in the Personnel Manual or as established by the Employing Official.
  - g. Employees are required to update their records whenever there is a change in their personal data affecting their personnel or payroll records.
  - h. Employees must not restrict or interfere with the work of others.
  - i. Employees are required to report for and remain at work only in a fit physical and mental condition to enable them to perform their regular duties.
  - j. Employees must not engage in political activity, to include wearing political paraphernalia such as logos, buttons, t-shirts, hats, etc., while on duty. An employee must

not use their position title or represent their employment with the County in making political endorsements or engaging in political activity.

- k. Employees must not use their position for personal gain, to solicit or conduct personal business, or to coerce others.
    - l. Employees must not audio record any meeting without the knowledge and permission of all persons being recorded, in accordance with RCW 9.73.030.
  3. **Dress and Grooming:** An important part of the image presented to citizens is the appearance of Kitsap County employees. It is the County's policy to require staff members to dress and groom in a manner that inspires confidence and conveys professionalism to our customers. The manner of dress may vary according to the amount and nature of public contact. It is the responsibility of the Employing Official to establish the appropriate dress standards for the positions under their supervision. It is the employee's responsibility to maintain a neat and businesslike appearance.

## **SECTION B      PERFORMANCE EVALUATIONS**

1. **Policy:** Employee performance evaluation is intended to promote productivity and strengthen employer/employee relations. The performance evaluation system provides employees and supervisors with a tool for establishing communication regarding performance standards and expectations, identification of problems and concerns, identification of training needs, and the provision of positive reinforcements for areas of excellence. Evaluations are used for wage step increases, promotional considerations, employee discipline, reduction-in-force actions, and other employment decisions.
2. **Evaluation System:**
  - a. The Director may develop and maintain performance evaluation systems for all groups of employees.
    - i. The performance evaluation system should be based on standards related to an employee's individual work assignments.
    - ii. The performance evaluation system provides the employee with an opportunity to submit a written response to the contents of their evaluation.
3. **Performance Evaluation Process**
  - a. Employing Officials will evaluate all new employees prior to the end of their probationary period.
  - b. Every regular full-time or regular part-time employee should be evaluated annually. Additional performance evaluations may be used when deemed appropriate by the Employing Official. An employee may also request an additional evaluation if a work-related problem exists that may be resolved through the formal evaluation process.
  - c. Evaluations are used as a factor in granting regular status, promotions, merit increases, transfers, demotions, layoffs and terminations.

- d. The employee may file a rebuttal statement. The statement becomes a permanent part of the employee's personnel file.
- e. Employees are encouraged to be active participants in the evaluation process.
- f. The performance evaluation, together with related correspondence, is maintained by the Human Resources Department for placement in the employee's official personnel file. A copy will be provided to the employee upon request.

## **SECTION C      HEALTH AND SAFETY**

It is the policy of Kitsap County to provide safe and healthy work environments. This can be accomplished if every employee observes all rules for health and safety, which is both a protection for themselves as well as for co-workers and the public.

- 1. Kitsap County Risk Management Guidelines: The Kitsap County Risk Management Guidelines have been prepared to provide supervisors and employees of Kitsap County with written accident prevention program policies. Included in the Guidelines are such topics as: Accident Prevention and Safety; Fundamentals of Accident Prevention; Hazard Communication Program; Blood borne Pathogens Control Program; Fire Safety; Bomb Threats; Security; and Vehicle Use Policies. A copy of the Guidelines will be available in every County department and is also available on the County Intranet.
- 2. Orientation: In addition to the Guidelines, all new employees receive a required orientation on many of the topics covered in the Guidelines. This training, along with a supervisory orientation, should assist new employees with performance of their new work responsibilities safely and efficiently.
- 3. Responsibilities: Employees are responsible for their own safety at Kitsap County. Questions regarding safety issues should be directed to the employee's supervisor. Other resources for safety information include: the Risk Manager and members of the Risk Manager's staff; the Central Safety Committee; Employing Officials, department heads, managers, and supervisors; and departmental safety teams. Check the County website or your department's copy of the Kitsap County Risk Management Guidelines for more information on safety and accident prevention responsibilities.
- 4. Procedure for Reporting Employee Injuries: All occupational injuries must be reported to the employee's supervisor and Risk Management within twenty-four (24) hours.
  - a. The following items must be reported:
    - i. Name of employee.
    - ii. Date and time of accident or illness.
    - iii. Nature of injury.
    - iv. Did employee receive medical care?
    - v. Was employee hospitalized?

- vi. Was the accident preventable?
- vii. Description in detail of how the accident occurred.
- viii. Did accident involve a third party?
- ix. Witness name(s), address(es), telephone number(s) and a statement of what they witnessed.

5. Anytime an accident causes illness or injury requiring treatment by a health care provider, the employee must inform their supervisor and the following two forms must be completed:

- a. Self-Insurer Accident Report (SIF-2)
- b. Supervisor's Report of Accident

These forms are available from the employee's supervisor or from Risk Management and are completed by the employee and their supervisor. For more information on completing these reports, refer to the Kitsap County Risk Management Guidelines.

## **SECTION D        CONFLICT OF INTEREST & EMPLOYEE ETHICS**

- a. **Purpose:** Public confidence of the citizens of Kitsap County in the operation of their County government is built on integrity. Accordingly, each employee must maintain high standards of personal conduct in their relationships with the public and with working associates. The County is committed to conducting its business in a fair, open, and accountable manner. Public confidence in government is essential and must be sustained by establishing and enforcing rules to assure the impartiality and honesty of its County officials and employees in public transitions and business.
- b. **Confidential Information:** Many of the operations of the County are considered public information, but some are not. The confidential business of the County should not be discussed with anyone who does not need to be consulted with or made aware of the confidential information to further the County's interests. Providing confidential information to unauthorized persons may be grounds for disciplinary action. If you are unsure, contact your supervisor. Even if the information is subject to public disclosure, employees may not independently disclose such information. In addition, employees may not access or use confidential information for any private purpose or purpose that is not specifically related to the employee's official County duties. See RCW 42.23.070, Kitsap County Code and [Appendix S](#), Ethics Policy.
- c. **Loans, Gifts, Gratuities, etc.:** Kitsap County employees must not directly or indirectly give or accept or agree to accept any compensation, gift, reward or gratuity in the course of their work responsibilities from any source other than Kitsap County. See RCW 42.23.070 Kitsap County Code, and [Appendix S](#) Ethics Policy.
- d. **Outside Employment and Activity:**
  - a. Employees must not directly or indirectly engage in any outside employment, activity, including political activity, or financial interest which may conflict, in the County's opinion, with the best interests of the County or interfere with the employee's ability to perform their assigned County job. Examples include, but are not limited to, outside employment or activity which:

