



**Yakima Basin Fish & Wildlife
Recovery Board**

Personnel Policies and Procedures

As approved by the Board of Directors on January 26th, 2012

1	INTRODUCTION	1
1.1	Welcome	1
1.2	About the Policy Manual	2
2	HIRING POLICIES	4
2.1	Recruitment and Announcement of New Positions	4
2.2	Interviewing	4
2.3	Hiring Policies	4
2.4	Employee Background Check	5
2.5	Hiring Relatives	5
2.6	New Employee Orientation	6
2.7	Probationary Period	6
3	EMPLOYMENT STATUS AND RECORDS	6
3.1	Employment Classification	7
3.2	Personnel Records and Administration	7
3.2.1	Personnel Data Changes	7
3.2.2	Employment Applications	7
3.2.3	Personnel Files	8
3.2.4	IRS Form W-4	8
3.3	Performance and Salary Reviews	9
4	EMPLOYMENT POLICIES	10
4.1	Equal Employment Opportunity	10
4.2	Americans with Disabilities Act	11
4.3	Sexual and Other Unlawful Harassment Policy	11
4.4	Violence in the Workplace	12
4.5	Employee Privacy	12
4.6	Use of Computer, Phone, and Mail	13
4.7	Social Media	13
4.8	Use of Computer Software	14
4.9	Smoking Policy	14
4.10	Alcohol and Substance Abuse	14
4.11	Gratuities to Government Employees or Officials	16
4.12	Gratuities to Customer or Supplier Representatives	16
4.13	Political Activities/Voting	17
4.14	Whistleblower	17
4.15	Outside Employment	18
4.16	Telecommuting	18
5	STANDARDS OF CONDUCT	20
5.1	General Guidelines	20
5.2	Absence and Lateness	21

5.3	Dress Code.....	21
6	EMPLOYEE COMMUNICATIONS	22
6.1	Open Communication	22
6.2	Staff Meetings.....	22
6.3	Suggestions	22
6.4	Cell Phones & Other Personal Electronic Devices.....	22
7	GRIEVANCE AND SEPARATION POLICIES.....	23
7.1	Grievance Procedure.....	23
7.2	Corrective Procedure.....	23
7.3	Termination.....	27
7.4	Termination Processing Procedures	28
7.5	Return of YBFWRB Property	28
8	SAFETY	29
8.1	Medical Attention and Labor & Industry Accident Reporting Process.....	29
8.2	Health-related Issues	31
8.3	Return to Work After Serious Injury or Illness.....	31
8.4	Weather-related and Emergency-related Closings	31
8.5	Vehicle Use	32
8.5.1	Use of Tobacco, Drugs or Alcohol.....	32
8.5.2	Authorized Drivers.....	32
8.5.3	Authorized Passengers	32
8.5.4	Driving Record	33
8.5.5	Insurance (Personal Vehicles).....	33
8.5.6	Limitation on Personal Use (YBFWRB/GSA Vehicles)	33
9	COMPENSATION POLICIES	34
9.1	Work Schedules/Time Keeping	34
9.2	Payroll and Paydays	34
9.3	Pay Advances	34
9.4	Overtime Compensation	34
9.5	Compensation Time.....	35
10	EMPLOYEE BENEFITS.....	35
10.1	Health Insurance	35
10.2	COBRA Notification	35
10.3	Pre-tax Deductions for Expenses.....	36
10.4	Worker’s Compensation.....	36
10.5	Unemployment Compensation	36
10.6	Social Security FICA.....	36
10.7	Retirement Program	37
10.8	Training and Professional Development	37
11	VACATION AND LEAVE BENEFITS.....	38

11.1	Holiday Policy.....	38
11.2	Vacation Leave	38
11.3	Sick Leave.....	39
11.4	Bereavement Leave.....	39
11.5	Jury Duty.....	39
11.6	Military and Personal Leaves of Absence	39
11.7	Family/Medical Leaves of Absence.....	40
11.8	Extended Disability Leaves	42
11.9	Benefits during Approved Leave of Absence	42
12	REIMBURSEMENTS	43
12.1	Introduction	43
12.2	Required Management Approval.....	43
12.3	Travel Expenses.....	44
12.4	Conferences and Meetings.....	44
12.5	Relocation Expenses	45
13	CHANGES TO EMPLOYEE POLICIES AND THE EMPLOYEE MANUAL.....	45
14	EMPLOYMENT MANUAL ACKNOWLEDGMENT FORM.....	47

1 INTRODUCTION

This document has been developed by the Yakima Basin Fish & Wildlife Recovery Board (YBFWRB) in order to familiarize employees with the organization and to provide information about working conditions, key policies, procedures, and benefits affecting employment at the YBFWRB.

Note: The content of a manual does not constitute nor should it be construed as a promise of employment or as a contract between the YBFWRB and any of its employees.

The YBFWRB at its option, may change, delete, suspend, or discontinue parts of any policy in its entirety, at any time without prior notice.

1.1 Welcome

Welcome to the **Yakima Basin Fish & Wildlife Recovery Board!** We are pleased to have you with us and hope that you find your new job rewarding and challenging. The YBFWRB is a growing organization, and we all of us have the opportunity to contribute as part of the YBFWRB staff team.

The mission of the YBFWRB is to restore sustainable and harvestable populations of salmon, steelhead, bull trout and other at-risk fish and wildlife species through the collaborative, economically sensitive efforts, combined resources, and wise resource management of the Yakima River Basin.

The YBFWRB strives to create an exciting, challenging and rewarding work environment that allows you to flourish. We want you to build a long and successful association with the YBFWRB and be a happy and productive member of our team. Through your dedication, creativity, perseverance and efforts, our organization will be effective.

Once again, welcome to the YBFWRB and our best wishes for success. We appreciate your confidence in our future.

Regards,

A handwritten signature in blue ink, appearing to read "Alex Conley", with a long horizontal flourish extending to the right.

Alex Conley, Executive Director

1.2 About the Policy Manual

Having clear policies makes a very important contribution to both job satisfaction and job performance. The more employees know about the YBFWRB and its employment policies and procedures, the more comfortable they will be in their jobs, and the more effective they will be in helping the YBFWRB in fulfilling its mission.

The purpose of this manual is to bring together a complete summary of the policies and procedures that affect you as an employee. If you have not yet read through this manual please do so right away. Then during the course of your employment, refer back to it if you have a question. Note any changes and updates as they are posted and distributed from time to time.

The YBFWRB has a positive, service oriented view of our organization. It is hoped that you will always share in our commitment to our mission and emphasize ethics and quality in all you do. We hope that this manual will make you more comfortable in what you do as an employee, and how you do it.

From time to time the manual may be modified or revised. When a policy is revised or modified, the "old" policy should be removed from the manual and the new page inserted reflecting its effective date.

These policies and procedures are subject to modification, suspension and elimination at any time, with or without notice, at the discretion of the YBFWRB, except as provided in the following paragraph. Each employee is responsible for adhering to the policies and procedures of the YBFWRB. Questions you may have or clarification you may need regarding the meaning and purpose of these policies may be directed to the Executive Director who has the authority to give a definitive and binding interpretation of a policy.

YBFWRB is an "at will" employer and reserves the right to terminate an employee at any time for no reason, with or without cause or notice just as an employee has the right to terminate employment with the YBFWRB at any time for any reason with or without cause or notice. This at-will employment policy is not subject to change.

