

RESOLUTION NO. 1000

A RESOLUTION of the City of Camas adopting an Employee Handbook for Non-Represented Employees of the City.

WHEREAS, the City has caused to be prepared a document entitled "City of Camas Non-Represented Employee Handbook" setting forth the conditions of employment for those employees that are not members of collective bargaining units, and

WHEREAS, the Council desires to adopt said document as the official Employee Handbook for Non-Represented Employees of the City of Camas,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

Section I

There is hereby adopted as the official Employee Handbook of the City of Camas for employees that are not represented by bargaining units that certain document entitled "City of Camas Non-Represented Employee Handbook", a copy of which is attached hereto and by this reference incorporated herein.

ADOPTED at a regular meeting of the Council this 10th day of January, 2005.

SIGNED: Paul D. [Signature]

Mayor

ATTEST: John M. [Signature]

Clerk

APPROVED as to form:

[Signature]
City Attorney

CITY OF CAMAS
CAMAS, WASHINGTON

Non-Represented Employee
HANDBOOK

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CITY OF CAMAS

WELCOME TO THE CITY OF CAMAS, WASHINGTON...

We are pleased that you have joined us. We realize that our employees are our organization's most important asset. Thus, we have a strong commitment to provide our employees with a high quality work environment and the greatest opportunity for personal satisfaction and growth.

To carry out this commitment, it is necessary that our employees understand the privileges and benefits available and the common sense rules which everyone must follow.

We are pleased to have you as part of our team. If you have any questions or suggestions, please feel free to discuss them with your supervisor or other management personnel.

Paul L. Dennis
Mayor

Disclaimer

The contents of this handbook represent a summary of employment conditions at the City of Camas. The city specifically reserves the right to repeal, modify or amend these policies at any time, with or without notice. None of these provisions shall be deemed to create a vested contractual right for any one employee or to limit the power of the Mayor or City Council to repeal or modify these rules. The policies are not to be interpreted as promises of specific treatment.

This handbook is, of course, subject to revision as conditions may necessitate. You will be advised if any changes should occur. The provisions of individual letters of employment, in the limited circumstances where those provisions may differ from the provisions of this handbook, will prevail. Unless otherwise provided in an individual employment letter, all employees of the City of Camas are at-will. This means that either the employee or the city may decide to end the employment relationship at any time and for any reason, with or without cause, and with or without notice.

HISTORY

Camas is situated along the scenic Columbia River in Southwest Washington approximately 15 miles east of the City of Vancouver. The city was incorporated in 1906 and is presently organized as a Mayor-Council Noncharter code city. The city has an elected mayor and seven council members.

The city's population in 2004 was approximately 15,360. The area of the city is approximately 12.67 square miles. Camas contains a pulp and paper mill in the downtown core area and high technology manufacturing industries on the west side of the city. There are many beautiful residential areas located on sloping hills along the Columbia River and Lacamas Lake. Excellent schools and parks make Camas a desirable place to live.

Many residents are employed in Portland, Oregon, a traveling distance of about 15 minutes by freeway. Camas is less than 20 miles from Portland city center, 10 minutes from Portland International Airport, and is considered part of the greater metropolitan area.

The City of Camas government is a full service operation in that it provides services such as general government, public safety, police, fire, ambulance service, library, parks and recreation, water and sewer services and treatment, street and sanitation collection.

CITY OF CAMAS MISSION STATEMENT

The City of Camas commits to preserving its heritage, sustaining and enhancing a high quality of life for all its citizens and developing the community to meet the challenges of the future. We take pride in preserving a healthful environment while promoting economic growth. We encourage citizens to participate in government and community, assisting the city in its efforts to provide quality services consistent with their desires and needs.

HUMAN RESOURCES PHILOSOPHY

We seek to create and maintain a work environment and management approach which will satisfy both the personal objectives of our employees and the goals of the city. We shall strive to achieve the following:

- Clarify organization goals to provide clear direction for everyone.
- Develop a highly effective management team by stimulating independent thinking, creative planning and skill in making decisions.
- Treat each employee with dignity, respect, and without discrimination.
- Understand and value individual talents, contributions, and potential.
- Encourage employee participation and provide proper structure.
- Share information and involve employees in the problem solving and decision-making processes.
- Provide feedback to employees and recognize good performance.
- Assure each employee the right to discuss freely with a department head any matter concerning the individual's or

city's welfare.

- Provide safe and harmonious working conditions.
- Compensate employees in a fair and equitable manner.

