Kitsap County Personnel Manual

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CHAPTER 1 - GENERAL PROVISIONS

SECTION A 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, Clerk, and Coroner. The number of independent, elected County officers provided for in the constitution and state law is a distinguishing feature of County government.

SECTION B ORGANIZATIONAL STRUCTURE (see Appendix A)

The independent nature of County elected officers make 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: the Assessor, Auditor, Clerk, Coroner, 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 who report to the Board of County Commissioners through an appointed County Administrator.

SECTION C KITSAP COUNTY VISION STATEMENT

Kitsap County shall be known for its natural beauty, safe and healthy communities, educational resources, high quality government, dynamic economy, and community spirit.

SECTION D KITSAP COUNTY MISSION STATEMENT

Kitsap County government exists to protect and promote the health, safety and welfare of our citizens in an efficient, accessible and effective manner.
SECTION E  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 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 F  STANDARDS

1. As an employer, Kitsap County strives for an environment in which all members 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 the employee to reach their full potential and the County to provide superior services to its citizens. 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 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 G   PURPOSE OF THIS HANDBOOK

This policy handbook 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 Personnel and Human Services and to the County Administrator. Additionally, this Manual will be reviewed on a periodic basis by the County’s Strategic Planning Cluster to insure 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 shall not be interpreted as promises of specific treatment, and these guidelines shall 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 handbook 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 handbook in individual situations to avoid disruptions in the public employer function, or to achieve its primary mission.

SECTION H   APPLICABILITY

1. Positions Covered: All County positions are covered by this Manual except for the following positions:
   a. Elected Officials and their chief deputies.
   b. Members of all boards and commissions appointed by the Board of County Commissioners.
   c. Employees within the classified system of the Sheriff’s Civil Service Commission.
   d. Persons covered by a separate contract of employment.
   e. Extra-help employees.
   f. Volunteers.
   g. At-will employees as listed in Appendix C:
   h. With respect to employees employed by Elected Officials other than the Board of County Commissioners, and except as stated elsewhere in this Chapter, the provisions of this Personnel Manual concerning wages, benefits, classifications and employee relations apply to employees
employed by the Assessor, Auditor, Clerk, Coroner, Prosecuting Attorney, Sheriff, Treasurer, and judges of the Superior and District Courts. The remaining provisions of this Manual do not apply to such employees unless specified and expressly adopted by the Employing Official.

i. With respect to at-will employees, the provisions of this Personnel Manual concerning wages, benefits, classifications and employee relations shall apply. The remaining provisions of this Manual do not apply to such employees.

2. **Supplementation of Collective Bargaining Agreement**: The provisions of this Manual apply to represented employees who are covered by the terms and conditions of a collective bargaining agreement only in accordance with the following:

   a. The provisions of this Manual may be adopted by specific reference and included as a part of the collective bargaining agreement.

   b. Where the collective bargaining refers to this Manual to resolve matters not covered by the Collective Bargaining Agreement or for elucidation of matters covered by the Collective Bargaining Agreement.

   c. When language or discussion in a collective bargaining agreement addresses the subject matter covered by any section of this Manual, wholly or in part, the language in the Collective Bargaining Agreement shall be considered complete.

**SECTION I  EMPLOYER RIGHTS**

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

   a. The exclusive right to 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.

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

SECTION J  EMPLOYEE RIGHTS

1. 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 and assist any employee organization.

2. Employees shall be protected from discrimination or harassment on the basis of sex, race, color, religion, national origin, age, disability, marital status, veteran status and sexual orientation. (Amended September 1, 2001)

SECTION K  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 L  REVISIONS, ADDITIONS, AND DISTRIBUTIONS

As changes occur, departments shall receive the revisions and additions to this Manual. A memorandum shall be included with the revised pages giving instructions and explanations for each change, if this is necessary. The current date of each revision is entered in the lower left-hand corner of each page. The Personnel Manual shall be maintained by the Office of the Board of County Commissioners, Personnel and Human Services and the Director of each department. The Personnel Manual will be available on the County’s “Intranet,” when that technology becomes available.
CHAPTER 2 - DEFINITION OF TERMS

2.1 ADMINISTRATIVE LEAVE (Amended 12/12/11)

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

1. When an Employing Official, or their designee, places an employee on leave with pay pending the resolution of an administrative investigation, an investigation for alleged misconduct, a pre-disciplinary/pre-termination hearing or, for business necessity. Any employee placed on administrative leave shall 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.

2.2 ANNIVERSARY DATE

The date an employee is hired into a regular budgeted, full-time or part-time position. No credit is given for extra-help work when establishing an employee’s anniversary date.

2.3 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.

2.4 CAUSE

As used in this Personnel Manual, “cause” means in good faith and for a reason.

2.5 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.
2.6 **COMPENSATORY TIME**
Paid time off the job granted to a Fair Labor Standards Act (FLSA) and Washington Minimum Wage Act nonexempt employee in lieu of overtime pay for hours actually worked beyond eight hours in a day and/or in excess of 40 hours in a work week.

2.7 **CONTINUOUS SERVICE/SENIORITY**
Length of continuous service by an employee including periods of authorized paid leave. An employee who terminates and is re-employed, not exceeding thirty (30) days, shall have the 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.

2.8 **COUNTY ADMINISTRATOR**
The County Administrator is appointed by the Board of County Commissioners, oversees the operations of departments that are within the Board’s jurisdiction, and coordinates the operations of those departments with the operations of departments directed by Elected Officials.

2.9 **DEMOTION**
The movement of an employee, involuntarily, from one classification to another having a lower pay range.

2.10 **DEPARTMENT OF PERSONNEL AND HUMAN SERVICES**
The department responsible for administering the Personnel System on behalf of the Board of County Commissioners under the direction of the Director and the County Administrator.

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

2.12 **DEPARTMENT DIRECTOR**
The appointed administrator of a County department serving at the pleasure of the Board of County Commissioners.

2.13 **DIRECTOR**
The Director of Personnel and Human Services or the Director's designee.
2.14 DISCHARGE
The involuntary termination of the employment relationship by the Employing Official for cause.

2.15 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.

2.16 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.

2.17 EMPLOYEE CLASSIFICATION
1. 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 appeal.

2. Exempt Employee: An elected, 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.

3. Full-Time Employee: Effective through December 31, 2001: A regular employee who is hired to work at least 38.75 hours per week in a budgeted position. Effective January 1, 2002: A regular employee who is hired to work at least 40 hours per week in a budgeted position. (Amended September 1, 2001)


5. Part-Time Employee: Effective through December 31, 2001: A regular employee who is hired to work 40 hours or more in a two week pay period but less than 77.50 (38.75 hour workweek) or 80 (40 hour workweek) hours in a two week pay period in a budgeted position. Effective January 1, 2002, a regular employee who is hired to work 40 hours or more in a two week pay period but less than 80 (40 hour workweek) hours in a two week pay period in a budgeted position. (Amended September 1, 2001)
6. **Regular Employee**: An employee, in a budgeted position, who has successfully completed his or her probationary employment period. Regular employees are credited with continuous service from the date of hire into a budgeted position.

7. **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 and do not receive County benefits.

8. **Probationary Employee**: An employee, in a budgeted position, who is serving a test period of work evaluation for a new or promoted position.

2.18 **EMPLOYING OFFICIAL**
A person responsible for the employment, discipline, or termination of employees, usually the Elected Official, Department Director or designee.

2.19 **FULL MONTH OF EMPLOYMENT (Amended 12/12/11)**
Any calendar month in which a probationary or regular employee is in a paid status for at least sixty-five percent (65%) of their regularly scheduled hours. (65% of a full-time employee’s regularly scheduled hours are calculated to be 112 hours or 14 working days in a month.)

2.20 **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 timeframes.

2.21 **IMMEDIATE FAMILY**
Immediate family includes the following: mother, father, son, daughter, brother, sister, spouse, aunt, uncle, niece, nephew, grandfather, grandmother, grandson, granddaughter, daughter-in-law, son-in-law, father-in-law, mother-in-law, sister-in-law, brother-in-law, step-mother, step-father, step-sister, step-brother, stepchild, foster child. (Amended September 1, 2001)

2.22 **JOB SHARING**
An alternative work arrangement in which employees share a full-time position.
2.23 LAYOFF
The termination of an employee from the active work force due to lack of funds, lack of work, or organizational changes.

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

2.25 OUT OF CLASS PAY
Pay provided to an employee for actual hours worked for temporarily performing work for a minimum of ten consecutive days in a higher classification, usually due to a vacancy or absence of a regular employee.

2.26 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 40 hours in a work week.

2.27 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 paid leaves of absence). Time loss received under Worker’s Compensation is not considered time worked or paid leave.

2.28 PAY GRADE
The alpha/numeric identification of a range of compensation for specific classifications approved by the Board of County Commissioners, indicating:
   a. Exempt or nonexempt status.
   b. 7.75 or 8-hour work day. Effective January 1, 2002, 8 hour work day (Amended September 1, 2001)
   c. Union or non-union status.

2.29 PAY RANGE
The compensation attached to steps assigned to a pay grade approved by the Board of County Commissioners.
2.30 PERSONNEL FILE
The official County record for each current or former employee maintained in the Department of Personnel and Human Services 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.
(Departments may maintain files for each employee that contains some of the same documents listed along with payroll records, time sheets, leave requests, etc.)

2.31 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.

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

2.33 PROMOTION
Appointment to a job classification with a higher pay range within the department of current employment.

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

2.35 RECLASSIFICATION
Changes in the level of responsibilities, tasks and duties of a position which may change areas of emphasis, the level of skill required and/or qualification requirements as they relate to the current position. These changes may result in allocating the position to a new classification, a current classification or a title change. 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.
2.36 RE-EMPLOYMENT
The appointment without competitive examination of a laid-off employee or a former employee within 30 days 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.

2.37 RESIGNATION
Voluntary termination of an employment relationship with County by an employee.

2.38 RETIREMENT (Amended 12/12/11)
Voluntary separation of an employee who is retiring through the Washington State Retirement System.

2.39 SUPERVISOR
An employee with the County who has been delegated the responsibility and authority to assign, schedule, monitor, train and evaluate the work of assigned staff. Performs virtually 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.

2.40 SUSPENSION
A temporary removal of an employee with or without pay usually due to disciplinary reasons or for the purpose of an investigation into allegations involving the employee.

2.41 TERMINATION
The discontinuation of the employment relationship.

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

2.43 TRANSFER
A change from a position in one classification to another classification of an equal or lower paygrade whether intra-departmental or inter-departmental.
2.44 WORK DAY
A work day is the hours in a day an employee is scheduled to work. Effective through December 31, 2001: Full-time is usually 7.75 (38.75 hour work week) or 8 hours (40 hour work week) a day. Effective January 1, 2002: Full-time is usually 8 hours a day (40 hour work week). (Amended September 1, 2001)

2.45 WORK IMPROVEMENT PLAN
A written document outlining areas of improvement expected within a designated time frame following disciplinary action or a performance evaluation relating to unsatisfactory work performance/inappropriate work behavior. The work behavior/performance shall be closely monitored which may result in more frequent performance evaluations than required by this Manual.

2.46 WORK/LIFE POLICIES AND PROGRAMS
These policies and programs promote balance between work and home. Providing employees and employers with an effective way to deal with personal responsibilities creates a more efficient employee and a more effective employer. These practices often include the following: child and elder care assistance programs, financial benefits and assistance, flexible personnel policies, alternative work schedules, education and wellness programs, a drug and violence free environment and employee assistance programs.

2.47 WORKPLACE
a. 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 private or personal work areas (such as offices or group work stations);

b. Any remote areas where the employee is engaged in official business, including field locations;

c. Vehicles, either County-owned or privately owned, when used while conducting County business.