- i. Prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job.
- ii. Is conducted during the employee's work hours. Outside employment must not cause a deviation from an employee's regularly scheduled hours. Salaried employees must take a full day of vacation leave for any day they engage in outside employment or activity during their regular workday.
- iii. Utilizes County telephones, computers, supplies or any other resources, facilities or equipment.
- iv. Is employed with a firm which has contracts with or does business with the County.
- v. May reasonably be perceived by members of the public as a conflict of interest or otherwise discredit public service.
- vi. Which might require or induce the employee to disclose information acquired by reason of the employee's official position or knowledge of which might benefit the non-County entity.
- vii. An employee who chooses to have an additional job, contractual commitment, activity, or self-employment that does not conflict with their position, may do so after they obtain prior written approval from their Employing Official.

b. Political Activities: Kitsap County employees are encouraged to participate in civic and community affairs and Kitsap County employees have the same right to campaign in support of, or in opposition to, a candidate or a ballot proposition as any other citizen. However, an employee may not be able to continue employment with the County if holding a public office interferes with the essential functions, performance, or availability required by their position with the County. In addition, since the County receives federal funds, employees whose compensation is derived in part from those funds are subject to the Hatch Act, which places restrictions on their political activities. Regardless of funding source, no public funds and facilities may be used, nor may an employee campaign or engage in political activities, on County time, using County resources, or while representing the County in any way.

Any employee who intends to run for or accept appointment to a public office must notify their manager and Human Resources in writing, on a Request for Outside Employment/Activity form, when declaring candidacy or prior to accepting the appointment. The request should identify the full scope of activities expected, the hours of the activities and number of hours per week, and any potential or perceived conflicts with County responsibilities, recognizing any high potential to discredit public service. Employees should err on the side of caution and take steps to eliminate any perceived conflicts. Upon notification, the County will assess whether the public office responsibilities may conflict with the employee's job duties, work hours, or County obligations. The County reserves the right to deny any such activities while employed with Kitsap County. If it is determined that the public office may materially interfere with an employee's ability to perform their essential job functions or create an actual or perceived conflict of interest, the employee may be required to:

- i. Request a leave of absence
  - ii. Resign from their employment
  - iii. Decline or resign from the public office
- c. Examples of prohibited activities include, but are not limited to:
  - i. Using County stationery, letterhead, postage or copying equipment to prepare and mail campaign literature.
  - ii. Publishing a statement supporting a candidate in the County newsletter or other departmental newsletters or including such a statement on or with any utility billing.
  - iii. Campaigning by County employees on County time to include wearing political paraphernalia such as logos, buttons, t-shirts, hats, etc.
  - iv. Using County facilities, resources, time, and/or equipment to make calls in support of a candidate at any time or in connection with a political activity.
  - v. Using County vehicles to attend rallies, drop off mailers at a printer or distribute campaign materials.
  - vi. Holding campaign meetings in any County building or office.
  - vii. Wearing a County uniform, clothing, or badge while campaigning or attending political rallies or functions that may imply the County's support for that candidate, issue, or political party.
  - viii. Holding a political office that is incompatible with or creates a conflict with County duties, or that may reasonably be perceived by members of the public as a conflict of interest or otherwise discredit public service.
- d. Employees holding political office or other outside employment or activity must recuse themselves from:
  - i. All committees and discussion, debate, and/or decision-making related to their County employment, including but not limited to: setting policy, plans, or participating in projects that directly impacts or benefits their position with the County.
  - ii. Contracts or negotiations between the County and the outside entity or jurisdiction.
  - iii. Any tasks directly involving the outside entity or jurisdiction that are not specifically assigned by a manager.

- iv. Involvement in any decisions that could provide or appear to provide favorable consideration to the outside entity or jurisdiction.
- v. Accessing any County information or records regarding the outside entity or jurisdiction or its activities using County resources, time, or equipment.
- vi. Any involvement in any decision or result of a decision that if made, would lead to, and/or be perceived to lead to, providing favorable consideration to the outside entity or jurisdiction.

- e. Employees are responsible for immediately notifying their Employing Official of any change in circumstances pertaining to their outside employment or activity that may affect the conditions for which the activity was approved, so that the Employing Official may consider whether continued approval is appropriate.
- f. Supervisors are responsible for holding, at a minimum, bi-annual check-ins for monitoring and ensuring that employees who have been authorized to perform outside employment activities are doing so in compliance with these policies. Approval is subject to annual renewal, or more frequently as circumstances dictate.
- g. The use of County facilities, equipment, or resources for non-county business is prohibited.

## **SECTION E        TECHNOLOGY AND SOCIAL MEDIA USE POLICIES**

Kitsap County provides technology for use by employees in the performance of County functions to facilitate and support County business. This technology includes computers, telephones, voice mail systems, e-mail, faxes, and internet access for internal and external business communication purposes. Kitsap County's technology is the property of the County for official business and is not to be used for employee personal gain or to support or advocate for non-County related business. The County reserves the right to monitor the use and content of technology including all electronic communications. County technology, including electronic communications are not private or confidential.

The Kitsap Board of County Commissioners has adopted policies for the Use of Technology and Social Media. These policies apply to Kitsap County employees, officials, volunteers, affiliates, and staff of contractors who provide service to Kitsap County, including those who create or contribute to social networks, blogs, wikis, or any other kind of social media on and off the kitsap.gov domain for work purposes. Employees and contractors using social media are subject to County policies, standards, and procedures including but not limited to non-discrimination, personal use of County resources, public records retention and disclosure, electronic communications privacy and confidentiality, campaign activities and conduct unbecoming a County employee. (See [Appendix F](#) and [Appendix O](#)).