We are striving to develop a strong sense of partnership and commitment among us all ... and the skills to convert these to shared success.

We hold the belief that employees genuinely want to work for the city and make it succeed - that they want to participate and contribute, not only through their direct efforts, but also through their ideas and suggestions. People want to do a good job. We seek to provide the programs and management approach to give them the opportunity to meet or exceed their own expectations.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Camas is an equal opportunity employer. All employees and potential employees will be recruited, selected, trained, promoted, paid, provided fringe benefits, and, if necessary, disciplined, without unlawful discrimination based on gender, race, religion, marital status, age, national origin, color, or any other basis being prohibited by local, state, or federal law.

IMMIGRATION REFORM AND CONTROL ACT

Federal legislation permits employers to hire only persons legally entitled to work in our country. You will be asked to fill out Form I-9 to verify your eligibility to work. You must have the required documentation available within the first three (3) working days.

CITY VISITORS

In order to maintain security and safety, only authorized personnel are permitted in our work areas. All visitors should be greeted and offered assistance by city employees. Determine the reason for the visit and direct them to staff as appropriate. When you notice visitors in any municipal building, please extend your friendly courtesy to them and offer your assistance as requested or required.

SOLICITATION

We want to provide a productive work environment which allows employees to complete their tasks with the least amount of interruptions or disruptions. Therefore solicitation in any form is generally discouraged and time or attention paid to this activity should be kept to a minimum. Except for authorized city programs, such as participation in Community Chest, and with prior approval, individuals not employed by the city are not permitted to enter city premises at any time to solicit, survey, petition, or distribute literature. This restriction includes charity solicitors, salespersons, questionnaire surveys, union organizers or any form of solicitation or distribution. Employees may only approach each other regarding reasonable forms of solicitation during non-work time (including before and after the start of all involved employees' work periods, and during breaks and meal periods) and in non-work areas. If you encounter solicitation that you think may violate this policy, please notify your supervisor or department head.

YOUR JOB

EMPLOYEE STATUS

For a variety of legal and operating reasons, it is necessary to define the working status of each employee. Employment status refers to the nature of your job responsibilities, weekly work schedule, and participation in the city's benefit programs. Your supervisor can inform you of your individual status which may be:

1. REGULAR FULL-TIME EMPLOYEE: An employee working a regular full-time schedule of at least forty (40) hours per week.
2. REGULAR PART-TIME EMPLOYEE: An employee working a regular part-time schedule of twenty (20) hours, but less than forty (40) hours per week. Regular part-time employees receive sick leave, vacation, and holiday benefits on a pro rata basis. They will be eligible for pension benefits as prescribed by the state laws and regulations on public employees' pension programs.
3. FLSA - Exempt: Employees as defined by Resolution who are exempt from the provisions of the Fair Labor Standards Act. (See Overtime Pay.)
4. FLSA - Non-Exempt: Employees excluded by Resolution who are not exempt from the provision of the Fair Labor Standards Act. (See Overtime Pay.)
5. EMPLOYEES ON INITIAL REVIEW: Unless otherwise specified, these policies include, and are applicable, to all employees on initial review.

INITIAL REVIEW PERIOD

We believe, as do most organizations, that the initial period of employment should be a review period for both the individual and the organization.

To determine that our association is mutually satisfactory, new employees are hired on an initial review basis for a period of one (1) year which can be extended for an additional six (6) months at the discretion of the City Administrator or as outlined in your letter of employment. If you are promoted to another position, the initial review period will be one (1) year or as provided by city ordinance. You will have the opportunity to demonstrate your abilities to perform the skills required during your initial review period. This will give you an opportunity to demonstrate satisfactory personal conduct and technical qualifications for your job and for the organization to demonstrate its suitability as an employer.

At the end of the initial review period you will have an opportunity to discuss your performance with your supervisor and a performance review will be completed. As long as your performance is satisfactory, you will become a regular employee at this time.

NEW EMPLOYEE ORIENTATION

The Manager of Human Resources will see that:

- You receive a copy of this Employee Handbook to help you get to know our organization, our operating philosophy, and our employee policies and benefit programs. In addition, you will be provided with copies of other City policies in place at the time of your employ.
- You receive summaries of the medical plan and other employee benefit programs.

- You are given insurance enrollment cards, a W-4 federal tax form, and an I-9 form to complete.
- You are scheduled for a physical and drug screen by a local doctor, if applicable for your position.