2.48 WORK WEEK
A work week is a fixed and regularly recurring period of one hundred sixty-eight (168) hours, seven (7) consecutive twenty-four (24) hour periods, usually beginning on Monday and ending on Sunday.
2.49 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 and informing the employee that further disciplinary action shall result.
CHAPTER 3 - RECRUITMENT AND EXAMINATION

SECTION A RECRUITMENT

1. The Department of Personnel and Human Services shall 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 because of race, color, religion, sex, national origin, age, disability, veteran status, marital status or sexual orientation is prohibited. (Amended September 1, 2001)

2. If an employee feels they have been discriminated against because of race, color, religion, sex, national origin, age, disability, veteran status, marital status or sexual orientation, the employee should contact the Director. The Director or designee will help the employee, or can advise the employee of other sources of assistance, such as the Equal Employment Opportunity Commission (EEOC) and the Washington State Human Rights Commission. (Amended September 1, 2001)

3. Types of Job Vacancy Announcements

   a. Outside Posting: An Employing Official may request 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. Promotional Posting: An Employing Official may request to post a notice of job vacancy to employees of the employing department. Applications are restricted to employees in regular, budgeted positions within the employing Kitsap County department. The notice is to be posted a minimum of five (5) working days prior to filling a job vacancy.

   c. Internal Posting: An Employing Official may request to post a notice of job vacancy internally to employees of Kitsap County. Applications are restricted to employees in regular, budgeted Kitsap County positions. The notice is to be posted for a minimum of five (5) working days prior to filling a job vacancy.
d. **Continuous Posting:** An Employing Official may request 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 proceed to the next step in the recruitment process. Those who successfully pass the exams shall 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 Department of Personnel and Human Services or the Employing Official.

4. **Recruitment Procedures**

   a. **Position Vacancy:** To begin the recruitment process, the Employing Official submits the “Position Vacancy Requisition” form to the Department of Personnel and Human Services. Upon receipt of the Position Vacancy Requisition form, the Personnel Manager shall assign staff to contact the department and begin the posting process. The Employing Official and Personnel and Human Services shall coordinate the recruitment and selection process.

   b. **Distribution of Posting:** All job vacancy posting notices shall be posted in the Department of Personnel and Human Services, employing department, courthouse bulletin boards and designated out-buildings operated by the County. Job vacancy postings shall be distributed to the Washington State Employment Security Department and other applicable agencies. The listings are also maintained on the Kitsap County Internet web page and on the 24 hour recorded job line. At the request of the Employing Official, advertisements shall be placed in designated newspapers, publications, newsletters and with other recruiting sources.

5. **Applications**

   a. **Filing of Applications:** Applications for employment need to be filed on such forms as may be prescribed by the Department of Personnel and Human Services. Official County application forms need to be filled out completely by each applicant. Applicants need to submit a separate application for each position. Applications must be signed with the applicant's original signature. Applicants are responsible for promptly notifying the Department of Personnel and Human Services of any changes of address or telephone number so that the information may be corrected on the application. Applications shall not be returned to the applicant.

   To be accepted for review, an application must be received by the Department of Personnel and Human Services by the close of business on or before the final filing date specified in the announcement. At the request of the Employing Official, applications postmarked by the final
closing date shall be accepted. The Department of Personnel and Human Services is not responsible for rejection of applications due to the manner or method of delivery.

All information submitted in the application process shall be subject to investigation and verification prior to appointment. The Department of Personnel and Human Services may require proof of education, experience, and other claims as deemed appropriate.

b. **Review of Applications**: All application packets submitted for job openings shall be reviewed and rated following a uniform screening process. The format and content for such a rating form shall be selected by the Department of Personnel and Human Services in conjunction with theEmploying Official. The rating criteria shall reflect the skills, knowledge, and experience that is necessary to perform the work of the position, as stated in the classification description and job announcement.

c. **Notice to Applicants**: Each person who files an application for an announced vacancy may obtain information concerning the status of his or her application upon request. Each applicant who is accepted for an examination shall be notified in writing or by phone of the scheduled time and place of the examination. The Department of Personnel and Human Services is not responsible for the quality of mail delivery service.

d. **Rejection of Applications**: The Director or designee may reject any applicant from further consideration for specific reasons, which may include but are not limited to:

   1. The applicant does not meet the minimum qualification/eligibility requirements established for the position.

   2. The applicant, through examination, does not successfully meet the minimum established passing score to be considered further for the position.

   3. The applicant has made a false statement of material fact in the application process.

   4. The applicant has used or attempted to use illegal means to secure an advantage in the application process.

   5. The applicant has improperly obtained and used information regarding the examination to which he/she was not entitled.
(6) The applicant has failed to reply to a letter of inquiry sent to his or her last address and/or phone messages left at numbers designated on the application form.

(7) Within the past seven (7) years the applicant has been convicted of a crime, and the conviction is directly related to the requirements of the job.

(8) The applicant does not meet the minimum age requirement specified in the current class specification.

(9) The applicant has declined an interview, failed to appear for a scheduled test or interview or expressed lack of interest in the position.

(10) The applicant failed to provide a completed application packet as required by the designated closing date.

SECTION B EXAMINATIONS

1. Suitability for appointment to County positions is determined by examination relating to those matters which shall test the capacity and fitness of the candidates to perform the essential functions of the 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 Department of Personnel and Human Services specifies the nature and content of examinations based upon the advice and information of Employing Officials and subject matter experts.

a. Conduct of Examinations: Examinations are held at such times and places and in such a manner, as in the judgment of the Department of Personnel and Human Services, most nearly meet the practicability of administration and needs of this service. The examination is conducted by the Department of Personnel and Human Services.

Where improper conduct on the part of a candidate is observed by the proctor, the candidate may be disqualified from further competition.

b. Inability to Appear for an Examination: In the event an applicant fails to appear at the designated time and place for an examination, the applicant foregoes the competition on that examination. The Director or designee may consider justifiable reasons for an applicant's inability to appear and may provide for a makeup examination when it is in the best interests of
the County. For examinations that involve the use of special equipment, group exercises or the services of expert raters who are not County employees, rescheduling of examinations shall not be allowed. The Director or designee may establish the qualified candidate list prior to the administration of a makeup exam. Depending on the nature of the examination, applicants who arrive late may not be admitted to the examination.

c. **Retake of Examinations**: Applicants who fail an examination shall not be permitted to retake the examination during that examination process, but may be permitted to retake the examination again when the position is next announced. On certain performance tests, such as keyboard skills, more than one opportunity to take the test may be offered, depending on such circumstances as the number of applicants, the time to administer the test and the level of the applicant's performance on the initial test. On all tests, the County has the right to determine how often an applicant may take a test within a specific period of time.

d. **Veterans Preference**: Veterans qualifying under the provisions of RCW 41.04 shall have added to their passing score an appropriate preference in accordance with State law. Eligible applicants must request such preference and provide proof of discharge in the manner prescribed by the Director or designee.

e. **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, or voice stress analysis exams.
CHAPTER 4 - APPOINTMENT

SECTION A EMPLOYMENT LISTS

1. Each appointment to fill a budgeted position in the County service is made from an employment list. An employment list contains the names of candidates who are qualified for appointment to the classification. The Director or designee shall 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 shall be placed on a current department recall list. When vacancies occur in the employee’s same classification within the employing department, the department shall 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 shall receive consideration by other departments for positions that are within the classification from which laid off, classifications within the same pay grade, or classifications within pay grades with lower maximum salary ranges.
   c. **Promotional Employment List**: Names of qualified County employees in regular, budgeted positions from within the employing department.
   d. **Internal Employment List**: Names of qualified County employees in regular, budgeted positions.
   e. **Outside Employment List**: Names of top candidates who have successfully completed the examination process.

SECTION B TYPES OF APPOINTMENTS

1. **Regular Appointment (Full-Time and Part-Time)**: Regular appointment is any appointment to a budgeted position vacancy in the Kitsap County service. Appointments are made from an employment list in accordance with this Manual. Such appointments include initial appointments to the County service, promotions, transfers 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 provided that 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 provided the duties, responsibilities, and qualifications of the affected position are not changed substantially.

3. **Transfer:** Upon agreement by an Employing Official and an employee, or to meet the needs of the County, a transfer may be made. An employee transferring to a different position should possess the minimum qualifications for that position and shall be subject to a six (6) month probationary period. The right to retreat, if provided, must be in writing, by the affected Employing Official at the time of transfer.
CHAPTER 5 - 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 - NEW EMPLOYEE AND TRANSFERRED EMPLOYEE

1. **Duration**: The probationary period for a new employee and transferred employee is usually a period of six months unless otherwise determined by the Employing Official. The probationary period may be extended for a period of three or more months 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**: Notification, in writing, which states the reason for the extension and the employee’s obligation during the extension period shall be provided to the probationer, with a copy to the Department of Personnel and Human Services.

3. **Conditions of Probation**: During the probationary period, each employee should receive two performance evaluations. One evaluation should be performed approximately three months after the date of appointment and the second evaluation should be performed approximately two weeks prior to the end of the normal probationary period. During the probationary period, the Employing Official may, with or without cause, dismiss or demote an employee. The probationary employee 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**: New probationary employees may use sick leave during the probation period but may not use their accrued annual leave or
floating holiday until they have completed six months of employment. Transferred probationary employees may use accrued sick leave and annual leave if they have completed the initial six-month probationary period in another position.

5. **Termination of Probationary Employees:** A probationary employee is an at-will employee and may be terminated by the Employing Official at any time with or without cause. The probationary employee shall not have the right to appeal or the right of access to the grievance process due to termination of employment.

### SECTION C PROBATIONARY PERIOD - PROMOTED EMPLOYEE

1. **Duration:** The probationary period for a promoted employee is a period of three months. The Employing Official may extend the probationary period for a period of three or more months under the following conditions:

   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 insufficient or inadequate opportunity to evaluate the probationer's performance.

2. **Notification:** Notification, in writing, which states the reason for the extension and the employee's obligation during the extension period shall be provided to the probationer, with a copy to the Department of Personnel and Human Services.

3. **Conditions of Probation:** During the probationary period the Employing Official may, with or without cause, demote an employee to his or her prior position or an equivalent position in the same wage grade at the step previously held. The probationary employee shall not have the right to appeal or the right of access to the grievance process upon demotion, dismissal or disciplinary action.
CHAPTER 6 - CLASSIFICATION

SECTION A APPLICABILITY

The Board of County Commissioners has the sole authority to approve the 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

1. Development and Maintenance: The Department of Personnel and Human Services shall develop and maintain 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 placement of each position in the classification plan is determined in accordance with the qualifications required, difficulty and responsibility of its designated duties.

2. Allocation: The plan groups positions together in classifications according to the following considerations:
   a. Difficulty/Responsibility of Work: The type of work, its difficulty and the responsibility of the positions are substantially similar.
   b. Similar Qualifications: Applicants for the positions are required to have substantially similar levels of education, experience, skill, knowledge and ability.

3. Similar Pay: The same pay schedules for the positions can be fairly applied.

SECTION C CLASS SPECIFICATIONS

1. The Department of Personnel and Human Services shall maintain a class specification for each class of positions and may add, combine, abolish or revise the class specifications. 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.
a. **Interpretation of Class Specifications:** Class specifications are intended to be a general description of the kinds of positions contained within the class as determined by their duties and responsibilities, and are not to be construed as prescribing specific duties of any individual position. The class specifications are to be used as a guide by the Employing Official in assigning, directing and controlling the work of the employees under his/her supervision. The use of specific expressions or illustrations pertaining to the duties, qualifications or other requirements of the position are descriptive only and shall not be construed to exclude others not specifically mentioned.

b. **Use in Examination:** Class specifications are used as the basis for determining the suitability of candidates for employment by supplying information basic to the preparation of qualifying tests and examinations. The specification for any class constitutes the basis and source of authority for the examination for the class and for the evaluation of the qualifications of applicants.

c. **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 CLASSIFICATION STUDIES**

1. In preparation for submitting their annual budget, the Elected Official or Department Director may request a classification study of individual position(s) or groups of positions. A classification study may also be initiated during the budget year in response to unanticipated changes in service demands, legal, technical, organizational, or programmatic requirements.