The policies and procedures in this manual are not intended to be contractual commitments by the YBFWRB, and employees shall not construe them as such.

No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied from any statements in this manual.

The YBFWRB at its option, may change, delete, suspend or discontinue parts of any policy in part or its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

This manual supersedes all previous employee manuals and memos.



2 HIRING POLICIES

2.1 Recruitment and Announcement of New Positions

The YBFWRB intends to recruit, hire, and place applicants on the basis of the applicant's relative knowledge, skills, and abilities. The decision to employ an applicant will be based solely on the individual's qualification for the particular position along with other requisite job skills. Minimum qualifications shall be specified in the job description.

When a new position is established, the Executive Director will prepare a job announcement identifying the position's responsibilities and overall relationship to the YBFWRB for posting or circulation within the YBFWRB and for public notification. The job description and the proposed pay range shall be approved by the Executive Committee prior to recruiting. Pay shall be set based on industry norms, with reference to comparable positions in other organizations.

2.2 Interviewing

The Executive Director and hiring committee may conduct structured initial interviews limited to job-related questions to assess each candidate's experience, demonstrated ability and training. Interviewing may involve:

- Telephone screening to determine if candidates meet the job description
- Initial one-on-one interviews
- Follow-up interviews with peers
- Checking references and backgrounds
- Gaining the consensus of interviewers to hire or not to hire

Before extending an employment offer and upon the applicant's prior agreement, at least two applicant references may be checked. Inquiries are to be made in a professional manner requesting only factually verifiable and job-related information. The reference data may be used only as supplemental information for the hiring decision.

2.3 Hiring Policies

Once the Executive Director has made a decision to make the offer and has confirmed key terms, the next step involves making the verbal and written offer culminating in the employee's first day as a member of the team. Following employment, the references and interview ratings must be retained for up to three years and then may be destroyed.

After candidate interviews, verification of employment history and reference inquiries, the Executive Director is responsible for the employment offer. After the verbal offer has been made and the candidate has agreed to the essential terms of the offer (typically the position, employee classification, salary or rate, and the starting date), a written offer will be prepared and submitted to the candidate in person or by mail confirming the verbal offer and will include the essential terms of the verbal offer as agreed to by the candidate. The candidate will be required to sign and date an acceptance of the written offer.

After the candidate has accepted the employment offer, she or he will be required to provide documentation of identity and employment eligibility in accordance with federal law. Form I-9, shall be used for this purpose.

Here is an outline of the hiring process:

- Make verbal offer
- Follow-up with basic offer letter outlining key terms
- Receive acceptance of offer letter from new employee
- File paperwork (W2, proof of employment eligibility and I-9)

2.4 Employee Background Check

Background checks are used for the purpose of determining a candidate's suitability for a position. A background check may consist of a check of references, criminal history, or an applicant's driving record. The use of background checks of any type shall be at the discretion of the Executive Director, so long as they are used fairly and consistently in the same manner without unlawful discrimination.

Offers of employment may be contingent on the results of the background or reference check(s) at the discretion of the Executive Director. The candidate/employee must be notified, and their authorization must be obtained by the Executive Director before a background check can be completed.

2.5 Hiring Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, including a spouse (including a *de facto* spouse), son, daughter, stepson, stepdaughter,

parent, stepmother, stepfather, brother, sister, stepbrother, stepsister, grandson, granddaughter, grandparent, mother-in-law, father-in-law, son-in-law, or daughter-in-law

Relatives of current employees generally may not occupy a position that will be working directly for or supervising their relative.

If a relative relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management.

2.6 New Employee Orientation

All new employees will be provided with an orientation briefing, which will be held within their first week of employment with the YBFWRB. The orientation is designed to acquaint the new employee with the YBFWRB and its policies.

On the first day of employment, the Executive Director is responsible for assisting the employee in completing all check-in and benefit enrollment procedures. In addition, the Executive Director will ensure that the new employee receives an introduction within the YBFWRB and is provided with in-depth information regarding his or her specific role and responsibilities.

2.7 Probationary Period

All new employees are subject to a probationary period of a minimum of six months unless otherwise stipulated by the letter of employment. This period may be extended at the discretion of the Executive Director. A performance review will be conducted for each employee at the end of their probationary period.

3 EMPLOYMENT STATUS AND RECORDS

All new employees must receive a copy of this manual and sign an Acknowledgement Form. The Acknowledgement Form must be turned in to the Executive Director within 2 weeks of beginning employment with the YBFWRB.

3.1 Employment Classification

All employees are classified as either regular or temporary. Regular employees are employees hired without a specific termination date. Temporary employees are employees whose position at the time of hire is for a short-term period. Terms of employment will depend on the organization's needs, and in no case will a temporary position be construed as being a contract for a definite time.

Employees also are classified as either exempt or non-exempt according to provisions of the Fair Labor Standards Act.

Regular Full-time Employees are those employees who work 40 hours per week and are eligible for all fringe benefits.

Regular Part-time Employees are those employees working at least 20 hours but less than 40 hours per week. Part-time salaried employees are eligible for all benefits and earn sick leave and vacation at a rate proportionate to the hours they work. Regular part-time employees that work less than 20 hours per week are not eligible for benefits.

Temporary Employees are those employees who are paid hourly under Letter of Agreement for a specified period of time. Temporary employees are not eligible for benefits.

3.2 Personnel Records and Administration

3.2.1 Personnel Data Changes

It is the responsibility of each employee to promptly notify the Executive Director of any changes in personnel data. Personal mailing addresses, telephone numbers, addition and deletion of number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, the employee will notify the Executive Director of the changes in writing. Employees must notify the Executive Director of any change in family status (i.e. divorce, child custody) and fill out new benefit forms. If timely notification is not provided, an employee may be held liable for any expenses inappropriately paid for as benefits.

3.2.2 Employment Applications

The YBFWRB relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of

this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

3.2.3 Personnel Files

1. The Executive Director is charged with the responsibility of maintaining personnel files.
2. Each personnel file should contain the following information, at a minimum.
 - a. Employment application or resume
 - b. A record of any background investigation
 - c. Date of employment
 - d. Position, pay rates and changes therein
 - e. Authorization of payroll deductions
 - f. Earnings records for non-active employees
 - g. W-4 Form, withholding authorization
 - h. I-9 Immigration Form
 - i. Termination data, when applicable
 - j. Copy of driver's license and personal vehicle insurance card
 - k. Emergency contact information
3. All personnel records are to be kept locked in file cabinet in the Executive Director's office. Access to these files other than by the Accountant, Executive Director or the auditor should be requested in writing to the Executive Director or Board of Directors.

3.2.4 IRS Form W-4

Every employee must fill out and sign a federal withholding allowance certificate, IRS Form W-4, on or before his or her first day on the job. This form must be completed in accordance with federal regulations. The employee may fill out a new W-4 at any time when his or her circumstances change. Employees who paid no federal income tax for the preceding year and who expect to pay no income tax for the current year may fill out an Exemption from Withholding Certificate, IRS Form W-4E. Employees are expected to

comply with the instructions on Form W-4. Questions regarding the propriety of claimed deductions may be referred to the IRS in certain circumstances.