WORK SCHEDULE

Our normal work week begins at 12:01 a.m. Monday, and ends at 12:00 midnight Sunday, of each week. The standard work week is 40 hours within a five-day period, usually Monday through Friday. Some city departments work non-traditional schedules. Your supervisor will explain the work week schedule for your area.

A typical work shift consists of eight hours worked, with one hour unpaid for lunch. Refreshment breaks of 15 minutes are provided, one in the first half and one the second half of your workday. Some city departments operate on schedules that have different meal and rest breaks. Your supervisor will explain how your meal and rest breaks are taken within your department.

TIME REPORTING

Employees who are not FLSA exempt will record all hours worked including absences of hours less than an 8 hour day. You will note the type of absence as described above.

Employees who are FLSA exempt, record exceptions on their timesheet. Exceptions of less than 2 hours need not be recorded. You will note the type of absence i.e. vacation, holiday, sick leave, bereavement leave, jury duty, administrative leave or leave without pay on your timesheet.

PAY ACTION

Typically, newly hired employees receive a one step pay increase granted upon satisfactory completion of the initial review period and subsequently upon satisfactory performance review until the employee reaches the maximum step of their pay plan.

When promoted to a higher class, the employee will receive a minimum 3% increase or the entry rate of the higher class, whichever is greater. After successful completion of the initial review period, employees will receive a pay increase and a new anniversary date will be established.

Payday is once a month, on the last week day of the month. Direct deposit of payroll is an encouraged employee option. If you are absent for any reason on a payday, you may obtain your check from the Finance Department when you return. A third party may pick up your check if you have given written authorization to the Finance Department.

OVERTIME PAY

Due to the nature of our business, our work weeks may occasionally be longer than the traditional 40-hour week. Overtime work for non-exempt employees must be approved by your supervisor.

Certain supervisory personnel are exempt from overtime compensation as defined in the Fair Labor Standards Act. As specified by council resolution, the following positions are classified as FLSA exempt: Planning Manager, Engineering Manager, Finance Director, Manager of Information Systems, Fire Chief, Deputy Fire Chief, Library Director, Assistant Library Director, City Administrator, Manager of Human Resources, Fire Marshal, Police Chief, Police Captain, Public Works Director, Public Works Operations Manager, and the Manager of Parks and Recreation.

Except for the FLSA exempt positions, all hours worked in excess of 8 hours per day or 40 hours per week will be paid at one and one-half times your regular rate of pay. You will have the option of taking the overtime pay or taking compensatory time

--Compensatory time accruals are limited up to a maximum of 120 hours for all eligible city employees, unless a different amount is specified in the letter of employment.

WAGE AND SALARY ADJUSTMENT

The position you hold is a part of a total classification and compensation study conducted by the city and adopted by city council.

(Most recently by Johnson and Associates as of 1/10/2000.) Classification and compensation reviews may be performed to evaluate market trends. Increases in pay may occur as a result of positive performance evaluations, as a result in a change of the labor market or by council approval of cost of living adjustments.

OUT OF CLASS PAY

Out of class pay will be paid to a non-represented employee filling in for an extended absence of an employee in a higher paid position. The absence must be a minimum of fifteen (15) consecutive work days with the out of class pay beginning on the sixteenth (16th) day.

The out of class pay will be at a minimum of 3% above the employee's current rate of pay, or at the entry rate of the higher class, whichever is greater.

PERFORMANCE PLANNING AND REVIEW

We believe that goal setting and frequent feedback are necessary for all of us to do our best work. Therefore, we have in place a process

for ensuring that each of us has a regular opportunity to plan for our performance and discuss progress toward our goals.

Your supervisor is committed to communicating his or her expectations of you. He or she evaluates your performance continuously. Your performance will be reviewed at the end of your initial review period and annually, semiannually, or as needed, to be determined by your department head or supervisor.

Your supervisor may ask for your own self-assessment and will point out areas in which progress and improvement have occurred and areas requiring further improvement or effort, if such exist. These discussions are aimed toward the goal of improved communication. They will give you an opportunity to take part in setting your own performance targets and to express your personal objectives for career development in order that we can do all we can to meet your needs. The written documentation of your performance planning and review sessions will become a permanent part of your personnel file. It will provide a continuous record of your employment history and progress. You may obtain a copy for your own records.

If a non-represented employee wants to return to their former position, it will be permissible with approval between the administration and union if applicable.

RE-EVALUATION PROCESS

The City has adopted a re-evaluation process used to evaluate whether or not an existing classification should be re-classified or the salary should be adjusted. Forms explaining the procedure and a questionnaire are located in Human Resources.