## **SECTION F        EXPECTATION OF PRIVACY**

Although Kitsap County maintains a high degree of respect for the personal privacy of its employees, each employee should be aware that the following guidelines may affect their privacy in the workplace. The communication systems, as well as the equipment, data, messages, and files stored, are and remain at all times the property of the County. The County thus has the right to monitor their use.

The County reserves the right to review, audit, intercept, access and disclose all messages created, received or sent over the email system for any purpose. At any time and without prior notice, Kitsap County's management reserves the right to examine any and all types of electronic communication methods provided by Kitsap County, including but not limited to email, personal file directories, and other information stored on its computers. Internet messages are public communication and are not private. All communications, including text and images, may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

No employee should consider their messages or files to be private or confidential. It should be noted that even if a message is deleted, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality. It is also possible for messages to be retrieved and viewed by someone other than the intended recipient. Aside from performance of normal job duties, employees are not permitted to modify, copy, remove, or destroy any County equipment, data, or files, unless specifically authorized or directed by the Information Technology Director or Employing Official.

#### **PERSONAL USE**

Equipment provided to employees by Kitsap County is County property and is provided for County business purposes. County property includes, but is not limited to, computers, phones, and office equipment (e.g., copiers, faxes, etc.), offices, lockers, desks, cars, and cell phones. Kitsap County employees should have no expectation of privacy in regard to County owned property. The County reserves the right to monitor and/or search the workplace with reasonable suspicion of workplace policy violation.

Email and Internet access through Kitsap County's network are provided for business purposes. Limited personal use is permitted; however, it must not interfere with County operations or with the individual employee's job responsibilities, nor should it cause any harm or embarrassment to Kitsap County or its employees. Furthermore, personal use is subject to the appropriate use guidelines above.

# CHAPTER 10 - WORKING CONDITIONS

This chapter covers work week definitions and special pay provisions for Kitsap County employees.

## SECTION A      WORK WEEK

1. Kitsap County pays employees every other Friday, for the prior two (2) weeks ending on the previous Sunday. The work week, unless otherwise agreed upon in writing by the Employing Official and the employee, begins on Monday at 12:00 a.m. and ends on Sunday at 11:59 p.m.
2. Departments and Offices have the ability to redefine the work week within the parameters of the Fair Labor Standards Act.

## SECTION B      WORK SCHEDULE

1. The department may set or adjust an employee's normal work schedule if the total scheduled work hours do not exceed forty (40) hours per week.
2. The department may accommodate the desires of the employees with respect to the assignment of shift and days off.
3. Office hours are determined by the Board of County Commissioners. Rest periods and meal breaks will be coordinated so as to provide continuous service to the public during such office hours.
4. Flex hours, job sharing, or other alternative work arrangements may be made by mutual written agreement between the Employing Official and the affected employee.
5. Advanced supervisory approval must be received prior to deviating from the established work schedule or working overtime.

## SECTION C      REST PERIODS/BREAKS

The department will provide each employee with a fifteen (15) minute paid rest break during the first four (4) hour period of the workday, and a second fifteen (15) minute paid rest break during the second four (4) hour period of the workday. Employees scheduled to work eight (8) hours per day will be provided with an unpaid thirty (30) minute period for a meal between the third (3rd) and fifth (5th) hour of each shift. Employees scheduled to work ten (10) hours per day will be provided with an unpaid thirty (30) minute period for a meal between the fourth (4th) and fifth (5th) hour of each shift. Employees working three (3) or more hours longer than a normal workday will be allowed at least one thirty (30) minute unpaid meal period prior to or during the overtime period. No employee will be required to work more than three (3) hours without a rest period.

An employee may request, and the supervisor may agree to, a variance from these rules in accordance with WAC 296-126-130. A variance of rest breaks and/or meal periods are permitted only if: (1) it is completely voluntary by the employee, and (2) it is set forth in writing upon a waiver form issued by the

Human Resources Department. The variance is discretionary and either the employee or the department may terminate the agreement at any time. Termination of the agreement must be in writing.

## **SECTION D        ALTERNATIVE WORK ARRANGEMENTS**

Kitsap County recognizes that there are circumstances where alternative working arrangements can be of a benefit to both Kitsap County and the employee. Alternative work schedules may result in increased services to the public, may increase employee morale and productivity, reduce commuter trips, and eliminate workspace congestion in County buildings. Alternative work schedules are subject to the discretion of the Employing Official. If an alternative schedule is authorized by the Employing Official, the authorization must be documented in writing, by the requesting employee and the Employing Official, or their designee on the form established by the Human Resources Department. Alternative work schedules may include:

1. **Flexible Work Schedule:** Flexible work schedules are alternative work schedules with agreed upon work hours with different starting and quitting times for employees other than the standard workday.
2. **Compressed Work Schedule:** A compressed work schedule is an alternative work schedule that permits employees to increase the length of each workday so as to provide one day off every one or two weeks.
3. **Telecommute Work Schedule:** The use of telephones, computers, or similar technology to permit an employee to work from home or alternative work location for one or more days per scheduled work week. (See [Appendix I](#))
4. Upon agreement by the Employing Official and the employee, a job-sharing arrangement may be established. All rights, terms and conditions of the job-sharing agreement must be in writing and agreed upon by the Employing Official and the employee.

## **SECTION E        EMERGENCY COUNTY FACILITY CLOSURE**

In the event of an official closure of County facilities and/or late opening due to severe weather conditions or other extraordinary events (earthquake, power outage, pandemic events, etc.), the closure or late opening will be announced on the Kitsap County telephone information line on courthouse closure, specified radio stations and television channels, [kitsapgov.com](http://kitsapgov.com), through the Kitsap Electronic Notification System for electronic alerts and/or through AlertMedia or other format authorized by the County. (See [Appendix D](#))

## **SECTION F        EMERGENCIES AND DISASTERS**

Employees registered as an “Emergency Worker” as defined in RCW 38.52.010(7), and employees designated as “Emergency Essential” or “First Responders” may be assigned to any disaster service activity that promotes the protection of the public health and safety. The assignment might require serving at a particular location, and/or at times and/or under conditions that significantly differ from employee’s normal work assignments; this may include assignments to perform work outside of the bargaining unit. Other employees of Kitsap County not previously registered as an “Emergency Worker” may be called on to perform services as an “Emergency Worker” as defined in RCW 38.52.010(47), subject to the provisions of chapter 38.52 RCW. An employee’s rate of pay will not be reduced as a result of such assignments.