2. Whenever an Elected Official or Department Director desires to create a new position, a notice of such proposed action, together with the following information, shall be submitted to the County Administrator:

   a. A description of the duties and responsibilities of the proposed position.

   b. The justification for creating the new position.

   c. Summary of potential impact to the department’s current budget and anticipated following year’s budget, and the identification of funding source (e.g., grants or required general fund supplemental appropriation).
3. If the proposal submitted by the Elected Official or Department Director is approved by the County Administrator, the Department of Personnel and Human Services will complete a formal review and submit its recommendations regarding the classification request to the County Administrator, with a copy provided to the requesting Elected Official or Department Director. The County Administrator will submit his/her recommendations along with any comments from the requesting Elected Official or Department Director to the Board of County Commissioners for approval.

SECTION E  RECLASSIFICATION

1. The adoption of the County's Annual Budget establishes the programmatic, financial and staffing plans for all County departments, under the directions and management of Employing Officials. It is recognized, however, that changes in service demands, legal, technical, organizational, or programmatic requirements may necessitate changes in levels of a position.

2. Reclassification Upgrade: A reclassification upgrade is the result of an increase in the level of responsibilities, tasks, and duties of a position which changes areas of emphasis and the level of skill required in the current position.
   
a. A reclassification upgrade may not be used as a merit raise, nor as a reward for employment longevity, nor may it be used solely to reflect an increased volume of work at the same level of responsibility that the incumbent is currently performing.

b. As a result of reclassification, and due to an overall increase in the responsibilities of a position, the monetary compensation (pay range) established for the position may increase. The reclassification of a job involves an analysis of the critical elements of the position against pre-determined standards for measuring the relative worth of a position and placement in the County's classification/pay scale. A classification analysis focuses upon the qualifications, responsibilities, tasks, and duties of the position and not the qualifications of the incumbent in the position.

3. Approval to Review Reclassifications: Prior to reassigning duties to positions within their department or reorganizing work flow and responsibilities that affect the classification of a position, the Elected Official or Department Director shall get approval of the Board of County Commissioners. Any change in classification or compensation shall become effective on the date referenced in the approval obtained from the Board of County Commissioners.

4. Procedure: The procedure for obtaining a reclassification upgrade review and decision is as follows:
a. The Elected Official or Department Director submits to the County Administrator a request and provides the following information:

(1) A concise explanation of changes in service demands, legal, technical, organizational or programmatic requirements that necessitates change.

(2) A copy of existing and proposed organizational chart.

(3) A summary of the financial impact on the department's current budget and anticipated following year's budget, and the identification of funding source (e.g., Grants or required general fund supplemental appropriations).

b. The County Administrator shall submit reclassification requests to the Board of County Commissioners for preliminary approval. Any change in classification or compensation shall become effective on the date referenced in the Board of County Commissioners' preliminary or final approval.

c. If the changes proposed by the Elected Official or Department Director are preliminarily approved by the Board of County Commissioners, the Department of Personnel and Human Services will complete a formal review and submit its recommendations regarding the reclassification upgrade request to the County Administrator, with a copy provided to the requesting Elected Official or Department Director. The County Administrator will submit the completed review, along with his/her recommendations and any comments from the requesting Elected Official or Department Director, to the Board of Commissioners for final considerations.

d. Resolutions relative to creation and reclassification of positions shall be reviewed by the Director of the Department of Personnel and Human Services, the Director of Administrative Services, and the affected Employing Official, or their designee prior to submission to the Board of County Commissioners for final approval.

5. Reclassification Downgrade: A reclassification downgrade is the result of a decrease in the level of responsibilities, tasks, and duties of a position which changes areas of emphasis and the level of skill required in the current position.

a. A position may be reclassified to a lower range if the responsibilities of the job are determined to be less than originally indicated, or if certain responsibilities are removed from the job. The Elected Official or Department Director may request a formal review and recommendation by the Department of Personnel and Human Services.
b. All reclassification downgrade reviews affecting an incumbent employee shall be shared with the employee and the employee is offered the opportunity to meet with the County Administrator or the affected Elected Official or Department Director to discuss the results of the review, prior to approval and adoption by the Board of County Commissioners.

c. An incumbent employee affected by a reclassification downgrade shall not be paid less than his/her present salary, but any future salary increases are pursuant to County policies for employees whose wages are considered frozen. A reclassification downgrade is not considered a demotion.

SECTION F  WORKING OUT-OF-CLASS

Temporary Working Out-of-Class Upgrades may be granted when an employee is assigned significant additional responsibilities for an anticipated extended period of time. Temporary working out-of-class upgrades require the approval of the Elected Official or Department Director and the County Administrator. The County Administrator may require the Department of Personnel and Human Services to complete a formal review and submit its recommendation regarding the request by the Elected Official or Department Director.

Provided, such prior review and approval is not required when an Elected Official or Department Director temporarily assigns an employee to perform the scope of duties of a higher classified budgeted position that is currently vacant or the higher classification employee is on extended leave. The Personnel and Human Services Director shall review and approve such request pursuant to the Working Out-of-Class Compensation guidelines established in Chapter 7, Section C.14.
CHAPTER 7 - COMPENSATION ADMINISTRATION

SECTION A  APPLICABILITY

The compensation assigned to classifications for all positions within elected and appointed departments, shall be approved by the Board of County Commissioners. This section applies to positions established within the budgets of elected offices and appointed departments.

SECTION B  PAY PLAN

1. The Department of Personnel and Human Services 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 salary structures:

   a. **Exempt**: Includes Executive, Professional and Administrative Employees as defined by the Fair Labor Standards Act and the Washington State Minimum Wage Act. Partial deductions from an exempt employees' salary for absences of less than one day are usually prohibited; however, absences may be charged against the employee’s accrued leave balance for reasons such as sick leave, vacation leave, bereavement leave, civil leave, military leave, etc. In instances involving leave without pay, consult with the Department of Personnel and Human Services to ensure compliance with wage and hour laws.

   b. **Nonexempt**: Includes all other classifications. Nonexempt employees shall 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, wages shall be deducted for leaves without 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 6 on Classification for information regarding the assignment to classifications).

2. **Minimum and Maximum Pay Rates:** No employee shall be paid at a rate of pay less than the minimum nor more than the maximum amount on the pay grade established for his/her classification as set forth in the pay plan unless otherwise provided for in this Manual (see #11 below—Frozen Pay Rate). Monthly and 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, shall require the written approval of the Board of County Commissioners.

3. **Starting Pay Rate Upon Initial Employment:** New employees are normally appointed to the minimum step of the pay range in effect for the particular classification to which the appointment is made. If the Employing Official has determined that it is not possible to hire the most qualified and/or desirable candidate at the entry level step, a salary offer not to exceed Step 3 of the exempt pay grade or Step 3 of the nonexempt pay grade may be made. Appointment at Step 4 or above on the exempt and nonexempt pay grades must be approved in writing by the County Administrator or, in their absence, the Chair of the Board of County Commissioners. (Amended 12-12-11)

4. **Pay Rate Upon Transfer:** When an employee transfers to a different position, the Employing Official determines the placement on the applicable pay grade, not to exceed the wage closest to the employee’s pay rate prior to the transfer.

5. **Pay Rate Upon Promotion:** When an employee is promoted from one classification to another within their department of current employment, the employee’s actual salary for the position into which the employee is promoted shall 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. An increase in pay, which exceeds approximately ten (10) percent, shall require the written approval of the County Administrator. Provided, such approval is not required when placement is at step one of the pay range of the new position.

6. **Pay Rate Upon Demotion:** An employee who is demoted to a lower classification may be paid at any rate assigned to the lower classification as determined by the Employing Official, not to exceed the wage closest to the employee’s pay rate prior to the demotion.
7. **Pay Rate Upon Recall:** An employee who is recalled back to the same department and into the same classification shall be reinstated to the same step in the pay grade as held prior to the break in service.

8. **Pay Rate Following Reclassification:** If a position is reclassified to a higher classification, the employee shall receive an increase in pay as provided for in cases of promotion. If a position is reclassified to a class with a lower pay grade, the employee's rate of pay shall be established as provided in this Manual for reclassification downgrade or frozen pay rate.

9. **Pay Rate Following Allocation to a Different Pay Range:** If a classification is assigned to a different pay range, with no change in duties or responsibilities, the employee shall be paid at the step in the different pay grade that most closely corresponds to the employee's placement in the original pay grade.

10. **Pay Rate Upon Re-employment:** For employees who have been laid off and rehired within twelve (12) months and for employees who are separated for thirty (30) days or less and rehired, the Employing Official shall determine the pay rate pursuant to the guidelines in section one (1) above for initial employment.

11. **Frozen Pay Rate:** ("A" Rate) An employee whose pay rate is frozen due to exceeding the maximum step of the pay range of the classification assigned. Employees whose pay rates are frozen receive 60% of a Cost of Living Adjustment granted to the respective pay grade or are moved to the top step of the adjusted pay grade, whichever is greater.

12. **Standing Pay Rate:** Employees who are placed on "Standing Status" for one week which requires that the employee be available on a twenty-four (24) hour basis during that week 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, shall receive $77.00 per week or $11.00 per day. (Amended September 1, 2001)

13. **Shift Differential Pay Rate:**
   
a. Regular employees of the Kitsap Recovery Center whose positions require them to work shifts (e.g., Food Services Worker, Treatment Aide, Treatment Assistants) shall receive an additional twenty-five (25) cents per hour for each hour worked on swing shift and an additional thirty-five (35) cents per hour for each hour worked on graveyard shift; Provided, shift differential pay shall only be paid for each hour of swing or graveyard shifts actually worked. Provided further, the Personnel and Human Services Director, or designee, shall designate the hours assigned to swing and graveyard shifts. (Amended 12-12-11)

b. Regular employees in the job classification of Juvenile Detention Supervisor shall receive an additional twenty-five (25) cents per hour for
each hour worked on the swing shift and an additional thirty-five (35) cents per hour for each hour worked on graveyard shift; Provided, shift differential pay shall only be paid for each hour of swing or graveyard shifts actually worked; provided further, the Juvenile Department Director or designee shall designate the hours assigned to swing shift and graveyard shift. (Amended June 23, 2003)

14. **Pay Rate for Working Out-of-Class:** An employee who performs work in a higher classification, for a period in excess of ten (10) working days, may be paid wages of the higher classification pursuant to one of the two following conditions:

a. At the request of the Elected Official or Department Director, and approved by the County Administrator, the employee is temporarily assigned to perform significant additional responsibilities 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 Elected Official or Department Director to perform the scope of duties principally ascribed to a higher classified budgeted position, which is currently vacant, or the higher classified employee is on extended leave.

Temporary out-of-class wages shall be paid for all actual hours worked in the higher classification. The temporary upgrade will be five percent increase, or the minimum step of the salary range for the approved classification, whichever is greater. Once the temporary assignment is completed, the employee’s wage will return to his/her original wage.