ATTENDANCE

The City of Camas needs the combined efforts of all employees to ensure uninterrupted and efficient operations. Absenteeism and tardiness place added burdens on your fellow workers.

When you know you will be absent or late, please notify your supervisor as soon as possible. If you are unable to call personally, have someone call for you. If you cannot reach your supervisor, leave him/her a communication with a telephone number where you can be reached. Excessive tardiness or absence is cause for discipline, up to and including termination.

PROBLEM-REVIEW / RESOLUTION PROCEDURE

In any organization, problems or differences of opinion over work matters may occasionally arise between you and your supervisor, fellow employees, or the organization in general. We encourage you to bring any problem you might have to your immediate supervisor first. If your supervisor is unable to resolve the problem to your satisfaction and you wish to pursue the matter, speak to the next level of supervision in your department. You should try to resolve the matter within the department.

This problem-review procedure is designed to resolve problems quickly and fairly and is based on the following principles:

- Your problem will be thoroughly discussed and evaluated on its merits.
- There will be no retaliation against you for exploring any questions or concerns you might have.

However, when a quick and fair resolution cannot be achieved, conflict resolution will be handled in the following manner:

- Employee will discuss the situation with their immediate supervisor.
- If resolution cannot be made, the employee and supervisor will meet with the department head within 10 working days.
- The employee and department head will meet with the mayor or designee within 10 working days.

If needed, a final appeal may be made to the mayor for a final determination.

In each level you may have a department head attend with you.

DISCIPLINE

We strive to deliver high quality services for our citizens. We also aim to provide a productive, safe, and enjoyable work environment for all our employees. You can help us achieve these objectives by following common sense guidelines for work behavior. The following are examples of actions for which disciplinary action up to and including termination may be imposed:

- destruction of property, facilities or use of city equipment for personal gain
- gross negligence
- performance below acceptable standards
- falsification of records
- being on the job in possession of or under the influence of intoxicants, narcotics, or other controlled substances
- absence without proper notification to your supervisor
- insubordination
- fighting
- possession of unauthorized firearms or dangerous weapons
- theft

- excessive tardiness
- abandonment of post
- abuse of sick leave
- harassment

These examples are not all inclusive and the city reserves the right to terminate employment for any reason it deems in the best interest of the city.

Discipline allows an employee proper notice of misconduct and the opportunity to improve performance. The level or degree of discipline imposed shall be appropriately based on an employee's prior record of service, length of service, severity of offenses and prior record of performance.

Disciplinary action should include the following:

- Verbal counseling;
- Written reprimand;
- Suspension without pay*;
- Reduction in pay grade or assignment;
- Discharge.

*It will be the employer's sole determination as to whether or not an employee suspended without pay may be allowed to forfeit accrued vacation or other personal leave in lieu of the suspension without pay.

Civil Service Commission rules also apply with respect to positions covered by Civil Service rules.

REDUCTION IN FORCE AND REHIRING OF FORMER EMPLOYEES

The City of Camas makes every effort to provide stable, full-time employment. If a reduction in force should become necessary due to

lack of work or other reason, employees will be laid off at the discretion of the organization with due consideration given to work performance, job knowledge, attendance record, length of service, and other such factors relating to overall job performance. With consent of management, non-represented employees have the option to 'bump back' to the last position occupied if there is a reduction in force. All laid-off employees in good standing will be given favorable consideration in the event of future hiring opportunities within a five year period.

At the discretion of management, people rehired for the same job may be excused from repeating the initial review period.

EMPLOYMENT OF RELATIVES

In general, the employment of relatives, or spouses of employees is acceptable at the City of Camas. We will not, however, hire or continue the employment of an individual in a particular position if this action would:

- violate any state or federal law
- violate the confidentiality of the city or any of its employees
- place the individual in a position of supervising or being supervised by a family member
- create the appearance of improper influence or favor

If two employees marry after they are both employed, the city will attempt to transfer one of the employees to a position that will not violate the above rules. If that is impossible, the involved employees will be given a reasonable opportunity to decide which one of them will leave the employ of the city.

OUTSIDE EMPLOYMENT

It is important not to let your outside activities hinder the team effort at the City of Camas. If you work in a secondary job outside the city, you must be sure that such employment does not conflict or interfere with your work here. Potential conflicts include, but are not limited to, poor work performance, absenteeism, tardiness, or the risk of disclosing confidential information. Outside employment may be subject to prior approval by your supervisor or department head. Please discuss such situations with your supervisor in advance.