3.3 Performance and Salary Reviews

The YBFWRB is committed to providing feedback on their job performance relative to the objectives set out in job descriptions and work plans. It is the Executive Director's responsibility to develop and maintain a work environment in which employees can openly discuss performance and develop plans. The employee will be notified in writing ten days in advance of the performance review date. Also included in the notification will be the time, place, and the discussion topics for the employee to prepare for the review. Performance evaluations will be done annually. The employee, as well as the Executive Director, is to bring the following to the review meeting:

- A summary statement of the progress made toward meeting his or her employment goals;
- Examples of job-related areas demonstrating greatest strengths and identifying areas where additional training is needed;
- An outline of job-related tasks in which the employee can participate to improve performance;
- A recommendation of job responsibilities and goals to be established for the next one year period;
- A summary of overall employment performance.

The Executive Director is responsible for establishing a relaxed atmosphere at the performance review and encouraging two-way communication. The discussion should be conducted in a positive manner, in complete privacy and with no interruptions. The Executive Director shall verify that the employee is familiar with his or her job duties, previous goals and the appraisal criteria or factors. At the conclusion of the performance appraisal, the employee will be requested to sign the appraisal verifying that he or she participated in the evaluation. The employee should be encouraged to submit comments about the appraisal that will become part of the record. A date for the next appraisal shall be agreed upon and noted on the appraisal form. The employee must be given a signed copy of the appraisal.

The YBFWRB believes that pay increases should be related to an employee's performance. Following performance reviews, the Executive Director will rank the employee's performance according to his or her relative level of contribution to the YBFWRB. Factors will include how well the employee has met the objectives agreed upon in the last review and the employee's level of contribution to the success of the

department/division relative to other employees and funding availability. The Executive Director will rank employees in one of five groupings:

1. Outstanding
2. Very Good
3. Good
4. Marginal
5. Unsatisfactory

Any employee receiving a rating of 4 or 5 must be put on warning with a corrective action plan to address the issues identified, and will not receive merit-based increases in pay.

The Executive Committee may authorize a standard cost-of-living adjustment to apply to all employees at the beginning of each fiscal year.

A decision relating to any proposed merit increases to an employee's pay will be made by the Executive Director after the review and ranking process has been completed. The Executive Director will forward a merit increase recommendation with the appraisal for review and approval by the Executive Committee. The Board must approve any budget adjustments required when projected expenditures based on compensation adjustments approved by the Executive Committee will exceed budget amounts. Any such budget adjustments must be approved prior to compensation adjustments being made. The Executive director shall be reviewed in the same manner, except that the Chair shall act as the reviewing supervisor and submit and recommended compensation changes to the Executive Committee for review.

Merit increases in pay are neither automatic nor periodic. Because funding is grant based, merit increases are contingent upon availability of adequate grant funds. Merit increases are reserved for employees who show skills improvement and higher than average performance. Information about rates of pay and merit increases in pay, if any, are deemed to be confidential matters between the Executive Director and each employee and are not to be discussed among employees.

4 EMPLOYMENT POLICIES

4.1 Equal Employment Opportunity

The Yakima Basin Fish & Wildlife Recovery Board is an Equal Opportunity employer.

Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual-orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

This policy applies to all employment practices and personnel actions including advertising, recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, termination, rates of pay and other forms of compensation or overtime.

4.2 Americans with Disabilities Act

It is the policy of the YBFWRB to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). The YBFWRB will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

4.3 Sexual and Other Unlawful Harassment Policy

The Yakima Basin Fish & Wildlife Recovery Board is committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status, disability or sexual orientation. It is the policy of the YBFWRB to comply with all federal, state and local laws and regulations regarding equal opportunity. In keeping with that policy, the YBFWRB is committed to maintaining a work environment that is free of unlawful discrimination and harassment. Accordingly, the YBFWRB will not tolerate unlawful discrimination against or harassment of any of our employees or others present at our facilities by anyone, including any supervisor, co-worker, vendor, client, or customer of the YBFWRB.

Unlawful Discrimination and Harassment:

Unlawful discrimination includes treating someone less well in opportunities for work, promotions, shifts, overtime or other conditions of employment because of his or her race, national origin, sex, age, religion, disability or other protected attribute. Harassment consists of unwelcome or unwanted conduct, whether verbal, physical or visual, that is based upon a person's protected status. Examples of unlawful harassment include words, gestures, stories, jokes or nicknames that are derogatory, demeaning or insulting to a person based upon his or her race, national origin, sex, disability, age, religion or other protected attribute.

Sexual harassment deserves special mention. Sexual harassment consists of:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive work environment.

Examples of sexual harassment may include, but are not limited to the following conduct by any employee, whether male or female:

Unwanted sexual advances or propositions, offering employment benefits in exchange for sexual favors, making or threatening reprisals after a negative response to sexual advances, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," jokes about gender-specific traits, making sexual gestures or comments, displaying sexually suggestive objects, pictures, cartoons or postures, impeding or blocking another's movement, physical contact, such as patting, pinching, or brushing against another's body, and continued requests for a date after a rejection.

4.4 Violence in the Workplace

The YBFWRB has a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the YBFWRB or which occur on YBFWRB or client property, will be subject to disciplinary action, including dismissal.

4.5 Employee Privacy

The YBFWRB recognizes our employees' right to privacy. In achieving this goal, the YBFWRB adopts these basic principles:

1. The collection of employee information will be limited to that which the YBFWRB needs for business and legal purposes;
2. The confidentiality of all personal information in our records will be protected;
3. All in-house employees involved in record keeping will be required to adhere to these policies and practices. Violations of the policy will result in disciplinary action;
4. Internal access to employee records will be limited to those employees having an authorized, business-related, need-to-know basis. Access may also be given to third parties, including government agencies, pursuant to court order or subpoena;

5. The YBFWRB will refuse to release personal information to outside sources without the employee's written approval, unless legally required to do so;
6. Employees are permitted to see the personal information maintained about them in the YBFWRB records. They may correct inaccurate factual information or submit written comments in disagreement with any material contained in their YBFWRB records.

4.6 Use of Computer, Phone, and Mail

The YBFWRB property, including computers, phones, electronic mail, and voice mail, should be used only for conducting YBFWRB business. Incidental and occasional personal use of YBFWRB computers, phones, electronic mail, and voice mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages. Employees shall have no expectancy of privacy of data stored electronically on YBFWRB computer systems/equipment.

All employees are expected to use good judgment in using electronic mail and to avoid indiscretions such as offensive or inappropriate messages or any other message, the YBFWRB deems inappropriate. E-mail messages should be used for business and not for soliciting outside business ventures or other matters unrelated to the YBFWRB affairs. Misuse of e-mail may result in disciplinary action up to and including termination. Keep in mind that e-mail communication can be subject to public disclosure laws.

4.7 Social Media

Do not post any comment or picture involving an employee, volunteer or client of our nonprofit without their express consent.