**SECTION D  ADVANCEMENT WITHIN A PAY GRADE**

1. Employees may receive increases in pay within the steps of the pay grade for their classification as follows:

a. Employees on the six-step “X” and “T” salary schedules are eligible to advance from Step one (1) through Step four (4) one year following their last step advancement or date of hire, and advance from Step four (4) through Step six (6) two years following their last step advancement or date of hire; Provided, the employee achieves the minimum performance score on their evaluation that entitles them to the step increase pursuant to the County evaluation system. (Refer to the “Performance Evaluation Guidelines for Employees and Supervisors” and Chapter 10 in this Manual--Employee Relations.)

b. Employees on the seven-step “N”, and “8” salary schedules are eligible to advance from Step one (1) through Step five (5) one year following their
last step advancement or date of hire, and advance from Step five (5) through Step seven (7) every two years following their last step advancement or date of hire; Provided, the employee achieves the minimum performance score on their evaluation that entitles them to the step increase pursuant to the County evaluation system. (Refer to the “Performance Evaluation Guidelines for Employees and Supervisors” and Chapter 10 in this Manual--Employee Relations.)

c. Employees on the eight-step “H” salary schedule are eligible to advance from Step one (1) through Step five (5) one year following their last step advancement or date of hire, and advance from Step five (5) through Step eight (8) every two years following their last step advancement or date of hire; Provided, the employee achieves the minimum performance score on their evaluation that entitles them to the step increase pursuant to the County evaluation system. (Refer to the “Performance Evaluation Guidelines for Employees and Supervisors” and Chapter 10 in this Manual--Employee Relations.)

Adjustment to Step Increment Date (refer to Chapter 8--Seniority/Continuous Service).

SECTION E  LONGEVITY BONUS

1. PERS I Employees Hired Before January 1, 1985. Upon completion of the following years of employment, Employer shall pay eligible employees an annual longevity bonus, the amounts of which follow, at the pay period which follows the anniversary date of employment effective January 1, 1997:

   Completed five years of employment .........................................................$200.00
   Completed ten years of employment ..........................................................$280.00
   Completed fifteen years of employment ...................................................$400.00
   Completed twenty years of employment ....................................................$500.00
   Completed twenty five years of employment .............................................$680.00

2. PERS I Employees Hired on or After January 1, 1985 and prior to January 1, 1998, and PERS II Employees hired prior to January 1, 1998: Upon completion of the following years of employment, Employer shall pay eligible employees an annual longevity bonus, the amounts of which follow, at the pay period which follows the anniversary date of employment: (Amended September 1, 2001)
After 5 thru 9 years service ..........1.5% of annual salary on anniversary date
After 10 thru 14 years service ..........2% of annual salary on anniversary date
After 15 thru 19 years service ..........2.5% of annual salary on anniversary date
20+ years service..........................3% of annual salary on anniversary date

a. Employees on the “H”, “T” and “X” pay scales who are currently receiving a higher longevity rate than that prescribed above shall continue at their current rate. Provided, affected employees shall not receive any further increase unless such increases are provided in accordance with the above guidelines.

b. The above longevity plan is effective January 1, 1991 for employees on the “T” and “X” pay scales and is effective May 1, 1992 for employees on the “H” pay scale.

c. Employees on the “H” pay scale hired before May 1, 1992 shall be eligible to receive a 1% longevity bonus after obtaining one year of employment. Thereafter, such employees shall receive bonuses pursuant to the above guidelines.

3. Employees hired on or after January 1, 1998: Upon completion of the following years of employment, Employer shall pay eligible employees an annual longevity bonus, the amounts of which follow, at the pay period which follows the anniversary date of employment:

After 5 thru 9 years service..........1.0% of annual salary on anniversary date
After 10 thru 14 years service........1.5% of annual salary on anniversary date
After 15 thru 19 years service........2.0% of annual salary on anniversary date
20+ years service.........................2.5% of annual salary on anniversary date

4. In the event that an eligible employee terminates employment for any reason, the employee shall receive a longevity bonus in a prorated amount, which is computed as follows: the number of months between the employee’s anniversary date and termination date shall be divided by twelve, and the result multiplied with the appropriate annual longevity bonus.

5. The longevity bonus shall be based upon continuous employment, exclusive of those periods wherein an employee is placed upon a leave without pay status; Provided, when an employee is laid off and rehired, and the separation does not exceed twelve (12) months, the longevity bonus shall be computed from the initial employment date excluding the lay-off period; Provided further, when an employee separates from employment and is subsequently rehired, the longevity bonus shall be computed from the date of reemployment; Except, the longevity bonus shall be computed from the date of initial employment, if the period of separation does not exceed thirty (30) days.
6. NEW EMPLOYEES hired on or after January 1, 2013 shall not receive a longevity bonus.

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. Normal commute time to and from work is not compensable.
   b. Travel during regular work hours:
      (1) Travel between job sites is compensable time.
      (2) Travel from remote job site to regular job site is compensable time.
      (3) Out of town travel is compensable.
   c. Authorized travel time outside of regular work hours and/or on non-work day is compensable.

2. Compensable Time For Training: Computation of work time for nonexempt employees while attending training or traveling to and from training shall be in compliance with the Fair Labor Standards Act (FLSA). Time spent in training is usually considered work time. Training which is mandated by the state or federal government as a condition of practice in the profession shall not be considered work time if attended outside of regular work hours. Time spent studying for training classes shall not be considered work time. Employees whose positions are exempt from the FLSA shall be compensated for all time in training during normal work hours (e.g. 8:00 am to 4:30 pm).

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 shall 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 hours off for each hour of overtime earned in lieu of overtime pay if the compensatory time is used within ninety (90) days of the date it is earned. An employee cannot accrue more than forty (40) hours of compensatory time. If the compensatory time is not used within ninety (90) days or exceeds forty (40) hours, the employee will be paid overtime at the rate when it was earned. Overtime compensation is earned on hours actually worked. Sick
leave, annual leave, compensatory time off, and any other compensable absence are not included in the calculation of the overtime thresholds of 8 hours per day or in excess 40 hours per week. (Amended January 1, 2013)

2. **Authorization of Overtime:** Before an employee works overtime the overtime hours to be worked must be authorized in advance by the Employing Official to be eligible for compensation.

3. **Agreement Prior to Performance of Work:** Compensatory time may be used in lieu of overtime compensation only if such an agreement or understanding has been arrived at between the Employing Official and the individual employee before the performance of work.

4. **Overtime Compensation for Holidays and Sundays:** Nonexempt employees other than those scheduled to work shifts in departments which operate seven days a week, or twenty-four hours per day, shall be paid overtime compensation for actual hours worked on Sundays and holidays at the rate of twice the employee’s regular rate of pay; Except, that an employee may, at his/her option, take compensatory time off at the rate of two hours off for each hour of overtime earned in lieu of overtime pay if the compensatory time is used within ninety (90) days of the date it is earned.

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 Department of Personnel and Human Services.

**SECTION H \ OVERTIME – EXEMPT EMPLOYEES (Amended 12-12-11)**

1. Exempt employees shall not be eligible for overtime pay or compensable time (comp time) accruals.

2. Exempt employees are compensated on a salary basis and shall not be charged for absences involving time off that is less than a scheduled full work day. Provided, employees must work at least one-half of their scheduled work day and the employee has obtained the approval of their Employing Official (or designee).

3. It is expected that full time, exempt work schedules will normally consist of approximately 40 hours per week; however, emphasis is placed on meeting the responsibilities assigned to the position rather than on working specific number of hours. The nature of responsibilities associated with 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.

4. Exempt employees are not required to fill out hourly time records but must account for daily attendance. Provided, the Employing Official may require an exempt employee to fill out hourly time records to support required federal, state or other grant or contract requirements or when such reporting is required to support fees or charges for county services or to document project or program expenditures. The normal workday is defined in terms of hours that the exempt employee is generally expected to be at work. Time away from the exempt employee’s normal workday, as determined by the supervisor, is tracked to the appropriate leave accrual and is to be reported in no less than half-day increments.

5. Although their work hours are not tracked, exempt employees may also be granted flexible and compressed work week schedules provided that they complete their duties and responsibilities. Granting exempt employees compressed work week schedules does not alter their existing exempt status, nor the expectation that work assignments may require service beyond scheduled work hours.

SECTION I  RETENTION/RECRUITMENT PREMIUM PAY

An Employing Official may request the Board of County Commissioners to authorize a premium pay for a particular employee that is in addition to the maximum of the established pay range for a critical position under the following conditions:

1. Retention: In order to retain an employee in a critical position who has received a bona-fide job offer from another organization at a salary higher than the established pay range and their departure would be an undue hardship to the County’s critical business functions; or

2. Recruitment: In order to secure the best candidate’s acceptance of a job offer for an advertised vacant critical position; and

3. The Board of County Commissioners has determined that the position is critical:
   a. Due to the requirement of special knowledge, skills and abilities.
   b. A key management or professional position.
   c. A position that is difficult to recruit or retain qualified persons due to market supply or demand issues.

4. The amount of premium pay shall be approved by the Board of County Commissioners, and may be made effective on the date of such approval;
provided, however, premium pay shall not be made retroactive to any date preceding the Board’s approval. Premium pay may be continued, increased, reduced or withdrawn entirely from year to year as determined by the Board of County Commissioners. The premium pay shall be paid monthly or bi-weekly whichever is applicable in a lump sum amount.

5. The additional cost of the premium pay shall be absorbed within the budget of the requesting department. In the event the department requests premium pay that cannot be absorbed within the current budget, thereby requiring a supplemental budget appropriation to handle the additional cost, final approval of the premium pay shall be withheld until the Board of County Commissioners approves the budget appropriation request.

6. The premium pay will not be added to the employee’s base salary established by the official pay range of the position in calculating longevity, cost of living adjustments, vacation cash-outs/pay-outs, step increases, non-FLSA overtime, sick leave cash-outs, and any other general salary adjustments.

7. Any decisions concerning the withdrawal or reduction of premium pay are not subject to grievance procedures, civil service procedures, or any other procedures that may be available.

[SECTION I ADDED 1/8/01]
CHAPTER 8 - SENIORITY/CONTINUOUS SERVICE

Seniority is the length of continuous service with the County and determines eligibility for annual leave accruals, sick leave accruals, longevity, and retirement benefits. Seniority begins to accrue from the first day of employment or rehire into a regular position, whichever is later.

SECTION A  SENIORITY RETAINED

1. Seniority Shall be Retained Under the Following Situations: (Adjustments to Seniority will be made in accordance with Section C in this chapter)
   a. Periods of authorized leave or leave of absence.
   b. Layoff not to exceed one year.
   c. Resignation (which does not exceed thirty (30) days) and re-employment.
   d. Transfers, demotions, and promotions.
   e. Military Leave paid or unpaid in accordance with state and federal laws.
   f. Time off while on Time Loss due to an on-the-job injury.

SECTION B  SENIORITY LOST

1. Seniority is Lost Under the Following Situations:
   a. Resignation.
   b. Discharge.
   c. Retirement.
   d. Change in status from a regular employee to a part-time employee working less than forty (40) hours per biweekly pay period.

SECTION C  ADJUSTMENT TO CONTINUOUS SERVICE DATE

The continuous service date, used to indicate the seniority date, shall be adjusted to exclude those unpaid time periods when an employee returns from leave without pay, separation and re-employment within 30 days, and layoffs; Except, when an employee
is off work due to qualifying military leave (in accordance with state and federal laws—see Leaves of Absence, Military Leave, Chapter 9), or Time Loss, there is no adjustment to the continuous service date.

SECTION D  ADJUSTMENT TO STEP INCREMENT DATE

1. The step increment date for regular part-time employees shall be adjusted in accordance with the number of regularly scheduled hours actually worked, such that the employee shall receive a step increase only upon completion of the equivalent of full-time employment.

2. Upon promotion, reclassification and/or transfer to a new classification in a higher pay grade, the step increment date shall be adjusted in accordance with the effective date of such action.