CONFLICT OF INTEREST AND ACCEPTANCE OF GIFTS

Public confidence of the citizens of the City of Camas in their city government depends on the integrity of city employees. Accordingly, no city employee shall engage in any act which is in conflict with or creates an appearance of conflict with the performance of official duties.

Employees shall not accept, or seek for others, any service, information, or item of more than minimal value or more favorable terms than those granted to the public generally, from any person, firm, or corporation having dealings with the city.

It is understood that certain circumstances will arise when a gift, or other item of value, will come into the possession of an employee or by the department. If the gift is offered to any individual city employee, it is required that said employee respectfully refuse acceptance. If a gift is offered to a department, or the entire city operation, the gift must be forwarded to the department heads with an explanation of the circumstances surrounding the offered item. This example is provided to allow limited flexibility. For example, an exchange of gifts involving participation in the Sister-City program would be allowed provided the transaction was conducted in public as

an official city function and the item is declared under the provisions of this policy.

Further, use of city property, facilities, or equipment for personal gain, is prohibited.

Violation of this section is sufficient cause for disciplinary action, up to, and including termination.

If you are authorized to spend personal funds on City business you will be reimbursed for the amount expended. Receipts evidencing the amounts spent must accompany the expense account submittal. Advances for approved travel and travel expenditures can be requested.

City vehicles and equipment may be used only by authorized employees and only for City-related business in accordance with the City of Camas Vehicle Policy.

Provisions of the adopted travel policy regulate reimbursable expenses incurred. Please refer to the travel policy for details.

PERSONAL STATUS CHANGES

To ensure that your benefits and records are kept up to date, you are required to notify either your supervisor or the Manager of Human Resources of any changes in your name, address, telephone number, marital status, number of dependents or related information.

EMPLOYEE PRIVACY/PERSONNEL RECORDS/EMPLOYMENT REFERENCES

Personnel records are maintained on all city employees and are the property of the City. The records include, among other things, an employee's application, any examination materials, reports of the results of any employment reference checks, a list of positions held and pay rates received, performance evaluations, notes regarding any disciplinary action(s) or other records related to fringe benefits.

An employee's personnel record is confidential. Only the employee, the employee's immediate supervisor and department head, Manager of Human Resources or other appropriate personnel so authorized by the City Administrator may examine employee personnel records. Employees are entitled to review their own personnel file annually, or at any time upon request to the Manager of Human Resources. Employees may request the removal of information from their personnel file they deem to be irrelevant or erroneous in nature. The Mayor, or his/her designee, will make the final determination on a request to remove information from an employee's personnel file. Any decision rendered will be consistent with state records law, and civil service rules. The employee shall have the opportunity to submit a letter of rebuttal regarding any information contained in his or her file that is in dispute.

Confidential personnel records shall not be released to any other unauthorized individuals except with the written consent of the employee or in response to valid court orders or government requests directing the provision of information from personnel records.

Employment References. In response to reference inquiries, the city will routinely furnish the following public record information about past or present city employees to persons outside city government:

- (1) Date of employment
- (2) Current job title or job title at date of termination
- (3) Verification of salary information

All requests for verification of employment will be directed to the Manager of Human Resources. At termination of employment, the employee will have the option of authorizing in writing a release of information beyond the basic verification of employment. All reference inquiries will be referred to the Mayor, City Administrator,

or appropriate department head. No information should be given beyond the basic employment information unless the former employee has signed an authorization, or the Mayor or City Administrator approves the providing of additional information.

HARASSMENT

Employees in the City of Camas are treated with dignity and respect. The city promotes a healthy work environment. As part of that goal, the city works to have a workplace free from harassment of any kind. The city will treat allegations of harassment seriously and will review and investigate such allegations in a prompt and thorough manner and in as confidential a manner as possible in light of the need to investigate. If appropriate, complaints of harassment will be redressed. Specifically forbidden is any harassment based on sex, religion, race, color, age disability, marital status, or any other basis protected by applicable law.

Harassment is inappropriate, offensive, and illegal and will not be tolerated by the city. The city will take an affirmative role in protecting its employees from unlawful harassment.

Should an employee believe that he or she is being harassed, that employee should immediately identify the offensive behavior to the harasser and request that it stop. If the behavior does not stop, or you are uncomfortable confronting the harasser, you should immediately follow the procedure for reporting complaints contained in the discrimination complaint procedure section.