- If you post any comment about our nonprofit, you must clearly and conspicuously state that you are posting in your individual capacity and that the views posted are yours alone and do not represent the views of our organization.
- Unless given written consent, you may not use our nonprofit's logo or any organizational material in your posts.
- All postings on social media must comply with our policies on confidentiality and disclosure of proprietary information. If you are unsure about the confidential nature of information you are considering posting, consult Executive Director.
- Do not link to the organization's website or post any agency material on a social media site without permission from Executive Director

- Don't forget that you are responsible for what you write or present on social media. You can be sued by other employees or any individual that views your social media posts as defamatory, harassing, libelous, or creating a hostile work environment.
- All organizational policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, nondiscrimination, and protecting confidential and/or proprietary information.
- Employees may not use organizational equipment for non-work-related activities without permission. Additionally, our policy on Use of Computers, Phone and Mail apply to social media use at work, including our policy that personal use of our computers, including personal social media activities, should not interfere with your duties at work.
- Violation of this policy may lead to discipline up to and including the immediate termination of employment.

4.8 Use of Computer Software

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

4.9 Smoking Policy

No smoking will be allowed on the premises of the office at any time. This policy is for the health and safety of all employees.

4.10 Alcohol and Substance Abuse

It is the policy of YBFWRB that the workplace be free from the use of illicit drugs and alcoholic beverages. This policy is implemented because we believe that the impairment of any YBFWRB employee due to his or her use of illegal drugs or due to alcohol abuse is likely to result in the risk of injury to other employees, the impaired employee morale and productivity.

“Impairment” or “being impaired” means that an employee’s normal physical or mental abilities or faculties while at work have been detrimentally affected by the use of illegal drugs or alcohol.

The employee who begins work while impaired or who becomes impaired while at work is guilty of a major violation of the YBFWRB rules and is subject to severe disciplinary action. Severe disciplinary action can include suspension, dismissal or any other penalty appropriate under the circumstances. Likewise the use, possession, transfer or sale of any illegal drugs on YBFWRB premises or on any job site is prohibited. Employees who violate this rule are subject to severe disciplinary action. In all instances disciplinary action to be administered shall be at the sole discretion and determination of the YBFWRB.

When an employee is involved in the use, possession, transfer or sale of illegal drugs in violation of this policy, the YBFWRB may notify appropriate authorities. Such notice will be given only after such an incident has been investigated and reviewed by the Executive Director and the Board. The YBFWRB is aware that illegal drug abuse is a complex health problem that has both physical and emotional impacts on the employee, his or her family, and social relationships. A drug abuser is a person who uses illegal drugs, as defined above, for nonmedical reason, and this use affects job performance detrimentally or interferes with normal social intercourse at work. Illegal drug abuse is both a management and a medical problem.

An employee who suspects a drug or alcohol abuse case should discuss the situation immediately with the Executive Director. Because each case is different, the handling and referral of the case must be coordinated with the Executive Director and the Board.

Applicants who have a past history of substance abuse and who have demonstrated an ability to abstain from the substance, or who can provide medical assurance of acceptable control, may be considered for employment as long as they are otherwise qualified for the position for which they are applying.

Management has chosen to adopt an alcoholic beverage policy in keeping with the concern for and the risks associated with alcohol use. Alcoholic beverages shall not be served or used on the YBFWRB premises at any time. Alcoholic beverages shall not be used in conjunction with any business meeting.

Social activities held off-premises and paid for on a personal basis are not affected by this policy. If management considers it appropriate, light alcoholic beverages may be served at YBFWRB sponsored events held off-premises and for purely social reasons. The service must be managed in good taste and with good judgment.

The YBFWRB is concerned with its employee's privacy, especially when matters regarding medical and personal information are involved. As long as the information is not needed for police or security purposes, the YBFWRB shall maintain employee medical personal information in confidence and release this information to authorized personnel on a "need to know" basis. An exception to this policy is when the employee

signs a release for the transfer of such information on forms acceptable to the YBFWRB to designated persons or agencies.

When a supervisor or the Executive Director has reasonable suspicion to believe an employee is drug or alcohol impaired and unable to perform their job safely or efficiently, the supervisor or the Executive Director may require the employee to submit to a urine, blood, or breathalyzer test to determine the presence of alcohol or drugs in the body.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through the YBFWRB health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the YBFWRB any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the YBFWRB of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Nothing contained in this section shall eliminate or modify the YBFWRB's right to terminate any employee at any time for any reason.

4.11 Gratuities to Government Employees or Officials

In adherence to government regulations, no employee may offer a gratuity to any government employee or official on behalf of, or in pursuance of, YBFWRB business. Gratuities are defined as meals, drinks, gifts, expenses, cash or any other item of value, including personal service.

The YBFWRB strictly forbids any form of a business gift to federal, state, or municipal employees. Management is charged with the responsibility of informing all employees of this policy and maintaining adherence to it.

Violation of this policy will be treated as a major violation and, depending on the circumstances, may be grounds for immediate termination or other appropriate action.

4.12 Gratuities to Customer or Supplier Representatives

Employees of the YBFWRB may not offer to give or accept a gift, cash or other item of value — including personal service — from an existing or prospective customer, supplier

or a representative of either in pursuance of business or in conjunction with negotiating business on behalf of the YBFWRB.

Expenses for meals as part of a seminar, convention or business meeting are not within the definition of gratuities for purposes of this policy. Invitations extended by a customer or supplier to participate in any program or activity, such as a party or football game, should be referred to your Executive Director for approval on a case-by-case basis.

Violation of this policy in any form will require immediate disciplinary action.

4.13 Political Activities/Voting

The YBFWRB encourages its employees to accept the personal responsibility of good citizenship, including participation in civic and political activities, in accordance with their interests and abilities.

Participation in civic and political activities is considered to be a personal matter and, as such, is generally to be carried on outside of normal working hours. No political activities or solicitations will be carried on within YBFWRB premises.

Political activities are defined for purposes of this policy as activities in support of any partisan political issue or activities in support of, or in concert with, any individual candidate for political office, or of a political party, which seek to influence the election of candidates to federal, state, or local offices. The definition includes employees who are or may be candidates for political office.

The YBFWRB encourages all employees to vote.

4.14 Whistleblower

This policy is intended to encourage Board members, staff (paid and volunteer) and others to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviors or practices) without retribution.

1. The Whistleblower should promptly report the suspected or actual event to his/her supervisor.
2. If the Whistleblower would be uncomfortable or otherwise reluctant to report to his/her supervisor, then the Whistleblower could report the event to the next highest or another level of management, including to an appropriate Board committee or member.
3. The Whistleblower can report the event with his/her identity or anonymously.

4. The Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another or the organization.
5. A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of the Board or employee relationship, or other legal means to protect the reputation of the organization and members of its Board and staff.
6. Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including termination of Board or employee status.
7. Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.
8. Supervisors, managers and/or Board members who receive the reports must promptly act to investigate and/or resolve the issue.
9. The Whistleblower shall receive a report within five business days of the initial report, regarding the investigation, disposition or resolution of the issue.
10. If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the Whistleblower's satisfaction, then he/she has the right to report the event to the appropriate legal or investigative agency.
11. The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena.

4.15 Outside Employment

Employees may work for another organization so long as it does not interfere with regular duties associated with an individual's position at YBFWRB. An employee shall not have a financial interest in an organization which is a competitor of or supplier to the YBFWRB. Any outside employment should be promptly disclosed to the Executive Director.

4.16 Telecommuting

Employees may request to telecommute for a portion of their work time. Telecommuting is a privilege, not a right, and will be allowed only as approved by the employee's supervisor, as consistent with the work to be done, and as supported by demonstrated productivity while telecommuting. All employees are expected to maintain a regular presence at their official worksite, and will be available for in-person meetings and events.