3. The step increment date shall be adjusted when an employee returns from leave without pay to reflect the period of unpaid leave.

4. Upon reclassification or transfer to a classification in the same pay range, the step increment date remains unchanged.
CHAPTER 9 - EMPLOYEE BENEFITS

SECTION A  GENERAL POLICY (Amended 12-12-11)

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 at its convenience.

2. All 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. To the extent required by Washington State law and to the extent that interpretation of terms does not conflict with federal law, for purposes of this chapter in the administration of Kitsap County employee benefits, the terms spouse, marriage, marital, husband, wife, widower, next of kin, parent-in-law, and family shall be interpreted as applying equally to state registered domestic partnerships and to individuals in state registered partnerships as they apply to marital relationships and married persons, and references to dissolution of marriage shall apply equally to state registered domestic partnerships that have been terminated, dissolved or invalidated. The recognition of state registered domestic partnerships for administration shall be effective on the dates required by Washington State law for those specific benefits.

   a. 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 (Amended 12-12-11)

1. New Employee Orientation is a responsibility, which is shared by the Department of Personnel and Human Services, Risk Management and the hiring department.

2. Attendance at orientation for new employee(s) is mandatory and includes information on Personnel 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 departmental policies and procedures.
SECTION C INSURANCE AND MEDICAL BENEFITS (Amended 12-12-11)

1. Medical, vision, dental and life insurance coverage for eligible employees and those legal dependents selected by the employee commences the first day of the month following one full month of employment. Upon separation from employment, coverage ends the last day of the month of separation. At that time, the employee and/or dependents may elect to continue their coverage at their own expense under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) as amended.

2. Insurance Premiums: Eligible employees receive County contributions towards 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 and the Kitsap County Budget Office:
   
a. For employees with an established and approved FTE of .85 and above, the Employer’s insurance premium contribution shall be the same as the Employer’s insurance premium contribution for a full-time employee. Employees will pay the remaining insurance premium balance through payroll deduction.

b. For employees with an established and approved FTE between .80 to .50, the Employer’s medical and vision premium contributions shall be pro-rated rounding down, at intervals of 5%, starting with .80 FTE and ending at .50 FTE, based on the Employer’s premium contribution for a full time employee. Employees will pay the remaining medical and vision premium balance through payroll deduction.

3. Employees may cover legal dependents on the County plans through payroll deduction, except when the County agrees to pay a portion of the coverage. 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.

4. The County may make available optional or supplemental insurance plans. Premiums for these plans are paid by the employee through payroll deduction. Employees may add optional benefits or change to alternate benefit plans only during annual open enrollment as designated by the County each year or as allowed or required by the plan.

5. The County will continue to pay the employer’s portion of health insurance premiums under County insurance plans in accordance with and as required by applicable laws during job-protected leave. Refer to Appendix G.
SECTION D  RETIREMENT SYSTEM (Amended 12-12-11)

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 the percentage of the employee’s salary.

SECTION E  HOLIDAYS

1. Paid holidays begin at the date of hire. Employees who are on leave without pay for more than one-half of their scheduled shift the working day before or the working day after a holiday shall not receive compensation for that holiday.

2. Holiday Observance:

   a. Kitsap County observes the following as paid holidays:

   New Year's Day January 1
   Martin Luther King Day Third Monday in January
   President's Day Third Monday in February
   Memorial Day Last Monday in May
   Independence Day July 4
   Labor Day First Monday in September
   Veterans Day November 11
   Thanksgiving Day Fourth Thursday in November
   Day after Thanksgiving Fourth Friday in November
   Christmas Day December 25
   One Floating Holiday Employee’s choice

   b. 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-day per week and/or twenty-four hour per day programs shall observe the holiday on its actual date.

   c. If the holiday falls on an employee’s regularly scheduled day off, that employee receives annual leave based on the employee's established FTE status.

   d. Non-exempt employees required to work on one of the observed holidays shall receive holiday pay based on the employee’s established FTE (Full Time Equivalent) status and receive their regular rate of pay for the hours worked on the holiday. OR at the option of the employee, the employee will receive additional annual leave for hours worked on the holiday. Non-exempt employees who work on New Year’s Day, Independence Day, Thanksgiving Day or Christmas Day, receive their regular hourly rate of pay plus an amount equal to one and one-half the regular hourly rate in
pay or compensatory time off for hours actually worked on the holiday. (Amended January 1, 2013)

e. Exempt employees required to work on one of the observed holidays receive annual leave equivalent to the hours worked on the holiday.

f. The floating holiday may be taken by an employee at any time during the calendar year with prior approval of the Employing Official. The floating holiday shall not accumulate from year to year.

(1) Employees must have a full month of employment in a calendar year prior to earning and using a floating holiday.

(2) Upon resignation or retirement with two weeks notice, layoff, dismissal or death, the employee or beneficiary shall receive payment for an unused floating holiday.

SECTION F SICK LEAVE (Amended 12-12-11)

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 or to provide medically necessary care for an eligible family member. (Amended 12-12-11)

2. Sick Leave Accrual: (Amended 12-12-11)

a. Sick leave is accrued each full month of employment.

b. Accrued sick leave may be used only after it has been accrued. The advancement of sick leave accruals is prohibited.

c. Eligible full-time employees hired on or after December 1, 2004, accrue 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 10 hours of sick leave per month.

e. Eligible full-time employees hired before October 1, 1985, accrue 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 shall continue at the higher rate.

g. Eligible part-time employees accrued sick leave will be pro-rated based on the employee’s FTE status as established and approved by the Employing Official and the Budget Office.
3. **Use of Sick Leave**: (Amended 12-12-11)

   a. Accrued sick leave may be used for absence due to the employee’s illness, injury or other incapacity that renders the employee unable to perform the duties of their position, or for the purpose of medical, vision and dental appointments.

   b. Accrued sick leave may be used to care for a child of the employee with a health condition that requires treatment or supervision, including medical, vision and dental appointments. For these purposes, “child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of person standing in loco parentis who is (1) Under eighteen years of age; or (2) eighteen years of age or older and incapable of self-care because of a mental or physical disability.

   c. Accrued sick leave may be used to care for an employee’s spouse, registered domestic partner, parent, parent-in-law, parent of a registered domestic partner or grandparent who has a serious health condition or an emergency condition. For these purposes, the following definitions will apply:

      (1)  “Grandparent” means a parent of a parent of an employee.
      (2)  “Parent” means a biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.
      (3)  “Parent-in-law” means a parent of the spouse of an employee.
      (4)  “Spouse” means a husband or wife, as the case may be.  
           (Effective 1-1-03)
      (5)  “Domestic Partner” means a person registered in Washington State as a domestic partner.

   d. Accrued sick leave may be used for bereavement leave as provided in this manual under the section related to “Bereavement Leave.”

   e. Accrued sick leave may be used for absences related to qualifying conditions and care of eligible victims of domestic violence, sexual assault or stalking as required by State law.

   f. All sick leave taken shall reduce the sick leave most recently accrued.

h. No more than 150 days (1200 hours) of sick leave may be carried from one calendar year to the next.
4. **Sick Leave Reporting**: (Amended 12-12-11)

   a. To qualify for sick leave payment, employees shall report to their immediate supervisor or designee their qualifying reason prior to the start of their shift each day of their absence unless otherwise arranged.

   b. The Employing Official may require an employee to be examined by a health care provider of the County's choice. Upon prior approval of the Employing Official, the County shall bear the cost of any charges above those covered by any insurance carrier for an examination required by the County. The employee shall immediately sign over to the County any reimbursement received from an insurance carrier for the required examination.

   c. Use of sick leave must be supported by a certificate from the employee's health care provider, if requested by the Employing Official.

   d. Employees may not use or substitute sick leave when an injury or illness occurs while on previously approved annual 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.

5. **Sick Leave Cash Payment Upon Retirement or Death**: (Amended 12-12-11)

   a. Upon retirement with the Washington State Retirement Systems, the employee shall receive payment for 50% of all their sick leave balance accrued prior to January 1, 1984, based upon the rate of pay at the time of retirement. If, at any time, the balance of an employee’s sick leave bank as of January 1, 1984 is reduced, it may not be replenished for the purposes of sick leave payout. (See 5.b. below)

   b. Upon an employee's death, the beneficiary shall receive payment for all of the employee’s sick leave balance accrued prior to January 1, 1984, based upon the rate of pay at the time of death.

   c. Employees separated from employment for reasons other than retirement from the Washington State Retirement Systems or death, do not receive sick leave pay.

   d. No cash payment shall be made for sick leave accrued and not used after January 1, 1984.

6. **Conversion of Sick Leave** (Amended 12-12-11): Each January, an employee may, at their option, convert their previous calendar year's accumulated and unused sick leave to annual leave on a 10 to 1 ratio provided that the request for conversion is submitted to the Employing Official or designee on or before
January 31. Under no circumstances shall an employee carry over to the following year or receive cash payment for converted leave on the books.

SECTION G  ANNUAL LEAVE (Amended 12-12-11)

1. Annual leave is accrued each full month of employment.

2. Annual Leave Accrual:
   
a. Annual leave is accrued each full month of employment and accrued annual leave may be used following the first full month employment.

b. Annual leave may be used only after it has been accrued. The advancement of annual leave accruals is prohibited.

c. Eligible full-time employees earn annual leave as follows:

**Non-exempt Employees (Z pay scale) Hired 12/1/2004 or later:**

- Upon Hire: 10 days/yr  6.67 hrs/mo
- Upon completion of 3 years: 12 days/yr  8.00 hrs/mo
- Upon completion of 5 years: 15 days/yr  10.00 hrs/mo
- Upon completion of 10 years: 20 days/yr  13.33 hrs/mo
- Upon completion of 15 years: 25 days/yr  16.67 hrs/mo

**Non-exempt Employees (Z pay scale) Hired 1/1/1998 through 11/30/2004:**

- Upon Hire: 10 days/yr  6.67 hrs/mo
- Upon completion of 3 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

**Non-exempt Employees (Z pay scale) Hired Prior to 1/1/1998:**

- Upon Hire: 10 days/yr  6.67 hrs/mo
- Upon completion of 3 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
- Upon completion of 15 years: 30 days/yr  20.00 hrs/mo

**Non-exempt Employees (N pay scale) Hired on or after 1/1/1998:**

*(Effective 12/1/04)*

- Upon Hire: 10 days/yr  6.67 hrs/mo
- Upon completion of 3 years: 12 days/yr  8.00 hrs/mo
- Upon completion of 5 years: 15 days/yr  10.00 hrs/mo
- Upon completion of 10 years: 20 days/yr  13.33 hrs/mo
- Upon completion of 15 years: 25 days/yr  16.67 hrs/mo
### Non-exempt Employees (N pay scale) Hired Prior to 1/1/1998:

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### All Exempt Employees (X pay scale) Hired on or after 1/1/1998:

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<th>Days/yr</th>
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<tr>
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<tr>
<td>Upon completion of 15 years</td>
<td>30</td>
<td>20.00</td>
</tr>
</tbody>
</table>

d. Eligible employees who were receiving a higher annual leave accrual rate at the time the above plans were amended shall continue at the higher rate. Those employees shall not receive any further increases unless such increases are provided in accordance with the above guidelines.

e. Eligible part-time employees accrued annual leave will be pro-rated based on the employee’s FTE status as established and approved by the Employing Official and the Budget Office.

f. No more than 360 hours annual leave may be carried from one calendar year to the next.

g. The County Administrator, or in their absence the Chair of the Board of County Commissioners, may approve annual leave accrual rates up to 20 days per year in order to fill positions requiring special experience, training and education. The Director of Personnel and Human Services shall review all requests by Employing Officials and submit a recommendation to the County Administrator/chair of the Board of County Commissioners. The employee shall be eligible to earn additional annual leave in accordance with subsection 2.c. above.

h. As an inducement for the acceptance of employment into a position identified by the Director of Personnel and Human Services as a critical labor market skill position, the County Administrator, or in their absence the Chair of the Board of County Commissioners, may approve a request
by an Employing Official to grant the advancement of up to 80 hours of annual leave on the first day of employment. The employee shall begin accruing annual leave upon completion of the employment period required for the advanced annual leave hours. Provided, as a condition for the advancement of annual leave, the employee shall agree to reimburse the County for any annual leave hours used in excess of earned if the employee terminates their employment prior to the employment period required for the advancement.