# CHAPTER 11 - DISCIPLINE AND TERMINATION

## SECTION A DISCIPLINE

1. Employees must accept personal responsibility for maintaining high standards of conduct and job performance, including adherence to rules, standards, and policies. Rules, standards, and policies are needed to help everyone get the job done efficiently, safely, and effectively. Disciplinary action may be required to enforce established rules, standards, and policies. The purpose of discipline is to provide the employee with information and guidance needed to make the required improvements to continue their employment with the County.
2. Employing Officials will consult with the Human Resources Department or the Civil Division of the Prosecutor's Office for assistance and to maintain consistency in the discipline process throughout the County.

## SECTION B CAUSES FOR DISCIPLINARY ACTION

The following is a non-exclusive list provided for illustration of "cause" for disciplinary action:

1. Failure to meet the requirements set forth in the job classification or failure to meet reasonable work performance standards.
2. Neglect of Duty or Dereliction of Duty: Engaging in any activity or personal business which causes the employee to neglect or be inattentive to their job responsibilities.
3. Conduct Unbecoming a County Employee:
  - a. Discourteous treatment or offensive conduct toward the public or fellow employees.
  - b. The use of indecent, obscene, coarse, vulgar or offensive language, including but not limited to racist or sexist slurs, directed toward or in the presence of the public or fellow employees.
4. Assault or threat directed toward the public or fellow employees.
5. Misuse or abuse of power when dealing with members of the public for personal gain.
6. Unauthorized Use of County Time, Property or Equipment.
7. Deliberately destroying, damaging or defacing County property or records.
8. Misappropriation or theft or the improper use of County property, funds or services, or the property/funds of co-workers in the workplace.

9. Bribery: Making a bribe, accepting a bribe, or soliciting a bribe in the course of County business.
10. False Statements: False or fraudulent statements or fraudulent conduct by an employee or such actions by others with their collusion. Falsifying records or reports.
11. Violation of laws, regulations, ordinances, policies or rules: Violation of laws or regulations of Federal, State, County, or Departmental work rules, policies, or safety rules.
12. Solicitation of Illegal Acts: The attempt to induce an officer or employee of the County to commit an illegal act or violate any lawful and reasonable departmental regulation.
13. The Commission of a Crime: Any felony or misdemeanor crime committed, regardless of location or time, that is or may be work related which may impair the employee's ability to perform their duties, or which is so disruptive to the work relationship between the County and the employee or the employee and their coworkers that the Employing Official feels compelled to terminate the employee rather than tolerate the disruptions and inefficiencies that continued employment may cause.
14. Insubordination: Disobedience, unwillingness to submit to established authority, and the refusal to follow a lawful directive or perform assigned work unless such performance would constitute a safety hazard or illegal act.
15. Absences Without Authorization: Failure to report for work, failure to give actual reasons for an absence, leaving work during shift without permission, or failure to return to work upon the expiration of a vacation or general or authorized leave.
16. Job Abandonment: Three (3) consecutive workdays of unauthorized, unjustified absence. Termination for job abandonment is not grievable.
17. Chronic or repeated tardiness.

## **SECTION C        PROGRESSIVE DISCIPLINE**

The following is a list of disciplinary actions in order of increasing severity. It is not intended to be an all-inclusive list, nor is there any intent that discipline necessarily start at the lowest level and be sequential. The level and sequence of discipline should be commensurate with the problem and the classification or status of the employee.

1. Oral Warning: Inappropriate conduct or performance may initially be brought to the attention of the employee by oral discussion or reprimand. The Employing Official is to take reasonable precaution not to embarrass the employee before other employees or the public. The Employing Official is encouraged to keep a record of the date and subject of oral warnings. An oral warning is not subject to the notice and hearing requirement set forth below or the grievance procedure set forth in Chapter 12.
2. Written Reprimand: When inappropriate conduct or performance continues or, when in the judgment of the Employing Official the severity of such conduct or performance warrants it, a written reprimand may be issued to an employee. A copy of the written

reprimand will be kept in the employee's personnel file in the Human Resources Department. The employee may be issued a document outlining areas of improvement that are required with a designated time frame. The employee's supervisor will closely monitor the employee's work performance and/or work behavior which may require frequent performance evaluations. A written reprimand is not subject to the notice and hearing requirement set forth below or the grievance procedure set forth in Chapter 12.

3. **Suspension Without Pay:** The Employing Official may remove an employee from work without pay for a specific period of time for continuing inappropriate conduct or performance or any one severe offense.
  - a. Employees who are exempt from the overtime laws are not subject to unpaid disciplinary suspensions except in increments of full work weeks unless the infraction leading to the suspension is for a violation of a safety rule of major significance.
4. **Forfeiture of Leave:** The Employing Official may charge an employee vacation, in lieu of suspension without pay.
5. **Demotion:** The Employing Official may demote an employee to a classification which has a lower salary range.
6. **Termination:** The Employing Official may terminate an employee for cause. At-will employees may be terminated with or without cause. Termination is the involuntary end of the employment relationship. Instances which warrant termination without prior discipline may include, but are not limited to, conduct such as insubordination, assault, theft, dishonesty, being under the influence of alcohol or drugs, and illegal or destructive acts on the job.
  - a. Terminated employees will be paid all accrued vacation and compensatory time.

## **SECTION D DISCIPLINARY PROCESS**

1. **Administrative Leave:** An Employing Official or their designee may place an employee on leave with or without pay pending the resolution of an investigation including an investigation for alleged misconduct, a pre-disciplinary/pre-termination hearing or for business necessity after consultation with the Human Resources Department. An employee placed on administrative leave must be advised, in writing, of the reason for the leave.
2. **Hearing Required:** An Employing Official arranges for and provides a pre-disciplinary or pre-termination hearing, for those employees entitled to a hearing, prior to the imposition of a disciplinary action that may result in suspension without pay, demotion, forfeiture of leave, or discharge.
3. **Notice:** Written notice of a required pre-disciplinary or pre-termination hearing must be provided to the employee prior to the hearing. The notice informs the employee of:
  - a. The reasons for the disciplinary action or possible termination, including any specific policies and procedures which have been violated.