Employees allowed to telecommute from home or off-site, for some or all of their employment, remain subject to the terms and conditions of employment set forth in the employee handbook and elsewhere. In addition to their existing obligations and responsibilities telecommuters must agree to do the following:

1. Maintain a regular work schedule and an accurate accounting of what they work on and when.
2. Comply with all of the safety regulations that apply to an office. That means having a safe work environment free of clutter, exposed wiring, slippery surfaces, etc. Any employee who telecommutes grants a license to the company to inspect their work premise during normal work hours.
3. Not allow business visitors to their home or off-site work location without the express written permission from their supervisor.
4. Understand that the policies and procedures relating to legal compliance and ethics obligations remain in full force and effect while off-site.
5. Be responsible for any company equipment used off-site. The employee may be responsible for the cost of repair or replacement of any equipment if handled in a careless or reckless manner. The company is not responsible for personal equipment used without express written authorization from the company.
6. Maintain their work product in a safe and secure environment. Any confidential materials, trade secrets or proprietary information should be maintained under lock and key and appropriately discarded.
7. Understand that any injuries occurred at home, or off-site, are covered by the company's worker's compensation insurance coverage. The reporting requirements for a telecommuter related to a workplace injury are the same as if they worked on company premises.
8. Arrange for proper day care or elder care services so as not to interfere with job performance.
9. Act as a representative of this company no matter where working, using your best judgment at all times.

5 STANDARDS OF CONDUCT

5.1 General Guidelines

Employees of the YBFWRB are expected to perform their assigned duties in a professional, conscientious and responsible manner. Maintaining a positive relationship between employees and the public and within the region is dependent on the professional conduct and behavior of employees. Employees will be held accountable for their actions while acting on behalf, or having the appearance of acting on behalf of the YBFWRB.

Cooperation and a positive attitude enhance performance and improve outlook within the workplace, increasing efficiency and interdepartmental relationships. Negative attitudes disrupt productivity creating a hostile and difficult working atmosphere for all employees in contact with the negativity. Employees are expected to maintain a positive work attitude, to be constructive in their criticisms and be proactive in searching for a solution to problems encountered.

Anyone who interacts with coworkers or the public must exhibit the personal integrity and professional skills necessary to perform assigned duties, including but not limited to cooperation, communication, honesty, diligence and mutual respect.

Employees are encouraged to demonstrate proactive problem solving when involved in difficult work situations, and to avoid pessimistic discussions, whether instigated by others or not, which may lead to a negative work environment for all parties involved.

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

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

Employees are required to abide by laws governing behavior in certain situations, including, but not limited to:

- No employee may use his or her position to secure special privileges or exemptions for himself, herself, or others.
- No employee shall directly, or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source for any matter connected with or related to his or her services unless otherwise provided for by law.
- No employee shall accept employment or engage in any business or professional activity, which he or she might reasonably expect would require or induce him or her to disclose confidential information acquired by him or her by reason of an official position.
- No employee shall disclose confidential information neither gained by reason of his or her official position nor shall use such information for personal gain or benefit.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, or if you have any questions about whether or not something would be considered a gift, contact your supervisor.

Compliance with this policy of business ethics and conduct is the responsibility of every employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

5.2 Absence and Lateness

From time to time, it may be necessary for an employee to be late or absent from work. The YBFWRB is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is the responsibility of all employees to contact all affected parties if they will be absent or late.

5.3 Dress Code

Employee dress should be neat in appearance. YBFWRB employees are invited to dress “business casual” in a manner consistent with a professional atmosphere. The impression made on customers, visitors and other employees and the need to promote the YBFWRB and employee safety should be kept in mind.

Good individual judgment is the best guideline.

6 EMPLOYEE COMMUNICATIONS

6.1 Open Communication

The YBFWRB encourages employees to discuss any issues they may have with a co-worker directly with that person. If a resolution is not reached, employees should arrange a meeting with the Executive Director. Any information discussed in an Open Communication meeting is considered confidential, to the extent possible while still allowing management to respond to the problem. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable.

6.2 Staff Meetings

In order to keep the communication channels open, the YBFWRB will hold meetings of employees as necessary and when deemed appropriate. Employees are encouraged to keep each other informed with on-going activities and areas where additional assistance from other employees may be needed.

6.3 Suggestions

The YBFWRB encourages all employees to bring forward their suggestions and good ideas about making the YBFWRB a better place to work and enhancing service to the YBFWRB and its constituents. Any employee who sees an opportunity for improvement is encouraged to talk it over with staff and supervisors. Staff and supervisors can help bring ideas to the attention of the people in the organization that will be responsible for possibly implementing them. All suggestions are valued.

6.4 Cell Phones & Other Personal Electronic Devices

Cell phones are not provided to employees. Employees may use personal cell phones for work purposes at their own discretion, but should be aware that such use may make cell-phone usage records eligible for public disclosure.

State law RCW 46.61.667 states a person operating a moving motor vehicle while holding a wireless communications device to his or her ear is guilty of a traffic infraction. Therefore, YBFWRB prohibits employee use of personal cellular phones while driving, for business purposes related in any way to YBFWRB, unless using a hands-free or similar device.

Incidental and occasional personal use of personal cell phones and electronic devices during work hours is permitted.

7 GRIEVANCE AND SEPARATION POLICIES

7.1 Grievance Procedure

The YBFWRB recognizes the value of a grievance procedure that provides for the timely review of employee grievances in a fair yet workable manner. A grievance is considered to be any dispute between an employee and the YBFWRB which impacts on an employee's ability to perform his or her job.

Although purely personal matters between employees would not ordinarily give rise to a grievance, subject to this grievance procedure, any matter that adversely affects an employee's ability to perform his or her job could be the subject of a grievance. Use good individual judgment and common sense as your guide.

An employee may express a verbal grievance to his or her immediate supervisor. If the concern is not resolved to the employee's satisfaction within one week, the employee may put in writing the details of his or her grievance and submit the grievance to the Chair of the Board.

The Chair of the Board, who will appoint a person to decide the matter, will review the written statement. The employee and his or her supervisor will request a hearing with the appointed person for resolution of the problem. The problem will be discussed in the presence of the employee and Executive Director. Final resolution of the grievance will be made by the appointed person and discussed with the employee and Executive Director.

The decision will be provided in writing, a copy given to the employee and Executive Director, with the original kept by the Executive Director. A copy will be filed in the employee's personnel file when appropriate.

7.2 Corrective Procedure

Performance improvement may be suggested whenever the YBFWRB management believes that an employee's performance is less than satisfactory and can be resolved through adequate counseling. Corrective counseling is completely at the discretion of the YBFWRB management. The YBFWRB desires to protect its investment of time and

expense devoted to employee orientation and training whenever that goal is in the YBFWRB's best interests. The YBFWRB expressly reserves the right to discharge "at will." Even if corrective counseling is implemented, it may be terminated at any step at the discretion of management. Management, in its sole discretion, may warn, reassign, suspend or discharge any employee at will, whichever it chooses and at any time.