3. **Annual Leave Cash Payment Upon Termination of Employment:** Upon termination of the employment relationship due to resignation with two week notice, layoff, dismissal or death, the employee or beneficiary shall be paid for unused accrued annual leave at the rate being paid at the time of separation. Cash payment for unused accrued annual leave upon termination due to retirement with the Washington State Retirement System shall not exceed 240 hours. However, if an employee has accrued annual leave in excess of 240 hours, the employee may be continued on the payroll for the time equivalent to the amount of excess annual leave.

4. **Use of Annual Leave:**

   a. Employees should attempt to use annual leave during the year in which it is earned.

   b. Requests for leave must be approved in advance by the Employing Official or designee. Annual 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 shall make the final determination with consideration towards seniority and prior requests for leave. If an employee is prevented by the Employing Official from taking annual leave and, as a result, the employee has more than 360 hours annual 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.

5. **Annual Leave Donation Policy:** Annual Leave Donation Policy permits County employees to donate annual or general leave to eligible employees who would otherwise be in an unpaid status in excess of five (5) consecutive working days due to a catastrophic medical condition, illness, injury or impairment. Refer to Appendix B — Kitsap County Annual Leave Donation Plan. (Amended 9-22-03)
SECTION H  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 I  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 shall provide the employee with the required forms to be filed.

3. The County will continue to pay the County’s portion of medical, dental and life insurance premiums, for an employee who is currently employed in a regular, budgeted position and receiving time loss, for up to six months from date of injury.

4. An employee who is receiving time loss compensation shall be considered to be on leave without pay and shall not accrue annual or sick leave hours or receive service credit towards a longevity bonus or step increase for that period of time.

SECTION J  LEAVES OF ABSENCE

1. Civil Leave:
   a. Civil leave with pay shall 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. When an employee receives any compensation for serving as a juror or witness during regularly scheduled working hours, such payment must be paid to the County. Reimbursement to the employee for travel, lodging, food or other actual expenses shall not be considered compensation requiring repayment to the County.
c. Any employee who would otherwise be prevented from voting in any primary, general or special election due to extended hours of work shall be allowed sufficient time off with pay for voting purposes.

2. Bereavement Leave: Bereavement leave with pay is allowed for an employee to attend and/or make arrangements for a funeral for a death in the employee’s immediate family. No more than three (3) days bereavement leave is allowed per occurrence and is not cumulative. In the event the employee needs to travel out of state to attend a funeral, bereavement leave shall be allowed up to five (5) days. However, the fourth and fifth day of bereavement leave is charged to the employee’s sick leave. An employee must obtain approval of the Employing Official or a designee prior to taking leave. (Amended September 1, 2001)

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, shall be entitled to military leave with pay for a period not to exceed fifteen (15) days during any calendar year in order that the employee may take part in active duty training. Such military leave shall 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, shall 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 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; provided, 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.

4. Leaves of Absence Without Pay: A leave of absence without pay may be granted to County employees at the discretion of the Employing Official. If the leave of absence exceeds five (5) consecutive working days, the following conditions shall be met before granting the leave:
   a. A written request for a leave of absence without pay must be submitted to the Employing Official on forms prescribed by the Director. The written request must include the reason for leave, the length of time requested and the expected date of return to service. A leave of absence form must
then be completed and approved by the Employing Official, then submitted to the Department of Personnel and Human Services.

b. All accrued annual leave must be exhausted. If the leave is for medical reasons, accrued sick leave must be exhausted also.

c. The Employing Official must be assured that the granting of leave shall not operate to the detriment of the department.

d. 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.

e. The Employing Official must be reasonably assured that the employee shall return to work after the agreed leave time is exhausted.

f. The granting of leave without pay is discretionary. The employee must have demonstrated his/her ability and value to the County work force before the leave is considered.

g. 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. The Employing Official shall send a written notice by certified mail, return receipt requested, through U. S. Mail, requiring the employee to return to work. An employee who fails to return to work within three (3) work days of receipt of the notice shall be considered to have abandoned the position. Termination for job abandonment is not grievable.

h. All leave without pay 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. Family and Medical Leave: The Family Medical Leave Act (FMLA) entitles an employee who has been employed with the County for fifty-two weeks and has worked at least 1,250 hours during the twelve-month period immediately preceding the commencement of the FMLA leave, up to twelve work weeks of FMLA leave during the twelve-month period following the date the employee’s first FMLA leave begins for the following reasons:

a. For the birth of a son or daughter, and to care for a newborn child.

b. For the placement with the employee of a son or daughter for adoption or foster care.

c. To care for the employee’s spouse, son, daughter or parent with a serious health condition.
d. Because of a serious health condition that prevents the employee from performing the essential functions of the employee’s job.

6. An employee who has any accrued paid leave, (i.e., sick leave or annual leave), that may be used for the kind of FMLA leave the employee is taking, must use that leave as part of his/her FMLA leave, prior to taking leave without pay. (Refer to the Family and Medical Leave Policy — Appendix G)

SECTION K EMPLOYEE ASSOCIATIONS (see Appendix R)

1. Kitsap County sponsors the following Employee Associations:

   Kitsap County Professional/Technical Training Association
   Kitsap County Administrative Employees Training Association
   Kitsap County Management Training Association

2. These associations operate similar to most professional organizations with a governing board, bylaws, and membership dues. The mission of each organization is to provide training and share information among the members and the associations have regular meetings, usually during lunch, on a bi-monthly basis. The employee associations work closely with the training coordinator to prioritize training classes, establish format, and publicize and market the training. Most training sessions will require registration fees. Attendance and payment of training sessions requires the approval of the employing official.

3. Kitsap County has a Training Coordinator who is responsible for providing staff support to the employee associations.

4. Each employee of Kitsap County is encouraged to participate in one of the employee associations. Forms are available in the Personnel Department.

SECTION L COUNTY TRAINING PROGRAM (see Appendix L)

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:

   On-the-job training
   In-house classes
   Academic classes, or
   Workshops/seminars/conferences sponsored by professional organizations
2. The Kitsap County Training Coordinator is responsible for the implementation of the County-wide training plan and serves as the chair for the Training Committee.

SECTION M  EMPLOYEE ASSISTANCE PROGRAM (EAP) (see Appendix R)

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. (Amended September 1, 2001)

SECTION N  EMPLOYEE SUGGESTION AWARD PROGRAM (see Appendix U)

The Kitsap County Employee Suggestion Award Program exists to reward and recognize County employees for suggestions that improve the effectiveness and efficiency of County operations and services.
CHAPTER 10 – EMPLOYEE RELATIONS

SECTION A  EQUAL EMPLOYMENT OPPORTUNITY PLAN (see Appendix S)

1. Kitsap County is an equal opportunity employer. The County believes the participation of men and women of diverse ages, races, religions, cultures, abilities, etc., shall 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 race, color, religion, national origin, age, sex, marital status, veteran status or a disability. 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 a County employee believes he or she is being discriminated against on the basis of race, color, religion, national origin, age, sex, marital status, veteran status or a disability, he or she may follow the grievance procedure set forth in this Manual. (Refer to Chapter 13)

SECTION B  POLICY PROHIBITING DISCRIMINATION AND HARASSMENT (see Appendix I)

Kitsap County is committed to eradicating discrimination and harassment of County employees in the workplace because of an employee’s race, color, religion, national origin, age, sex, marital status, veteran status, a disability or sexual orientation. The Kitsap County Board of Commissioners has established a policy prohibiting discrimination and harassment. (Amended September 2001)

SECTION C  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/organization. It is the expectation that all employees shall abide by these work rules and any other work rules/departmental policies and procedures. Failure to do so may result in disciplinary action up to and including termination.

a. Employees shall be at their designated work area on time and ready to work at the start of their shift. Employees shall remain at their work area, at work, 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 shall not misuse County property, records or other materials in their care, custody or control.

e. Employees are required to deal 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 rules set forth in Chapter 9 - Sick Leave Reporting.

g. Employees are required to notify the Department of Personnel and Human Services whenever there is a change in their personal data affecting their personnel or payroll records.

h. Employees shall 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 which shall enable them to perform their regular duties.

j. Employees shall not engage in political activity while on duty. An employee shall at no time use their position title or represent their employment with the County in making political endorsements.

k. Employees shall not use their position for personal gain, to solicit or conduct personal business or to coerce others.
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 citizens. 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 D   PERFORMANCE EVALUATIONS (Amended 12-12-11)

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.
   b. The performance evaluation system should be based on standards related to an employee’s individual work assignments.
   c. The performance evaluation system provides the employee with an opportunity to submit a written response to the contents of his/her evaluation.

3. **Performance Evaluation Process**:
   a. Every new employee should be evaluated on or about the 90th and 180th calendar days of employment. Probationary employees may be evaluated at any time during their probationary period. A performance evaluation should be completed on a probationary employee prior to termination. Promoted probationary employees should be evaluated on or about the 90th calendar day after promotion. Every regular full-time or regular part-time employee should be evaluated annually prior to the month the employee is eligible for a step increment or the anniversary of the step increment date. Additional personnel 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. Evaluations are used
as a factor in granting regular status, promotions, merit increases, transfers, demotions, layoffs and terminations. For further information on evaluation procedure, see the "Performance Evaluation Guidelines for Employees and Supervisors" in the Department of Personnel and Human Services.

b. The employee may file a rebuttal statement. The statement becomes a permanent part of the employee's personnel file.

c. Employees are encouraged to be active participants in the evaluation process.

d. The performance evaluation, together with related correspondence, is forwarded to the Department of Personnel and Human Services for placement in the employee’s official personnel file. A photocopy shall be provided to the employee upon request.

4. Score Requirements:

a. **Seven-Step Scale/Eight-Step Scale**: For employees on a seven/eight step scale, an average score of 3 must be maintained to be eligible for advancement from Step one (1) through Step five (5), each year following their last advancement or date of hire and advancement from Step five (5) through Step eight (8) every two years following their last advancement or date of hire; Provided, the employee achieves the following scores on the last personnel evaluation within past 6 months to be eligible to advance to the next step: (Amended September 1, 2001)

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<tr>
<th>Step</th>
<th>Required Score</th>
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<td>2-5</td>
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<tr>
<td>6</td>
<td>3.5</td>
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<td>7-8</td>
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b. **Six-Step Scale**: Employees on a six (6)-step scale are eligible for advancement from Step one (1) through Step four (4) each year following their last advancement or date of hire and advancement from Step four (4) through Step six (6) every two years following their last advancement or date of hire; Provided, the employee achieves the following scores on the last personnel evaluation to be eligible to advance to the next step:

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<tr>
<th>Step</th>
<th>Required Score</th>
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<td>1</td>
<td>3.2</td>
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<tr>
<td>2-6</td>
<td>3.5</td>
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</table>
5. **Adjustments to Evaluation Eligibility Dates:** Periods in which an employee is on unpaid leave shall not be included and step increment eligibility dates shall be adjusted.