Harassment is a form of discrimination and is an "unlawful employment practice" under Title VII of the 1964 Civil Rights Act and the Washington State Law Against Discrimination, Chapter 49.60 R.C.W.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when:

- It is part of a manager's or supervisor's recommendation to hire or fire;
- It is used to make other employment decisions like pay, promotion, or job assignments;
- It interferes with the employee's work performance; or,
- It creates an intimidating, hostile, or offensive work environment.

Sexual harassment is defined as deliberate or repeated behavior of a sexual nature which is unwelcome. It can include verbal behavior such as unwanted sexual comments, suggestions, jokes, or pressure for sexual favors; non-verbal behavior such as suggestive looks and leering; visual behavior such as suggestive calendars, magazines, and handouts; and physical behavior such as pats or squeezes, or repeatedly brushing against someone's body. Other unlawful harassment may include comments, jokes, pictures or epithets that are based on, or derogatory of, a person's race, religion, or other protected status.

DISCRIMINATION COMPLAINT PROCEDURE

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their coworkers.

A. If you experience any job related harassment based on your sex, race, national origin, marital status, disability, or any other legal factor, or believe you have been treated in an unlawful, discriminatory manner, promptly report the incident to your supervisor, who will investigate the matter and take appropriate action, including reporting it to the City Administrator or Mayor.

B. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report the complaint directly to next highest manager, Manager of Human Resources E.E.O. Officer), the City Administrator or Mayor, who will undertake an investigation. Your complaint will be kept confidential to the extent possible.

C. If the city determines that an employee is guilty of harassing another employee, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

D. The city prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. Any employee who provides false information regarding a complaint may also be subject to disciplinary action.

DRUG AND ALCOHOL POLICY

The city is a drug free employer. Drug and alcohol prescreening is conducted as a condition of employment for certain positions. We have an adopted drug and alcohol policy. Please refer to it for details.

BULLETIN BOARDS

Bulletin boards are located in specified locations in the various city buildings to communicate material of special interest to employees and to post announcements required by law. Notices will be posted for a specific time period and then removed. We encourage you to read all announcements regularly. If you wish to post a notice on the board, please submit it to your supervisor for approval.

SUGGESTIONS

Your good ideas are always welcome. Growth and success are the results of innovative thinking and we encourage your contribution. If you see a way of improving something in your area, SAY SO!

EMPLOYEE PROTECTION FROM RETALIATION

The City of Camas has an adopted policy for reporting improper governmental action (Whistle Blower) and protecting employees against retaliation. Please refer to the policy for details.

EXIT INTERVIEWS

We believe that you are our most important asset, and we are concerned about retaining talented, competent people. All employees terminating from our organization will be offered the opportunity to participate in an exit interview conducted by the City Administrator or the Manager of Human Resources. By conducting exit interviews, we hope to gain constructive insights and ideas for the benefit of all employees.

YOUR BENEFITS

VACATION

Full time employees are entitled to paid vacations based on years of continuous service calculated from their anniversary date of initial employment as outlined by the following schedule:

<u>Length of Service</u>	<u>Hours Per Year</u>	<u>Hours Per Month</u>
0 - 6 months	20 per 6 months	3.33
6 months - 4 years	96	8.00
5 - 9	120	10.00
10 - 14	144	12.00
15 - 19	168	14.00
20 and more	216	18.00

Paid annual vacation shall be considered as a benefit of regular employment with accrual beginning at the date of employment. Vacation accrual may not be taken by a new employee until the completion of six (6) months of service.

Accrual schedules, earned vacation times, and scheduling may be detailed in letters of employment or explained at time of orientation. The end-of-the-year (December 31) maximum on vacation accrual is 400 hours. Your supervisor will explain the accrual procedures and scheduling procedures for your department during your orientation discussion. Employees who leave City employment shall receive pay for all vacation accrued but unused up to the date of termination.

ADMINISTRATIVE LEAVE

Employees who are FLSA exempt will be granted Administrative Leave (time off with pay) by the following schedule:

<u>Department heads:</u>	80 hrs	per year
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Library Director, Finance Director, Police Chief, Fire Chief, Public Works Director and City Administrator.

Managers:

40 hrs per year

Assistant Library Director, Police Captain, Deputy Fire Chief, Engineering Manager, Planning Manager, Manager of Human Resources, Manager of Parks and Recreation, Manager of Information Systems, Fire Marshal and Public Works Operation Manager.

The above hours are credited January 1 of each year. Employees hired or who terminate during the year will have Administrative leave pro-rated. These hours cannot be cashed out or carried over to the following year.