The Executive Director will determine the course of action best suited to the circumstances. The steps in performance improvement are as follows:

Verbal counseling - as the first step in correcting unacceptable performance or behavior, the Executive Director should review pertinent job requirements with the employee to ensure his or her understanding of them. The Executive Director should consider the severity of the problem, the employee's previous performance appraisals and all of the circumstances surrounding the particular case. Stating that a written warning, probation or possible termination could result if the problem is not resolved should indicate the seriousness of the performance or misconduct. The employee should be asked to review what has been discussed to ensure his or her understanding of the seriousness of the problem and the corrective action necessary. The Executive Director should document the verbal counseling for future reference immediately following the review.

Written counseling - if the unacceptable performance or behavior continues, the next step should be a written warning. Certain circumstances, such as violation of a widely known policy or safety requirement, may justify a written warning without first using verbal counseling. The written warning defines the problem and how it may be corrected. The seriousness of the problem is again emphasized, and the written warning shall indicate that probation or termination or both may result if improvement is not observed. Written counseling becomes part of the employee's personnel file, although the Executive Director may direct that the written warning be removed after a period of time, under appropriate circumstances. The employee shall acknowledge the written warning by signing the warning, along with a signature by the Executive Director.

Probation - if the problem has not been resolved through written counseling or the circumstances warrant it, or both, the individual should be placed on probation. Probation is a serious action in which the employee is advised that termination will occur if improvement in performance or conduct is not achieved within the probationary period. The employee's Executive Director, after review of the employee's corrective counseling documentation, will determine the length of probation. Typically, the probation period should be at least two weeks and no longer than 60 days, depending on the circumstances. A written probationary notice

to the employee is prepared by the Executive Director. The letter should include a statement of the following:

- The specific unsatisfactory situation;
- A review of oral and written warnings;
- The length of probation;
- The specific behavior modification or acceptable level of performance;
- Suggestions for improvement;
- A scheduled counseling session or sessions during the probationary period; and
- A statement that further action, including termination, may result if defined improvement or behavior modification does not result during probation. "Further action" may include, but is not limited to, reassignment, reduction in pay, grade or demotion.

The Executive Director should personally meet with the employee to discuss the probationary letter and answer any questions. The employee shall acknowledge receipt by signing the letter, along with a signature by the Executive Director. If the employee should refuse to sign, the Executive Director may sign attesting that it was delivered to the employee and identifying the date of delivery. The probationary letter becomes part of the employee's personnel file.

On the defined probation counseling date or dates, the employee and Executive Director will meet to review the employee's progress in correcting the problem which led to the probation. Brief written summaries of these meetings should be prepared with copies provided to the employee.

At the completion of the probationary period, the Executive Director will determine whether the employee has achieved the required level of performance and to consider removing the employee from probation, extending the period of probation or taking further action. The employee is to be advised in writing of the decision. Should probation be completed successfully, the employee should be commended, though cautioned that any future recurrence may result in further disciplinary action.

Note that all employees serve at will, and may be terminated at any time, including during a probationary period.

Involuntary Termination - the involuntary termination notice is prepared by the Executive Director with concurrence of, and review by, the Board. The employee is notified of the termination by the Executive Director and will be directed to report

to him or her for debriefing and completion of termination documentation. Corrective action may be taken at the sole discretion of YBFWRB for any job performance including, but not limited to the following:

- Excessive tardiness;
- Unsatisfactory job performance;
- Defacing YBFWRB property;
- Interfering with another employee's job performance;
- Excessive absenteeism;
- Excessive unauthorized personal work on YBFWRB time;
- Excessive failure to notify the Executive Director of intended absences;
- Excessive unauthorized use of YBFWRB telephone or equipment for personal business.
- Fighting on YBFWRB premises;
- Repeated occurrences of related or unrelated minor violations, depending upon the severity of the violation and the circumstances;
- Any act which might endanger the safety or lives of others;
- Deliberately stealing, destroying, abusing, or damaging YBFWRB property, tools, or equipment or the property of another employee or visitor;
- Disclosure of confidential YBFWRB information to unauthorized persons;
- Willfully disregarding YBFWRB policies or procedures;
- Willfully falsifying any YBFWRB records;
- Willfully deleting any files and YBFWRB records;
- Employee's conviction for or confession to fraud, misappropriation, embezzlement, theft or the like against the YBFWRB;
- Employee's conviction of a felony or a crime involving moral turpitude;
- If Employee performs any intentional act which, under the reasonable man standard, damages the reputation of the YBFWRB;
- Employee's conviction for or confession to sexual harassment in any form towards employees of the YBFWRB or anyone affiliated with the YBFWRB; or
- Employee's excessive absence from performing his duties for the YBFWRB, as determined by the YBFWRB, in the YBFWRB's sole and absolute discretion.

An employee may be involuntarily dismissed by the YBFWRB at any time for any reason at the will of YBFWRB.

7.3 Termination

Terminations are to be treated in a confidential and professional manner by all concerned. The supervisor/manager must assure thorough, consistent and evenhanded termination procedures. This policy and its administration will be implemented in accordance with the YBFWRB equal opportunity statement.

Terminated employees are entitled to receive all earned pay, including vacation and compensation time pay, but not sick leave.

Employment with the YBFWRB is normally terminated through one of the following actions:

- **Resignation** - voluntary termination by the employee;
- **Dismissal** - involuntary termination for substandard performance or misconduct; or
- **Layoff** - termination due to reduction of the work force or elimination of a position.

Resignation - an employee who wants to terminate employment, regardless of employee classification, is expected to give as much advance notice as possible. Two weeks or ten working days is generally considered to be sufficient notice time. At its sole discretion, YBFWRB may require the employee to leave the YBFWRB immediately rather than work during the notice period. This is not to be construed as a reflection upon the employee's integrity but an action in the best interests of business practice. When immediate voluntary termination occurs for the above reasons, the employee may be granted pay "in lieu of notice," the maximum being two weeks of pay based upon a 40-hour work week at the employee's straight-time rate or salary.

Dismissal - An employee may be involuntarily dismissed by the YBFWRB at any time for any reason at the will of YBFWRB. Severance pay or benefits granted upon involuntary termination shall be at the sole discretion of the YBFWRB.

Layoff - When a reduction in force is necessary or if one or more positions are eliminated, employees will be identified for layoff after evaluating the following factors:

- YBFWRB work requirements;
- Employee's abilities, experience, and skill;
- Employee's potential for reassignment within the YBFWRB; and
- Length of service.

The Executive Director will personally notify employees of a layoff. After explaining the layoff procedure, the employee will be given a letter describing the conditions of the layoff, such as the effect the layoff will have on his or her anniversary date at time of call-back, the procedure to be followed if time off to seek other employment is granted and the YBFWRB's role in assisting employees to find other work. After consultation with the Executive Director, the employee will follow one of the following procedures:

- The employee may continue employment for a specified period of time to be determined by the supervisor; or
- The employee will be terminated immediately and will receive, in lieu of notice, a severance pay for two weeks unless a different severance package is specified in the termination clause of his/her employment agreement. The payment will be based on a 40-hour work week at the employee's straight time rate or salary.

7.4 Termination Processing Procedures

The Executive Director will conduct any staff termination procedure and notify the Executive Committee.

The Executive Director serves at the will of the Board. The Executive Committee will initiate termination procedures for the Executive Director and make any recommendations for action to the Board of Directors. Termination will occur based on a decision of a quorum of the Board of Directors.

All outstanding advances charged to the terminating employee will be deducted from the final paycheck by the payroll department.