- b. A summary of the previous incidents or disciplinary actions, if applicable.
- c. The date, time, location of the hearing.
- d. The opportunity to respond to the reason discipline is being considered at the pre-disciplinary hearing.

4. Pre-Disciplinary or Pre-Termination Hearing: The hearing is informal. The purpose of the hearing is to allow the employee to present information which would assist the Employing Official in reaching a final determination.

5. Final Disciplinary Action: Following the opportunity for a pre-disciplinary or pre-termination hearing, the Employing Official must issue a determination within a reasonable period of time and include the following:

- a. The discipline imposed, if applicable.
- b. The effective date and duration of the discipline imposed, if applicable.
- c. The required corrective action by the employee, if applicable.

6. Placement in Personnel File: Both the pre-hearing disciplinary notice letter and letter imposing the final disciplinary action must be forwarded to the Human Resources Department for placement in the employee's official Personnel File. The Employing Official will notify the employee that these documents will be placed in the file prior to doing so. It is recommended but not required that the employee sign the final notice of disciplinary action to acknowledge receipt.

# CHAPTER 12 - GRIEVANCE PROCEDURE

## SECTION A      PURPOSE

The purpose of this procedure is to provide an orderly method for resolving grievances. The employee must make a determined effort to settle any such differences at the lowest possible level in the grievance procedure.

## SECTION B      GRIEVANCE DEFINED

A grievance is a dispute or disagreement arising between the employee and the County in regard to the interpretation or application of County rules, policies, and procedures. Specifically excluded from further recourse to the grievance procedure are grievances that have been processed and decided and grievances not presented within the time limits that were previously established. Oral warnings, written reprimands, performance evaluations, transfers, and job abandonment are not grievable.

## SECTION C      WHO MAY GRIEVE

Any employee who believes they have a grievable dispute as defined above which directly affects the employee has the right to file a grievance. Probationary employees do not have the right to grieve discipline, dismissal, or the imposition of continued probation. At-will employees as defined in [Appendix C](#) do not have the right to grieve discipline or dismissal.

## SECTION D      TIME LIMITS

In order to maintain good employee relations and employee morale, it is important that grievances be handled promptly and fairly. If an employee fails to submit a grievance within the time schedule in the steps below, the employee waives their right to grieve. If the Employing Official fails to respond within the time limits established in the steps below, the next step in the grievance process will apply. If mutually agreed upon, the time limits established in the steps below and any individual step in the grievance procedure may be waived. Where time limits are expressed in working days, "working days" means Monday through Friday, excluding holidays.

Note: The Employing Official should work with the Human Resources Department at Step 1 and Step 2 of the Grievance Procedure.

## SECTION E      PROCEDURE

**Step 1 - Oral Discussion:** Within ten (10) working days of the occurrence which gave rise to the grievance, or within ten (10) working days after the employee becomes aware of the situation giving rise to the grievance, the employee is required to discuss the grievance with their immediate supervisor. The immediate supervisor must notify the employee of their decision within ten (10) working days after the discussion with the employee, or the grievance will be deemed denied. If the employee believes the matter cannot be adjusted to their satisfaction by the immediate supervisor, they may elect to bypass step 1 and proceed directly to step 2 within the ten (10) working days.

Step 2 - Written Grievance: If the employee believes the matter has not been resolved, the employee is required to present their grievance in writing to their Employing Official within ten (10) working days after the receipt of the response or expiration of the time frame for response. If the employee elects to bypass step 1, the step 2 grievance must be filed within ten (10) working days of the occurrence which gave rise to the grievance or within ten (10) working days after the employee becomes aware of the situation giving rise to the grievance. The written grievance is to include the following:

- a. The facts upon which the grievance is based including date(s) and any relevant documents.
- b. Why step one was bypassed, if applicable.
- c. Reference to the rules, policies, or procedures alleged to have been violated.
- d. The remedy sought.

Upon receipt of the grievance, the Employing Official will review the grievance along with all documents and evidence provided, and may, if deemed appropriate, meet with the employee and/or supervisor. The Employing Official will provide a written response within ten (10) working days of receipt of the employee's written grievance.

Step 3 - County Administrator: If the employee believes the matter has not been resolved or adjusted to their satisfaction by the Employing Official, the employee may grieve the matter to the County Administrator. However, in no case may the County Administrator hear non-wage related grievances brought by employees in Elected Official departments. The employee is required to submit a written grievance to the County Administrator within ten (10) working days of the written response of the Employing Official. The County Administrator will set a mutually agreed upon date for the hearing preferably within fifteen (15) working days of receipt of the grievance. The County Administrator will hear the grievance and receive all documentation submitted during the grievance process from both parties. In addition, either party may submit oral or written evidence limited to the subject matter of the grievance as originally filed. The County Administrator will issue a written decision within ten (10) working days of the hearing.

The County Administrator may appoint a hearing examiner to hear the grievance and render a decision on their behalf. The County Administrator has authority to execute settlement agreements.

# CHAPTER 13 - EXITING EMPLOYMENT

## SECTION A RESIGNATION or RETIREMENT

Employees may voluntarily terminate their employment at any time. To resign in good standing, a regular employee must give the employer at least two weeks' written notice of resignation. Management and professional staff are requested to give at least 30 days' notice.

## SECTION B REDUCTION IN FORCE - LAYOFF

1. The employing department may declare a layoff in the event that a reduction in force is necessary due to lack of work, lack of funds, or reorganization.
  - a. Procedure:
    - i. No regular employee may be laid off while another person in the same classification within the impacted work group is employed in a temporary, extra-help, or probationary status.
    - ii. In the event of a layoff, the order of layoff will be determined within the affected department, by classification. Performance, ability to do the work without retraining in order to preserve the most skillful and productive remaining County workforce, and any other relevant factor will be considered in determining which employees will be laid off. When ability and performance are substantially equal, seniority will be the determining factor. Performance will be determined by the use of the employee's performance evaluations within the last two years within the affected classification and any records of disciplinary actions of affected employees. Performance between affected employees will be considered "substantially equal" if both employees receive a "Meets Standards" rating. Ability will be determined by the existence of special skills, credentials, or other qualifications required in a particular job assignment as evidenced by the job description or announcement of hiring. For the purpose of layoff, seniority will be defined as the employee's length of continuous service within their classification, and in case of a tie, their length of continuous service with the County in a regular full-time or regular part-time status. Where there is an applicable collective bargaining agreement, the order of layoff and other related provisions will be determined as provided in the respective collective bargaining agreement.
    - iii. Employees laid off will be given two (2) weeks' notice in writing or, at the option of the Employing Official, two weeks' severance pay.
    - iv. Laid off employees are eligible for recall or re-employment for a period of one (1) year from their effective date of layoff.