HOLIDAYS

All regular full-time and regular part-time employees are eligible for holiday benefits. At the City of Camas, we receive thirteen (13) holidays with pay. The following ten (10) days are official holidays on which City Hall is closed:

New Year's Day	Labor Day
Martin Luther King Day	Veterans Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

The date of observance of the legal holidays should be the day which is set by the city ordinances for the observance of those holidays. In addition to these ten (10) scheduled holidays, each of our employees receives three (3) floating days off per calendar year, which must be scheduled in advance with approval of your supervisor and used by December 15th of the current year.

It is recognized some non-represented FLSA non-exempt employees may be required to work during the above holidays. They will receive compensation at time and one-half (1.5) their normal rate of pay for the time worked.

SICK LEAVE

We want our work force functioning at peak performance. Each full-time employee of the City of Camas shall be entitled to sick leave with pay when he/she is unable to perform his or her work because he or she is sick or injured. Sick leave may also be used for absence caused by the illness or injury of the employee's spouse or minor child, or any person living in the immediate household who requires treatment or supervision. Sick leave may also be used for parents, including "step parents", parents in law, and grandparents.

Such sick leave shall accrue normally at the rate of eight (8) hours for each calendar month of employment, unless a different amount is specified in a letter of employment, and if not used, shall accumulate to a maximum total of one thousand forty (1,040) hours.

A manager, who is at the maximum accumulation of 1,040 hours of sick leave on a one time per year basis, may elect to trade three (3) days of sick leave for one (1) day of vacation, thereby reducing their accrual to 1,016 hours.

Sick leave pay is available for bona fide illness, injury, and medical appointments. Abuse of the sick leave plan is cause for disciplinary action.

Your supervisor may require a doctor's statement certifying you were ill while on sick leave. Your supervisor may also request a doctor's release to return to work after surgery or medical care.

INDUSTRIAL ACCIDENTS

If you are receiving state industrial insurance due to an injury while in the employment of the city, you will receive, for a period not to exceed ninety (90) days, such portion of the salary which, when added to the industrial insurance payment, shall equal an aggregate of 100 percent of the monthly salary. You must endorse the check from the state to the city to be receipted. The city may, on a case by case basis, with the benefit of a professional medical adviser, require light duty assignments, at the city's option, unless this is precluded by provisions of the Family and Medical Leave Act. If you refuse such light duty for which you are qualified, you will not be entitled to continued salary payments, and you may lose your eligibility for workers' compensation time loss payments. The department head has responsibility for validation of sick leave.

GROUP HEALTH INSURANCE

Your eligibility for the group hospital and medical insurance health benefit program will commence the first day of the month following your date of employment or as provided by the medical policy.

All regular employees who work twenty (20) hours or more per week are covered by a group hospital and medical insurance health plan. You have a choice of medical insurance offered by an HMO or preferred provider. Dependent medical coverage, visual, dental, prescription drugs, and the employee assistance program are also presently offered by the city.

Please review your health insurance booklet. In case of any conflict between this summary or the booklet and the actual insurance plans, the actual plans will control.

All non-represented employees, as a group, will receive whichever group insurance plan is preferred by the group, chosen from the group of insurance plans provided in the current city of camas labor agreements.

LIFE INSURANCE

A term life insurance policy, the amount of which shall be equal to the nearest (\$1,000) thousand dollars of the normal yearly salary, subject to such maximum limits as may be set by the insurance carrier, (presently \$50,000.00), will be provided to all regular employees.

JURY AND WITNESS DUTY LEAVE

We recognize the responsibility of every citizen to serve on jury duty when summoned unless excused by the court. An employee shall be granted leave with full pay for any regularly scheduled hours of work missed because he/she was required to be on jury duty. An employee shall endorse any jury fee (excluding mileage and meal allowances) to the city. You must notify your supervisor as soon as you receive a summons so that coverage for your absence can be scheduled. Written evidence of jury duty may be requested by your supervisor. You will be expected to report to work during those periods when you have no court responsibilities.

BEREAVEMENT LEAVE

The city grants up to three (3) days off with pay to regular employees suffering a death in the immediate family in order to allow employees to make arrangements and attend the funeral. An additional two (2) days shall be allowed as needed but must be charged to the employee's other leave balances, or taken without pay. Additional leave may be granted by the city administrator for extenuating circumstances and will be charged to personal leave balances.

Immediate family includes spouse, son, daughter, parents, sister, brother, grandparents, grandchildren, or any member of the immediate household. This will also include "step" and "in-law" relationships.

Bereavement leave may also be granted, subject to approval of the department head, for death in the spouse's immediate family.