On the final day of employment, the Executive Director must receive all keys and YBFWRB property from the employee.

The Executive Director shall conduct an exit interview with the employee.

The employee's final payroll check may be sent or directly given to the employee after the exit interview on the next pay date. The final check shall include all earned pay and any expenses due the employee.

7.5 Return of YBFWRB Property

Any property issued to employees, such as computer equipment, keys or YBFWRB credit card must be returned to the YBFWRB at the time of termination. Employees will be responsible for any lost or damaged items.

8 SAFETY

The YBFWRB strives to provide its employees with a safe and healthful workplace environment, and makes every effort to comply with all federal and state workplace safety requirements. To accomplish this goal, both management and employees must diligently undertake efforts to promote safety.

All job-related injuries or illnesses are to be reported to your supervisor immediately, regardless of severity. In the case of serious injury, an employee's reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to the employee and could subject the YBFWRB to fines and penalties.

8.1 Medical Attention and Labor & Industry Accident Reporting Process

When an accident occurs it is the responsibility of the supervisor to seek medical attention for the injured employee. It is also the responsibility of the supervisor to assist in filling out paperwork and L & I claims associated with the injury or accident.

Record of Minor Injury

Instead of filling out a Labor and Industries Report for incidents that do not qualify for, or necessitate medical attention, employees should fill out a record of minor injury report form.

Regardless of the nature or severity, all injuries incurred while on the job must be reported immediately to the employee's supervisor.

The injury report shall contain the following information:

1. The name of the injured party
2. The time, date, and place that the injury occurred
3. To whom the injury was reported
4. Nature of the injury
5. Details of the accident
6. What equipment or tools were involved, if any

7. People involved

The injury report shall be forwarded to the Executive Director for review.

Employee Requiring Medical Attention

Employees should report all work-related injuries and accidents immediately to their supervisor, and then follow these steps:

1. Determine if emergency assistance is needed (ambulance/paramedics) and call 911 as appropriate.
2. If the incident is non-emergency in nature, the employee should go to the hospital or other medical facility to get treated. If needed another employee should provide assistance and transport.

L&I Claims: Workers' & Employers' Rights

Workers and employers have rights if a worker is injured on the job

Workers' rights

1. Medical & financial help - If a worker is hurt on the job, s/he should go to a doctor for assistance filing a workers' compensation claim. L&I pays medical bills for injured workers and often replaces lost wages when time off work is required for recovery.
2. Manage claims online - Injured workers can log on to L&I's online Claim and Account Center to view and manage compensation claims.
3. Protection from discrimination - It is illegal for employers to discriminate against workers for filing compensation claims. Workers can file discrimination complaints with L&I.
4. Protests and appeals - If a worker disagrees with the decision L&I make on a claim, s/he can protest or appeal the decision.

Employers' rights

1. No-fault workers' comp - Washington is a no-fault state for workers' compensation insurance. This means workers usually can't sue employers for on-the-job injuries.
2. Manage claims online - Employers can log on to L&I's online Claim and Account Center to manage employees' claims.
3. Protests and appeals - If an employer disagrees with the decision L&I makes on a claim, they can protest or appeal the decision.

8.2 Health-related Issues

Employees who become aware of any health-related issue that will affect their job performance should notify their supervisor of health status as soon as possible.

8.3 Return to Work After Serious Injury or Illness

As a joint protection to the employee and the YBFWRB, employees who have been absent from work because of serious illness or injury are required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments. A serious injury or illness is defined as one that results in the employee being absent from work for more than two (2) consecutive weeks or one which may limit the employee's future performance of regular duties or assignments. (Also see Family/Medical Leave policy.)

The Executive Director shall ensure that employees who return to work after a serious injury or illness are physically capable of performing their duties or assignments without risk of re-injury or relapse.

If the cause of the employee's illness or injury was job-related, the Executive Director will make a reasonable effort to assign the returning employee to activities consistent with the instructions of the employee's doctor until the employee is fully recovered. A doctor's written release is required before recovery can be assumed.

8.4 Weather-related and Emergency-related Closings

Except for regularly scheduled holidays, the YBFWRB will be open for business on Mondays through Fridays during normal business hours. The YBFWRB recognizes that circumstances beyond its control, such as inclement weather, national crisis or other emergencies do occur. On such occasions the YBFWRB may close for all or part of a regularly scheduled workday.

In such event the YBFWRB will endeavor to notify all employees. Employees may also contact their supervisor/manager or other offices. Any closing longer than one full work day shall be assessed against employee's sick leave, vacation or compensation time, whichever may be applicable and, if none, the closing shall be regarded as unpaid personal leave. Employees working from a home office may continue working during these events as appropriate and will be paid as normal. Should an employee working from a home office choose not to work, or not be able to work because of the event, the same pay policy above applies.

8.5 Vehicle Use

The Vehicle Use Policy addresses the use of both YBFWRB or GSA vehicles and personal vehicles for YBFWRB business. The purpose of this policy is to:

- Provide uniform and consistent criteria for the use of vehicles.
- Ensure vehicles are operated consistent with state law and GSA rules.
- Ensure that YBFWRB/GSA vehicles are used only in the course of doing YBFWRB business, and in accordance with their intended use.

All employees are expected to follow the Washington State traffic laws and possess a valid Washington driver's license. Vehicles may be used only when they are in safe operating condition. Any problems with YBFWRB/GSA vehicles should be reported to the Executive Director and repaired as necessary. Private vehicles are the responsibility of the employee to repair and maintain as appropriate. Employees/volunteers will be personally responsible for any fines related to the violation of RCW's related to traffic laws. Violation of these policies may result in disciplinary action, including possible termination.

8.5.1 Use of Tobacco, Drugs or Alcohol

Use of tobacco, drugs, or alcohol while operating an YBFWRB/GSA vehicle is strictly prohibited. Use of drugs or alcohol while driving a personal vehicle on UCSBR business is strictly prohibited.

8.5.2 Authorized Drivers

Only YBFWRB employees are authorized to operate YBFWRB/GSA vehicles, except in an emergency where no other alternative exists.

8.5.3 Authorized Passengers

Only individuals directly engaged in activities which are associated with YBFWRB business may ride as passengers in an YBFWRB/GSA vehicle. No animals may be transported in an YBFWRB/GSA vehicle unless necessary to complete normal job duties.

8.5.4 Driving Record

Employees should be aware that they may be subject to a driving record history review. Drivers must have a driving record which demonstrates their ability and willingness to drive in a safe and legal manner.

8.5.5 Insurance (Personal Vehicles)

YBFWRB employees may, upon the request of the YBFWRB be required to provide a copy of current insurance coverage prior to driving a personal vehicle on YBFWRB business. Mileage reimbursement for business use of a personal vehicle contains compensation for fuel, insurance, vehicle depreciation, and vehicle maintenance. Mileage reimbursement is given at the current Washington State government rate. The employee's automobile insurance is the primary carrier. Employees using a personal vehicle on YBFWRB business are required to carry a minimum coverage of \$100,000 bodily injury liability for one person in an accident/\$300,000 bodily injury liability for all people injured in an accident/\$50,000 property damage liability for one accident through his or her personal automobile insurance carrier, which shall not exclude business use.