2. Recall Within Department of Layoff:

- a. When the County rehires in a department after a layoff has occurred, the County will first attempt to rehire those employees who were laid off from the affected classification within the department in the reverse order of layoff. Laid off employees will also be considered, if available for work, for positions at the same pay range or lower classifications. Laid off employees must meet the minimum qualifications for the position to be considered for recall.
- b. Recalled employees will return with credit for continuous service at time of layoff. See Chapter 7 for continuous service adjustment information.
- c. Notification of recall will be delivered by registered mail and employee response is required within ten days of notification. Employees who refuse recall or who fail to respond will relinquish their recall rights.

3. Re-Employment in Other Departments:

- a. Laid off employees may request to be considered for re-employment in other County Departments in classifications at the same or lower pay range. The laid off employee must meet the minimum qualifications for the position to be considered for re-employment.
- b. Re-employed employees will return with credit for continuous service at time of layoff. See Chapter 7 for continuous service adjustment information.
- c. Re-employment in other departments is at the discretion of the Employing Official.

## **SECTION C        INVOLUNTARY TERMINATION OF EMPLOYMENT**

Employees may be involuntarily terminated. A pre-termination hearing opportunity is required unless the employee is at-will (see Chapter 11).

## **SECTION D        RETURN OF COUNTY PROPERTY**

All employees terminating employment with the County whether by resignation, retirement, discharge, or layoff are required to turn in all County property to their supervisor on their last day worked or on a day mutually agreed upon with the supervisor. Any and all costs associated with returning County property will be at the former employee's expense and is not eligible for reimbursement.

## **SECTION E        FINAL PAY**

Terminated employees will receive in their final pay, if applicable after any final deductions, pay for wages due, accrued and unused annual, unused floating holiday, accrued compensatory time earned, etc. If an employee received an overpayment of wages and/or benefit contributions in a previous payment in error, or the employee owes monies for any reason, the County will provide, in writing to the employee, notification of the overpayment and repayment requirements pursuant to Washington State Law (RCW 49.48.200 and 49.48.210).

## **SECTION F            INQUIRIES REGARDING CURRENT AND/OR SEPARATED EMPLOYEES**

Verifications of employment must be referred to the Human Resources Department. Departments are asked not to complete forms prior to contacting the Human Resources Department. The County will only verify an employee's name, job title, salary, and employment dates, unless authorized in writing by the employee or required by federal law, state law, or a court order.

# CHAPTER 14 - RECORDS AND REPORTS

## SECTION A      PERSONNEL RECORDS AND FILES

The Human Resources Department will establish and maintain a personnel records system, which are the County's official personnel records for each employee. Reporting procedures and forms are established by the Director. Information compiled and retained in the central personnel file consists of records and reports deemed pertinent which include, but are not limited to:

1. Personal Data: Legal name, mailing address, telephone number, date of birth; copies of driver's licenses (if required), certifications (if required); emergency contact information.
2. Basic Employment Information: Job title, department assignment, employee's application, pay grade and step, dates of employment, benefit selection forms, retirement information.
3. Personnel Actions: Reports of personnel actions will be reported to the Human Resources Department in the manner, time, form, and method as determined by the Director. Examples of personnel actions are:
  - a. Appointments
  - b. Transfers
  - c. Promotions
  - d. Demotions
  - e. Resignations
  - f. Dismissals
  - g. Disciplinary actions
  - h. Performance evaluations and other reports of work performance
  - i. Commendations and Awards
  - j. Leaves of absences
  - k. Changes of pay grades and/or pay steps
  - l. Temporary or permanent changes in an employee's status
  - m. Mandatory training records
  - n. Other training records (optional)
  - o. Employment history and other such records and reports as deemed pertinent
4. Other Information: Authorization to release information, and verifications of employment.

## SECTION B      CONFIDENTIALITY AND PUBLIC DISCLOSURE

1. Each employee's personnel records will be kept confidential to the maximum extent permitted by law and will not be open to inspection by any person other than the employee, the employee's supervisor, Employing Official or designee and the Human Resources staff, unless the written authorization of the employee has been obtained.

2. Although personnel files are considered confidential, the County may be obligated to release certain personnel information to labor organizations or to other entities or individuals making a valid request under state or federal law, (e.g., Washington State's Public Disclosure Act--Chapter 42.56 RCW). Except for routine verifications of employment, no information from an employee's official personnel file is released to the public, including the press, without a written request for specific information. The decision to release or not release information is made by the Director.
3. Other personnel records and files that are specifically exempt from public disclosure by statute, such as test questions, scoring keys and other materials used in the preparation and administration of employment examinations, residential addresses and telephone numbers, social security numbers, names of dependents, resumes, or applications for employment, will generally be considered confidential and not be subject to public disclosure unless specifically designated as subject to public disclosure by the Director, or by law. Any employee who fails to maintain the confidentiality of personnel records and files will be subject to disciplinary action.
4. Medical and financial information relating to employees must be maintained in a restricted-access file separate from the employee's personnel file.

## **SECTION C      EMPLOYEE ACCESS TO PERSONNEL FILES**

1. Each employee may review the contents of their own personnel file. Requests for inspection of personnel files are made to the Human Resources Department. An authorized staff member will schedule a time and place for the employee to review the file during normal and customary office hours.
2. Personnel files are not to be removed from the Human Resources Department without prior specific approval from the Director.

## **SECTION D      CHALLENGES TO THE PROPRIETY OF DOCUMENTS IN PERSONNEL FILES**

An employee may challenge the propriety of any document in the personnel file. If, after discussion, the County retains the material in the file, the employee will have the right to insert contrary documentation into the file. If the affected employee believes that a deficiency has been corrected by later action, they may request in writing to have documentation of this action included in the file.