Recognizing the need for family support, up to two (2) days personal leave shall be allowed to attend the funeral of aunts, uncles, nieces or nephews of the first generation, and must be charged to the employee's vacation or administrative leave balances, or taken without pay.

LEAVES OF ABSENCE

We recognize that a special leave of absence is sometimes necessary due to extenuating circumstances, such as educational or personal circumstances. A leave of absence allows you time away from work without pay but with the opportunity to maintain continuity of your employment. A leave of absence is available to employees. You must make your request for leave in writing to your supervisor within a reasonable period of time before the leave is to be taken, unless emergency conditions exist. Approved leaves up to 30 days may be granted by the city administrator. If more than 30 days is requested, leave will be confirmed in writing and signed by the Mayor and approved by the city council. Leaves of absence without pay will not normally exceed a period of ninety (90) days. However, an additional ninety (90) days may be granted upon approval of the city council.

In the event of military leave, the city abides by the provisions of the State of Washington R.C.W. 38.40.060 which stipulates that employees who are members of the National Guard or Federal Reserve military units are entitled to be absent from their duties up to

fifteen (15) calendar days with pay during each calendar year while engaged in the performance of ordered military duty and while going to or from such duty. The City also complies with federal law regarding the right to reinstatement after an extended military tour of duty.

The city shall administer federal and state laws related to family leave in accordance with those laws and consistent with city personnel policies. Under the provisions of the Family Medical Leave Act, employees who have worked for the city at least twelve (12) months and have worked one thousand two hundred fifty (1250) hours over the previous twelve (12) months are eligible for up to twelve (12) weeks total of paid or unpaid leave per twelve (12) months' period, for birth, adoption, or foster care of a child, or a serious health condition of the employee or his/her immediate family. The twelve (12) weeks is in addition to leave provided for disability related to pregnancy or childbirth.

The city may require certification from a health care provider for leave based on a serious health condition.

Employees must provide the city with at least thirty (30) days notice, if possible, before taking such leave or notify the city as soon as practicable. Before going on unpaid leave status for the birth, adoption, or foster care of a child or the serious health condition of the employee's spouse, parents, or children requiring in-patient care or continuing treatment, an employee is required to use all accrued unused compensatory or personal days and all accrued unused vacation leave. Before going on unpaid leave status for the serious health condition of the employee or the employee's minor child requiring in-patient or continuing treatment, an employee is required to use all accrued unused sick leave, personal leave, compensatory leave,

compensatory time off, and vacation leave.

As required by law, the city shall maintain the employee's health benefits, including dependent benefits if applicable, during the FMLA leave to a maximum of twelve (12) weeks. In the event an employee does not return to city employment after taking leave under this section, the city may recover the cost of any health insurance premiums paid by the city during the unpaid portion of the leave, unless the failure to return to work is due to a continuation of the serious health condition or other circumstances beyond the employee's control. Upon return from such leave, the employee will be reinstated to the employee's former or equivalent position.

Additionally, the city will adhere to the provisions of the Washington State Family Care Act. For additional information about family and medical leaves, or if you think you need to request a leave, please consult the Manager of Human Resources.

DEFERRED COMPENSATION PLAN

The city offers its employees a deferred compensation plan created in accordance with Internal Revenue Section 457, which allows employees to defer a portion of their salary from federal income tax until future years. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency.

WELLNESS PROGRAM

The City has an active wellness program designed for your good physical and mental health. You are encouraged to participate in this voluntary program and the many activities available throughout the year.

FITNESS ROOMS

A fitness room is located in the basement of the city hall building and is available for all city employees to use. The fire and police buildings also have fitness rooms for the use of employees assigned to those buildings. Employees must sign a release form prior to using the fitness areas. Please check with your family physician before starting any type of exercise program. Refer to the rules and regulations of the fitness room, which will be given to you during your orientation.

Employees will receive swim pool passes for their immediate family members.

City of Camas

Acknowledgement of Receipt

I certify that I have read and I understand the rules and policies contained in the City of Camas Non-Represented Handbook, a copy of which has been provided to me. I also understand that the statements of policy contained in the Non-Represented Handbook are not a contract and that my employment may be discontinued at any time by the City of Camas or me, unless I am covered by an individual employment agreement that provides a different standard. I also understand that the Non-Represented Handbook presents guidelines that may be changed by the city, when in its judgement circumstances so require. This handbook supersedes any prior handbooks or policy manuals issued by the city.

DATE: _____ EMPLOYEE SIGNATURE: _____

PRINT NAME: _____