6. **Part-Time Employees:** Part-time employees shall advance as set forth above upon completion of the full-time equivalent number of hours.

7. **Retroactive Step Increases:** Step increases are retroactive to the date of eligibility if delays in granting of the step increases are due to the lack of a current evaluation or failure to submit to the Department of Personnel and Human Services the required paperwork within designated time frames.

8. **Does Not Meet Score Requirements for a Step Increase:** If an employee receives an evaluation score that does not meet the score requirements to be 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 score that meets the score requirements at a later date, the employee shall be granted the step increase effective on that date and their evaluation date shall be adjusted to the new date.

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**SECTION E  HEALTH AND SAFETY**

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

2. **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; Bloodborne Pathogens Control Program; Fire Safety; Bomb Threats; Security; and Fleet Risk Control Policies. A copy of the Guidelines is available in every County department.

3. **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, shall allow new employees to perform their new work responsibilities safely and efficiently.

4. **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, and department heads, managers, 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.

5. Procedure for Reporting Employee Injuries: All occupational injuries must be reported to the employee’s supervisor and Risk Management within 24 hours.

The following items must be reported:

a. Name of employee.

b. Date and time of accident or illness.


d. Did employee receive medical care?

e. Was employee hospitalized?

f. Was the accident preventable?

g. Description in detail of how the accident occurred.

h. Did accident involve a third party?

i. Witnesses name, addresses, telephone numbers and a statement of what they witnessed.

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

a. Self Insurer Accident Report (SIF-2)

b. Supervisor’s Report of Accident

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

SECTION F  CONFLICT OF INTEREST

1. 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 his/her relationships with the public and with working associates.

2. **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.

3. **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.

4. **Outside Employment:**
   
a. Employees shall not directly or indirectly engage in any outside employment of 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 his/her assigned County job. Examples include, but are not limited to, outside employment which:
      
      (1) Prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee’s job.
      
      (2) Is conducted during the employee’s work hours.
      
      (3) Utilizes County telephones, computers, supplies or any other resources, facilities or equipment.
      
      (4) Is employment with a firm which has contracts with or does business with the County.
      
      (5) May reasonably be perceived by members of the public as a conflict of interest or otherwise discredit public service.
   
   c. An employee who chooses to have an additional job, contractual commitment or self-employment, may do so provided he/she obtains prior written approval from their Employing Official.

5. **Political Activities:** 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, 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. Public funds and facilities may not be used, nor may an employee campaign on County time or while representing the County in any way.

6. Examples of prohibited activities include, but are not limited to:

   a. Using County stationery, letterhead, postage or copying equipment to prepare and mail campaign literature.

   b. 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.

   c. Campaigning by County employees on County time.

   d. Using County telephones to make calls in support of a candidate at any time.

   e. Using County vehicles to attend rallies, drop off mailers at a printer or distribute campaign materials.

   f. Holding campaign meetings in any County building or office.

   g. Wearing a County uniform or badge while campaigning.

7. Employment of Relatives:

   a. Employees' relatives shall not be employed by the County under any of the following circumstances:

      (1) Where one of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other;

      (2) Where one party would be responsible for auditing the work of the other;

      (3) Where both parties would report to the same immediate supervisor;

      (4) 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

      (5) Where one of the parties is a policy level official of the County.

   b. "Relatives" include an employee's parent, child, spouse, brother, sister, in-laws and step relationships.
c. If two employees marry, become related or 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 shall 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 relative shall remain with the County must be made by the two 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 G  WHISTLEBLOWER PROTECTION (see Appendix O)

The Washington State Legislature has enacted legislation, referred to as the Whistleblower 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 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 the Whistleblower Protection policy.

SECTION H  ELECTRONIC COMMUNICATIONS POLICY (see Appendix F)

Kitsap County provides telephones, voice mail systems, e-mail, faxes, and access to the Internet for internal and external business communication purposes. Kitsap County’s electronic communications are for official business and are 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 electronic communications. Electronic communications are not private or confidential.

SECTION I  KITSAP COUNTY DRUG FREE WORKPLACE POLICY (see Appendix E)

Kitsap County Government is obligated and committed to providing its employees and the citizens of Kitsap County with an alcohol and drug-free, healthful, safe, and efficient workplace. The Kitsap County Board of Commissioners has implemented a Drug-Free Workplace Policy.
SECTION J  PREVENTION OF WORKPLACE VIOLENCE POLICY (see Appendix Appendix P)

Kitsap County is committed to protecting the safety of its employees and shall not tolerate acts or threats of violence which involve or affect its officers or employees. The Kitsap County Board of Commissioners has implemented a Prevention of Workplace Violence Policy.

SECTION K  TRAVEL POLICY (see Appendix M)

The Kitsap County Board of Commissioners has adopted a policy for the reimbursement of expenditures incurred by employee while conducting business on behalf of Kitsap County.

SECTION L  SOCIAL MEDIA USE POLICY (see Appendix X)

The Kitsap County Board of County Commissioners have adopted a policy for the use of Social Media. The policy applies to Kitsap County employees and contractors who create or contribute to social networks, blogs, wikis, or any other kind of social median 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. (Effective 8/22/11)
CHAPTER 11 - WORKING CONDITIONS

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

SECTION A    WORK WEEK

1. The work week, unless otherwise agreed upon in writing by the Employing Official and the employee, begins on a Monday and ends on a Sunday, and consists of:

   Effective through December 31, 2001: 38.75 hours work in a seven-day period (for employees scheduled to work 7.75 hours per day)

   40 hours work in a seven-day period (for employees scheduled to work 8 hours per day). (Amended September 1, 2001)

2. The department has the ability to redefine the work week as specified within the provision of the Fair Labor Standards Act.

SECTION B    WORK SCHEDULE

1. Effective through December 31, 2001: The department may adjust an employee’s normal work schedule provided that the total scheduled work hours do not exceed 38.75 or 40 hours per week whichever is applicable (i.e., four/ten hour days), except as provided in Section H. Effective January 1, 2002: The department may adjust an employee’s normal work schedule provided that the total scheduled work hours do not exceed 40 hours per week. (Amended September 1, 2001)

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 shall 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.
SECTION C ATTENDANCE AND ABSENTEEISM

1. Punctuality and consistent attendance is an essential function of employment with the County. Tardiness and absenteeism cause low morale and reduces productivity. Tardiness and absenteeism may result in discharge depending on the frequency and duration of the absence. Absences covered by the federal Family Medical Leave Act (FMLA) and the federal Americans With Disabilities Act (ADA) shall not be counted in evaluating absenteeism. Accrued sick leave is a protection against risk and should be considered a disability insurance designed to give an employee financial protection due to an extended illness.

2. Absenteeism: Absenteeism is the absence from work during a scheduled shift including failure to report to work, failure to report to work on time, leaving work before the end of the shift or absences from the work area during the day.
   a. Degrees of Absenteeism:
      (1) Occasional Absences:
          Absences that occur infrequently and are of a short duration.
      
      (2) Excessive Absenteeism:
          Absences that occur frequently for valid or invalid reasons. Use of sick leave twelve (12) or more days per year and/or occurring in an established pattern such as the day before or after days off, holidays, scheduled annual leave, or weekends. Such absences may be grounds for disciplinary action including termination.

      (3) Chronic Absenteeism:
          Absences that occur repeatedly for valid or invalid reasons. Use of sick leave of eighteen (18) or more days per year. Such absences will be grounds for disciplinary action, including termination.

3. Controlling Absenteeism:
   a. Supervisors and Managers should enforce consistent and fair attendance/absenteeism standards within their work groups.
   
   b. It is recognized that the nature of each position’s requirements need to be evaluated in determining these standards.

   c. The Employing Official shall maintain and monitor records of absenteeism for all employees in the work unit.
SECTION D  AUTHORIZED ABSENCES

An authorized absence requires the employee to comply with all the reporting requirements specified in this Manual.

SECTION E  UNAUTHORIZED ABSENCES

1. If invalid reasons are given for an absence or an employee fails to personally notify the supervisor or designee prior to or at the beginning of the work shift as established by the Employing Official, of the reason for not reporting to work, the employee shall not be compensated for the absence. Such absences may be grounds for disciplinary action. An Employing Official may establish different notification standards for various work units.

2. Three consecutive work days of unauthorized, unjustified absence shall constitute job abandonment and the employee shall be terminated. Termination for job abandonment is not grievable.

SECTION F  REST PERIODS/BREAKS

The department shall provide each employee with a fifteen (15) minute paid rest break during the first four (4) hour period of the work day, and a second fifteen (15) minute paid rest break during the second four (4) hour period of the work day.

SECTION G  MEAL PERIODS

1. Effective through December 31, 2001: Employees scheduled to work 7.75 hours per day: The department shall provide each employee with an unpaid forty-five (45) minute period for a meal between the third (3rd) and fifth (5th) hour of each shift. (Amended September 1, 2001)

2. Employees scheduled to work 8 hours per day: The department shall provide each employee with an unpaid thirty (30) minute period for a meal between the third (3rd) and fifth (5th) hour of each shift. Effective January 1, 2002, each employee shall be provided with at least an unpaid thirty (30) minute or up to sixty (60) minute period for a meal. (Amended September 1, 2001)
SECTION H  ALTERNATIVE WORK SCHEDULES (Amended 12-12-11)

1. 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; it may increase employee morale and productivity, reduce commuter trips and eliminate work space congestion in County buildings.

2. Alternative work schedules must be approved by the Employing Official and shall be agreed upon, in writing, by the requesting employee and the Employing Official, or their designee. Alternative work schedules may include:

a. 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 work day.

b. Compressed Work Schedule: A compressed work schedule is an alternative work schedule that permits employees to increase the length of each work day so as to provide one day off every one or two weeks. (Examples include a 4/10 whereby the 40 hours in one-week period are scheduled in four 10-hour working days. Or, 9/80 whereby the 80 hours in a bi-weekly pay period are scheduled over nine working days.)

c. 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. (Refer to Appendix K)

SECTION I  JOB SHARING POLICY

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 shall be in writing and agreed upon by the Employing Official and the employee.

SECTION J  EMERGENCY COURTHOUSE CLOSURE (see Appendix D)

In the event of an official County Courthouse closure and/or late opening due to severe weather conditions or other extraordinary events (earthquake, power outage, etc.), the closure or late opening shall be announced on the Kitsap County telephone information line on courthouse closure, specified radio stations and television channels.)
SECTION K   WORK/LIFE POLICIES AND PROGRAMS (see Appendix Q)

Kitsap County has developed Work/Life policies and programs with the knowledge that there is a direct connection between an employee’s personal and work responsibilities. Offering employees these opportunities assists them in balancing both their personal and work life, resulting in enhanced work performance and higher quality service to our community. Kitsap County government supports the concept that stronger employees create stronger families, and a healthier community.
CHAPTER 12 - DISCIPLINE AND DISCHARGE

SECTION A  DISCIPLINE

1. Employees shall 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 Department of Personnel and Human Services 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

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

   a. **Incompetency or Inefficiency**: Failure to meet the requirements set forth in the job classification or failure to meet reasonable work performance standards.

   b. **Neglect of Duty or Dereliction of Duty**: Engaging in any activity or personal business which causes the employee to neglect or be inattentive to his/her job responsibilities.

   c. **Conduct Unbecoming a County Employee**:

      (1) Discourteous treatment or offensive conduct toward the public or fellow employees.