## **SECTION E      DEPARTMENTAL WORKING FILES**

Departments may create and maintain working files for the convenience of the department. Department working files are not a part of and may not substitute for the employee's official personnel file. Department working files should not contain any medical information.

# **GLOSSARY - DEFINITION OF TERMS**

## **ADMINISTRATIVE LEAVE**

Paid or unpaid time off the job allowed to employees for the following:

1. When an Employing Official, or their designee, after consultation with Human Resources, places an employee on leave with pay pending the resolution of an investigation, including an investigation for alleged misconduct, a pre-disciplinary/pre-termination hearing or, for business necessity. Any employee placed on administrative leave must be advised, in writing, of the reason for the leave.
2. When the County Administrator, or in their absence the Chair of the Board of County Commissioners, determines it to be a business necessity and/or in the best interest of the County.

While on administrative leave, employees are to remain ready and available for County purposes during regular work hours.

## **ANNIVERSARY DATE (DATE OF HIRE)**

The date an employee is originally hired into a regular budgeted, full-time or part-time position within Kitsap County employment. No credit is given for extra-help work when establishing an employee's anniversary date. The anniversary date is not adjusted while continuously employed and differs from continuous service and seniority dates.

## **APPLICANT**

An individual who, in accordance with this Manual, has submitted a complete application for employment within the publicized recruiting period and on the prescribed forms.

## **APPOINTMENT**

The placement of an employee into a position in the compensation system upon hire or position change.

## **BASE/HOURLY RATE OF PAY**

An employee's hourly rate as established by their pay grade and step.

## **CALL-BACK PAY**

Pay received by employees who are not scheduled to work on a particular day or have left work for the day, but who are called-in to work. Employees who are on the clock while traveling (e.g., traveling between work sites) are considered to be working and therefore may be assigned additional duties without incurring an additional two (2) hour minimum payment. When an employee performs the work from their current location and travel is not required, then any of the two (2) hour minimum callback provisions shall not apply.

## **CAUSE**

As used in the Personnel Manual, Chapter 11, B "cause" means in good faith and for a reason.

## **CHAIR**

The chairperson of the Board of County Commissioners.

## **CLASSIFICATION**

The systematic arrangement of positions into groups or categories according to established criteria such as type and level of work duties and/or responsibilities, skills, abilities, qualifications and conditions common to various individual positions of employment. Classifications are adopted by the Board of County Commissioners. Positions are assigned to classifications to facilitate pay administration, recruitment and other personnel actions.

## **COMPENSATORY TIME**

Paid time off the job, for hours actually worked beyond eight (8) hours in a day and/or in excess of 40 hours in a work week, granted to a nonexempt employee in lieu of pay.

## **CONTINUOUS SERVICE**

Length of continuous service by an employee including periods of authorized paid leave. An employee who terminates and is re-employed within twelve (12) calendar months of the termination date, will have their continuous service date adjusted by the time between termination and re-employment. All benefits based on length of service are computed on the basis of continuous service, unless otherwise specified. Continuous service dates are adjusted for any period of absence over one full calendar month in a leave without pay status.

## **COUNTY ADMINISTRATOR**

The County Administrator is appointed by the Board of County Commissioners, oversees the operations of the internal services departments, and coordinates the operations of those departments with the operations of departments directed by the Board of County Commissioners and other Elected Officials. Wherever action is required by the County Administrator, in the absence of the County Administrator, the chair of the Board of County Commissioners will act in their place.

## **DEMOTION**

The movement of an employee from one position to another having a lower pay range, whether voluntary or involuntary.

## **DEPARTMENTAL RULES**

Rules, regulations, and procedures established by individual departments not in conflict with this Manual.

## **DEPARTMENT DIRECTOR**

The appointed administrator of a County department serving at the pleasure of the Board of County Commissioners.

## **DIRECTOR**

The Director of the Human Resources Department, or the Director's designee.

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

A confidential and professional assistance program to help employees and their families resolve problems that affect their personal lives and job performance.

## **ELECTED OFFICIAL**

An individual independently elected by the citizens of Kitsap County responsible for the administration and oversight of a specific County office or department as defined in the Washington State Constitution or by Washington State Law.

## **EMPLOYEE CLASSIFICATION**

### At-Will Employee:

An employee whose continued employment with the County is at the discretion of the County Administrator, Elected Official, Board of County Commissioners or a Department Director. At-will employees may have their appointments revoked at any time with or without cause and without right to grievance or appeal.

### Exempt Employee:

An executive, administrative, or professional employee exempt from the minimum wage and overtime requirements of the Washington Minimum Wage Act and the Fair Labor Standards Act. An exempt employee is hired to fulfill the duties of their position and expected to work the hours needed to complete work assignments. Elected officials are not employees but are also exempt from the requirements of the Washington Minimum Wage Act and the Fair Labor Standards Act.

### Full-Time Employee:

A regular employee who is hired to work at least forty (40) hours per week in a budgeted position.

### Nonexempt Employee:

An employee who is subject to the minimum wage and overtime requirements of the Washington Minimum Wage Act and the Fair Labor Standards Act.

### Part-Time Employee:

A regular employee who is hired to work twenty (20) hours or more but less than forty (40) hours in a week in a budgeted position.

### Regular Employee:

An employee in a budgeted position who has successfully completed their probationary employment period. Regular employees are credited with continuous service from the date of hire into a budgeted position.

### Extra-Help Employee:

Non-regular employees who are at-will for the entire period of employment and may be terminated at any time by the Employing Official or designee. Extra-help employees receive only those benefits required by federal or state laws.

### Probationary Employee:

An at-will employee in a budgeted position, who is serving a test period of work evaluation for a new or promoted position.

## **EMPLOYING OFFICIAL**

A person responsible for the employment, discipline, or termination of employees, the Elected Official or Department Director.

## **GRIEVANCE**

A dispute or disagreement brought by an employee against the County in regard to the interpretation or application of specific provisions of the Personnel Manual. Specifically excluded from further recourse to the grievance procedure are grievances that have been processed and decided and grievances not presented within established time frame.

## **HUMAN RESOURCES DEPARTMENT**

The department responsible for administering the Human Resources System on behalf of the Board of County Commissioners, under the direction of the County Administrator.

## **INVOLUNTARY TERMINATION**

The involuntary discontinuation of the employment relationship.

## **JOB SHARING**

An alternative work arrangement in which employees share a full-time position.

## **LAYOFF**

The termination of an employee from the active work force due to lack of funds, lack of work, or organizational changes.

## **LEAD**

An employee with the County who provides work direction to staff performing similar functions and handles more complex questions and problems. May provide input for employee's evaluation.

## **MEDICAL SEPARATION**

Separation from employment when an employee is no longer able to perform the essential functions of their position, with or without accommodation. Employees who are separated from their employment through this process will have grievance/appeal rights consistent with this Manual or the employee's collective bargaining agreement, whichever is applicable.

## **OPEN COMPETITIVE RECRUITMENT**

A recruitment which is open to the public, has been screened for minimum qualifications, and has two or more viable candidates for consideration.

## **ORAL WARNING**

An oral discussion with an employee regarding the correction of inappropriate work behaviors and/or performance deficiencies.

## **OUT OF CLASS PAY**

As approved by the County Administrator, pay provided to an employee for all compensated hours, for temporarily performing work in a higher classification for a minimum of five (5) consecutive days, usually due to a special project, a vacancy, or the absence of a regular employee. Exempt employees do not receive out of class pay for hours worked in excess of full-time hours. Non-exempt employees working out of class in an exempt position will continue to be treated as non-exempt and will be eligible for overtime pay for hours worked in excess of full-time hours.

## **OVERTIME**

Rate of pay for each hour a nonexempt employee actually works in excess of eight (8) hours in a day or in excess of forty (40) hours in a work week.

## **PAID STATUS**

The normal employment situation in which the employee is paid for time worked or the employee is on paid leave, (such as vacation, sick leave, or other County paid leaves of absence).

## **PAY GRADE**

The identification of a range of compensation for specific classifications approved by the Board of County Commissioners.

## **PAY RANGE**

The compensation attached to steps assigned to a pay grade approved by the Board of County Commissioners.

## **PERFORMANCE IMPROVEMENT PLAN (PIP)**

A written document outlining areas of improvement expected within a designated time frame relating to work performance or inappropriate work behavior. The work performance or behavior will be closely monitored which may result in disciplinary action if the employee does not demonstrate improvement in accordance with the PIP.

## **PERSONNEL FILE**

The official County record for each current or former employee, maintained in the Human Resources Department, which may include application forms, dates of employment, status changes for position changes, promotions, step increases, leaves of absence, benefit information, performance evaluations and rebuttals, letters of commendation, disciplinary actions, pay rates, and other pertinent information. The official Personnel file may include electronic records in Workday. (Departments may maintain records including, but not limited to, payroll records, time sheets, leave requests, etc. Medical documentation is to be maintained in Human Resources only.)

## **POSITION**

A budget reference assigned a group of specific duties and responsibilities requiring the full-time or part-time employment of one person. Positions are created by the Board of County Commissioners.

## **PROBATIONARY PERIOD**

The test period of work evaluation for a new or promoted employee.

## **PROMOTION**

Appointment to a position with a higher pay range.

## **REASSIGNMENT**

Designation of different work assignment within the same classification and within the same department as determined necessary by the Employing Official or designee.

## **RECALL**

The rehiring of a laid-off employee into the previously held or lower classification within the department of lay-off.

## **RECLASSIFICATION**

The allocation of a position to a new classification based on changes in the level of responsibilities, tasks and duties of a position which may change areas of emphasis, the level of skill or responsibility required and/or qualification requirements as they relate to the current position. A reclassification upgrade is not to be used as a merit raise or as a reward for employment longevity, nor is it to be used to reflect an increased volume of work at the same level of responsibility that the incumbent is currently performing. A reclassification may result in an increase or decrease in compensation. A reclassification must be approved by the Board of County Commissioners before an employee may be compensated for any change in compensation resulting from a reclassification.

## **RE-EMPLOYMENT**

The appointment, without competitive examination, of a laid-off employee or a former employee, within 12 months of the effective date of termination, to a classification in which the employee formerly served as a regular, non-probationary employee, or to a comparable or lower classification for which the former employee is qualified.

## **REGULAR RATE OF PAY**

An employee's base hourly rate, plus any additional pay (such as assignment or shift differential) that is used in calculating Fair Labor Standards Act (FLSA) overtime.

## **RESIGNATION/SEPARATION**

Voluntary termination of an employment relationship with the County by an employee.

## **RETIREMENT**

Voluntary separation of an employee who is retiring through the Washington State Retirement System.

## **SENIORITY**

Seniority for the purposes of lay-offs is defined as length of service within the affected classification.

## **SUPERVISOR**

An employee with the County who has been delegated the responsibility and authority to assign, schedule, monitor, train and evaluate the work of at least two assigned staff. Performs all elements of supervising, approving annual/sick leave requests, authorizing overtime, and recommending to the Employing Official hiring, promotion, discipline and termination actions of assigned staff.

## **SUSPENSION**

A temporary removal of an employee without pay due to disciplinary reasons.

## **TELECOMMUTING (OR TELEWORKING)**

The use of wireless communications, computers, or similar technology to permit an employee to work from home, or alternative work locations. Telecommuting means working arrangements in which the

workplace is located at least part time at an alternate location, such as the employee's home or a satellite office.

## **TIME LOSS**

Absence from work due to an on-the-job injury which has been determined to be compensable in accordance with the State Worker's Compensation Regulations.

## **TRANSFER**

A voluntary change from a position in one classification to a position in another classification of an equal or lower pay rate.

## **WORKDAY/SHIFT**

The hours in a 24-hour day an employee is regularly scheduled to work.

## **WORKPLACE**

The building or work area constituting the principal place where work is performed or assigned including common areas (such as reception area or halls) and personal work areas (such as offices or group workstations), any remote areas where the employee is engaged in official business (including field locations), and/or vehicles, either County or privately owned, when used while conducting County business.

## **WORK WEEK**

A fixed and regularly recurring period of one hundred sixty-eight (168) hours, seven (7) consecutive twenty-four (24) hour periods, beginning on Monday at 12:00 am and ending on Sunday at 11:59 pm, unless otherwise designated.

## **WRITTEN REPRIMAND**

Formal written notice to an employee to correct inappropriate work behavior and/or performance deficiencies, usually after receiving an oral warning or for more serious/severe offenses.