      (2) 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.

   d. Assault or threat directed toward the public or fellow employees.

   e. Misuse or abuse of power when dealing with members of the public for personal gain.
f. Unauthorized Use of County Time, Property or Equipment.

g. Deliberately destroying, damaging or defacing County property or records.

h. Misappropriation or theft of County property, funds or services; or the property/funds of co-workers in the workplace.

i. **Bribery**: Making a bribe, accepting a bribe, or soliciting a bribe in the course of County business.

j. **False Statements**: False or fraudulent statements or fraudulent conduct by an employee or such actions by others with his/her collusion. Falsifying records or reports.

k. **Violation of laws, regulations, ordinances, policies or rules**: Violation of State, County, or Departmental work rules, policies, safety rules or regulations.

l. **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.

m. **The Commission of a Crime**: Any felony or misdemeanor crime whether committed at or away from the workplace or during or outside of working hours, that is or may be work related which may impair the employee’s ability to perform his/her 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 discharge the employee rather than tolerate the disruptions and inefficiencies that continued employment may cause.

n. **Insubordination**: Disobedience, unwilling to submit to established authority, the refusal to perform assigned work unless such performance would constitute a safety hazard or illegal act.

o. **Absences Without Authorization**: Failure to report for work, failure to give actual reasons for an absence, or failure to return to work upon the expiration of a vacation or authorized leave.

p. Chronic tardiness or excessive absenteeism.
SECTION C  PROGRESSIVE DISCIPLINE PROCESS

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 starts at the lowest level and be sequential. The level and sequence of discipline should be commensurate with the problem.

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 13.

2. **Written Reprimand**: When inappropriate conduct or performance is continual, 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 shall be kept in the employee’s confidential file in the Department of Personnel and Human Services. A written reprimand is not subject to the notice and hearing requirement set forth below or the grievance procedure set forth in Chapter 13.

3. **Work Improvement Plan**: When unsatisfactory work performance or inappropriate work behavior is continual following disciplinary action or an unsatisfactory performance evaluation, the employee may be issued a document outlining areas of improvement required with a designated time frame. The employee’s supervisor shall closely monitor the employee’s work performance and/or work behavior which may require frequent performance evaluations.

4. **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.

   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.

5. **Demotion**: The Employing Official may demote an employee to a classification which has a lower salary range.

6. **Discharge**: The Employing Official may discharge an employee for cause. Discharge is the involuntary termination of the employment relationship for cause. Instances which warrant discharge without prior written notice or suspension 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.

Employees discharged shall be paid all accrued annual leave and compensatory time.

SECTION D DISCIPLINARY PROCEDURE (Amended 12-12-11)

1. Administrative Leave: An Employing Official, or their designee, may place an employee on leave with pay pending the resolution of an administrative investigation, a investigation for alleged misconduct, a pre-disciplinary/pre-termination hearing or for business necessity. An employee placed on administrative leave shall be advised, in writing, of the reason for the leave.

2. Hearing Required: An Employing Official provides and arranges for a pre-disciplinary or pre-termination hearing prior to the imposition of a disciplinary action that may result in suspension without pay, demotion or discharge.

3. Notice: Notice of the hearing described above shall be initiated by the Employing Official by providing the employee with a written notice. The notice informs the employee of:
   a. The reasons for the disciplinary action or possible discharge, 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: As a result of the pre-disciplinary or pre-termination hearing, the Employing Official shall 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:** It is recommended the employee acknowledge the disciplinary action by signature on the final notice of the disciplinary action. If the employee refuses to acknowledge the final disciplinary action notice, the Employing Official may fulfill this obligation by securing the signature of a witness. The disciplinary action notice is forwarded to the Department of Personnel and Human Services for placement in the official Personnel file.
CHAPTER 13 - GRIEVANCE PROCEDURE

SECTION A  PURPOSE

The purpose of this procedure is to provide an orderly method for resolving grievances and to provide an opportunity for the employee to understand and resolve matters that the employee believes they have received inequitable treatment. 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 the 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 the time limits established. Oral warnings, written reprimands, transfers, and job abandonment are not grievable.

SECTION C  WHO MAY GRIEV

Any employee who believes he/she has 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 dismissal or the imposition of continued probation.

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 his/her 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 shall 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 Department of Personnel and Human Services at Step 1 and Step 2 of the Grievance Procedure.
SECTION E  PROCEDURE

Step 1 - Oral Discussion: Within 10 working days of the occurrence which gave rise to the grievance, or within 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 his or her immediate supervisor. The immediate supervisor shall notify the employee of his/her decision within 10 working days after the discussion with the employee, or the grievance shall be deemed denied. The employee may elect to bypass step one, and proceed directly to step two within 10 working days.

Step 2 - Written Grievance: If the employee believes the matter has not been settled or cannot be adjusted to his/her satisfaction by the immediate supervisor, the employee is required to present his/her grievance in writing to his/her Employing Official within ten (10) working days after the receipt of the response or expiration of the time frame for response or if the employee elects to bypass step one. The written grievance is to include the following:

a. The facts upon which the grievance is based.
b. Reference to the section or sections of the Personnel Manual alleged to have been violated.
c. The remedy sought.

Upon receipt of the grievance, the Employing Official shall review the grievance along with all documents and evidence provided, and may if deemed appropriate meet with the employee and supervisor. The Employing Official shall 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 settled or adjusted to his/her satisfaction by the Employing Official, the employee may grieve the matter to the County Administrator. Provided, however, that in no case shall 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 shall set a mutually agreed upon date for the hearing preferably within 15 working days of receipt of the grievance. The County Administrator shall 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 shall 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 his/her behalf.
CHAPTER 14 - TERMINATION FROM EMPLOYMENT

SECTION A  RESIGNATION

Employees may voluntarily terminate their employment at any time. To resign in good standing, a regular employee shall give the employer at least two weeks notice of termination, and give notice of resignation in writing. Management and professional staff are requested to give 30 days notice. Regular employees who terminate without two weeks notice forfeit up to ten (10) days of accrued annual leave. Employees are required to give the employer at least two weeks notice unless waived by the Employing Official.

SECTION B  RETIREMENT - REGULAR

A written application must be filed with the Public Employees’ Retirement System. Effective retirement date from which benefit payments accrue is usually the first day of a calendar month. The employee should notify the Retirement System at least thirty (30) days prior to retirement date to complete application paperwork. The employee should take this into consideration in planning for retirement. Potential retirees are required to fill out medical conversion forms two months prior to the effective date of retirement. Those retirees who are eligible for COBRA (continued health care coverage for former employees and their eligible dependents) shall receive information and forms in the mail after the Department of Personnel and Human Services receives the separation notice.

SECTION C  RETIREMENT - DISABILITY

Employees who may be eligible for Disability Retirement should contact the Retirement System by telephone to obtain the appropriate forms to be filed. The Retirement System Medical Review Board shall approve or disapprove the request for Disability Retirement.

SECTION D  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.

2. Procedure:

   a. No regular employee shall be laid off while another person in the same classification within the department is employed in a probationary or extra-help status.
b. In determining who, in an affected classification, is to be laid off, consideration is to be given to ability, special skills and seniority. When ability and special skills are substantially equal, seniority shall be the determining factor. Seniority, as used within lay off procedures, shall be defined as seniority within the affected classification. Ability shall be determined by the use of the employee’s performance evaluations within the last two years within the affected classification.

c. Employees laid off shall be given two weeks notice in writing, or at the option of the Employing Official, two weeks severance pay.

d. Laid off employees are eligible for recall or re-employment for a period of one year from their effective date of layoff.

3. Recall Within Department of Layoff:

a. When the County rehires in a department after a layoff has occurred, the County shall 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 shall 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 shall return with credit for seniority at time of layoff.

c. Notification of recall shall be by registered mail and employee response is required within ten days of notification.

d. Laid off employees shall be eligible for recall for 12 months following the effective date of layoff.

4. Re-Employment in Other Departments:

a. Laid off employees may request to be considered for reemployment in other County Departments for positions at the same pay range or lower classifications. The laid off employee must meet the minimum qualifications for the position to be considered for reemployment.

b. Reemployed employees shall return with credit for seniority at time of layoff.

c. Laid off employees are required to complete a layoff form identifying positions they are potentially qualified for and to submit the form to the Department of Personnel and Human Services.

d. Laid off employees shall be eligible for consideration for reemployment in other departments for 12 months following the effective date of layoff.
e. The Employing Official has the discretion to decide if they shall consider laid off employees for positions within their department.

SECTION E  INVOLUNTARY TERMINATION OF EMPLOYMENT RELATIONSHIP

Employees may be involuntarily terminated. A Pre-Termination Hearing is required (see Chapter 12). Accrued annual leave must be paid on the final paycheck.

SECTION F  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.

SECTION G  FINALPayCHECK

The employee shall receive pay for accrued annual leave, prorated longevity bonus, etc. if applicable. If an employee received compensation in a previous paycheck in error or the employee owes monies for any reason, the full amount shall be deducted from the employee’s final check. If the final check is not adequate to cover the monies owed the employee is required to remit payment to the County within 30 days of separation.

SECTION H  INQUERIES REGARDING SEPARATED EMPLOYEES

All requests whether formal (written) or informal (verbal) for employment references, verifications of employment must be referred to the Department of Personnel and Human Services. Departments are asked not to complete forms prior to contacting the Department of Personnel and Human Services. Without the written consent and release of an employee or a former employee, the County shall 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.

SECTION I  UNEMPLOYMENT CLAIMS

1. There are very restrictive time limitations for responding to claims from any State Employment Security office. In order to guarantee that information is processed quickly and accurately, departments must immediately submit to the Department of Personnel and Human Services any requests for information.

2. Kitsap County is a self-insured employer and a lack of response may cause unnecessary expenditures.
CHAPTER 15 - RECORDS AND REPORTS

SECTION A   PERSONNEL RECORDS AND FILES

1. The Department of Personnel and Human Services shall establish and maintain a personnel records system, which are the County’s official 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 shall include, but is not limited to:

   a. **Personal Data**: Legal name, mailing address, telephone number, date of birth; copies of Social Security Card, driver’s licenses (if required), certifications (if required); emergency contact information.

   b. **Basic Employment Information**: Job title, department assignment, employees application, pay grade and step, dates of employment, benefit selection forms, retirement information.

   c. **Personnel Actions**: Reports of personnel actions shall be reported to the Department of Personnel and Human Services in writing in the manner, time, form and method as determined by the Director. Examples of personnel actions are:

      (1) Appointments
      (2) Transfers
      (3) Promotions
      (4) Demotions
      (5) Resignations
      (6) Dismissals
      (7) Disciplinary actions
      (8) Performance evaluations and other reports of work performance
      (9) Commendations and Awards
      (10) Leaves of absences
      (11) Changes of pay grades and/or pay steps
      (12) Temporary or permanent changes in an employee’s status
      (13) Training records (optional)
      (14) Employment history and other such records and reports as deemed pertinent

   d. **Other Information**: Authorization to release information, and verifications of employment.
SECTION B  CONFIDENTIALITY AND PUBLIC DISCLOSURE

1. Each employee's personnel records shall be kept confidential to the maximum extent permitted by law, and shall not be open to inspection by any person other than the employee, the employee's supervisor, Employing Official and the personnel division staff in the conduct of personnel matters prescribed by this Manual, unless such person has obtained the written consent of the employee.

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 42.17 RCW). Except for routine verifications of employment, no information from an employee’s central 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, addresses, telephone numbers, social security numbers, names of dependents, resumes, or applications for employment, shall generally be considered confidential and shall 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 shall be subject to disciplinary action.

4. Medical and financial information relating to employees shall 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 his/her own central personnel file. Requests for inspection of personnel files are made to the Department of Personnel and Human Services. An authorized staff member shall set aside a time and place for the employee to review the file during normal and customary office hours.

2. Central personnel files are not to be removed from the Department of Personnel and Human Services 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 shall have the right to insert contrary documentation into the file. If the affected employee believes that a deficiency has been corrected by later action, he/she may request in writing to have a review 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 central personnel file.