8.5.6 Limitation on Personal Use (YBFWRB/GSA Vehicles)

YBFWRB/GSA vehicles shall only be used in the scope and course of YBFWRB business. Employees may not use vehicles for personal matters (including transport of children to school or daycare facilities) except under one of the following conditions:

- Travel when an employee is on YBFWRB business, in a location where driving to a personal vehicle would result in an extra and unnecessary expenditure of YBFWRB time or money; or the employee has a vehicle specifically assigned to him or her.
- Limited and incidental personal use, such as driving to eating establishments while traveling or at a conference, or traveling to events and emergencies.

Employees required to travel because of their job responsibilities may rent a car upon receiving the approval of their supervisor/manager.

An economy or compact size car will be the employee's first choice in obtaining a rental car. The YBFWRB is not insured for damage to rental cars used on YBFWRB business, and the employee, as renter, is responsible for any damages associated with rental car use. Any additional insurance charges offered as an option by the rental company are reimbursable. A copy of the rental car agreement must accompany the employee's monthly travel expense report.

9 COMPENSATION POLICIES

9.1 Work Schedules/Time Keeping

Regular office hours of the YBFWRB are 8:00 a.m. to 5:00 p.m., Pacific Time. However the nature of our business sometimes demands work day or work week hours different than those set forth above. Employees are allowed a one-hour lunch break generally between the hours of 11:00 a.m. and 2:00 p.m. Any time taken for a lunch break is not to be included in the total hours worked in that day. In addition, employees are allowed to take a rest period of fifteen minutes in the morning work period and fifteen minutes in the afternoon work period. These may not be added to the meal break, and may be counted as part of hours worked.

By law, the YBFWRB is obligated to keep accurate records of the time worked by employees. Each employee must fill out the appropriate time record each month, and time records must be completed in accordance with the assigned task names and/or numbers for accounting purposes.

9.2 Payroll and Paydays

YBFWRB employees (exempt or non-exempt) are paid monthly, by the sixth business day of each new month. In the rare instances that pay is delayed beyond the sixth business day (due to delays associated with late filing of time records, holiday periods, etc.), employees shall be notified in advance of when pay will be received.

9.3 Pay Advances

It is the general policy of the YBFWRB to decline all requests for early paychecks or pay advances for personal reasons. Any exceptions will be approved by the Executive Director.

9.4 Overtime Compensation

Overtime compensation is paid to non-exempt employees at the rate of one and one-half times their regular hourly rate of pay for all time worked in excess of 40 hours in any one work week, in accordance with federal and state wage and hour restrictions. All overtime

work performed must receive the supervisor's prior authorization. Supervisors/managers shall ensure that no unauthorized overtime hours are worked.

9.5 Compensation Time

Exempt salaried employees are responsible for managing their work schedule within a pay period so as to ensure completion of required work tasks. When hours worked exceed 40 hours per week per FTE, employees may alter their schedules in subsequent weeks to bring pay period (monthly) average to 40 hrs. per week per FTE.

When exempt salaried employees have exceeded an average of 40 hours per week per FTE over the course of a pay period (part time salaried employees should prorate accordingly), the excess hours may be recorded as compensation time earned. In the subsequent pay period, the employee may use accrued compensation time to reduce hours worked by an equal amount without any reduction in pay, provided that it does not interfere with completion of essential job duties. Compensation time may only be used more than one month after the end of the pay period in which it is earned with advance approval from the employee's supervisor. No employee shall maintain a total of more than 40 hours of compensation time. Compensation time is never converted to payment.

10 EMPLOYEE BENEFITS

10.1 Health Insurance

Employees have the opportunity to participate in the Board's health and dental insurance program. If the employee chooses to use the Board plan, the Board will cover 90% of the premium cost for the employee and 60% of the cost of covering any immediate family members the employee chooses to enroll. The remaining cost will be covered by pre-tax payroll deductions. The employee must indicate whether they will participate in the Board's Health Plan at the time of hiring and must submit all required paperwork.

10.2 COBRA Notification

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with the YBFWRB or loss of eligibility to remain covered under the YBFWRB's group health insurance program,

employees and their eligible dependents may have the right to continued coverage under the YBFWRB's group health insurance program for a limited period of time at their own expense. Consult the Executive Director for details.

10.3 Pre-tax Deductions for Expenses

YBFWRB employees participating in any of the basic health insurance plans (i.e., group medical, dental and/or vision) are required to contribute to payment of the plan(s) premium(s) via payroll deduction cost sharing. All participating employees will provide written acknowledgement of their acceptance of the Board's Section 125 Premium Only Plan.

10.4 Worker's Compensation

All employees are entitled to Workers' Compensation benefits paid by the YBFWRB. This coverage is automatic and immediate and protects employees from work-related injury or illness. If an employee cannot work due to a work-related injury or illness, Workers' Compensation insurance pays his or her medical bills and provides a portion of his or her income until he or she can return to work.

10.5 Unemployment Compensation

Unemployment compensation is designed to provide a temporary income for those who are out of work through no fault of their own. Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with the YBFWRB. The Division of Unemployment Insurance of each Washington State's Department of Labor and Industry determines eligibility for Unemployment Compensation. The YBFWRB pays the entire cost of this insurance program.

10.6 Social Security FICA

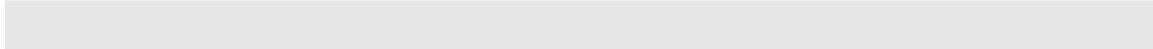
The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, employees are required by law to contribute a set amount of weekly wages to the trust fund from which benefits are paid. As employer, the YBFWRB is required to deduct this amount from each paycheck an employee receives. In addition, the YBFWRB makes the required employer contribution towards the cost of employee Social Security benefits.

10.7 Retirement Program

New employees are immediately eligible to set up and make pre-tax payments into the Board's Vanguard Simple IRA Plan. After one year of employment, the Board will match any employee contribution up to a total 3% of employee's annual wages. The employee may contribute above 3% at their discretion.

10.8 Training and Professional Development

The Executive Director shall identify the training needs of employees and shall have the ability to provide employees with opportunities to obtain various skills to enhance the performance of their position. The training may include on-the-job training; in-service training offered by organizations that are members or partners of the Board, or seminars and classes offered by outside educators. The Director, at the service of the Board, shall have discretion to approve or disapprove training requests. Employees attending training may be expected to prepare a summary or presentation for the training received, and may be expected to train other employees as a result.



11 VACATION AND LEAVE BENEFITS

11.1 Holiday Policy

Paid holiday leave is based on the state government holiday schedule, as below:

New Year's Day	Floating
Martin Luther King Jr. Day	Monday
President's Day	Monday
Memorial Day	Monday
Independence Day (observed)	Floating
Labor Day	Monday
Veteran's Day	Wednesday
Thanksgiving	Thursday
Day after Thanksgiving	Friday
Christmas Day	Floating

11.2 Vacation Leave

Vacation leave accrual rates are based on the length of employment with the Board:

- <2 yrs. employment with the Board = 1 workday/month (12 days/yr. for a full time position)
- 3-5 years employment with the Board = 1.25 days/month (15 days/yr. for a full time position)
- 5-10 years employment with the Board = 1.5 workday/month (18 days/yr. for a full time position)
- >10 years employment with the Board = 1 2/3 days/month (20 days/yr. for a full time position)

The Board retains the right to assign an individual to a higher leave category at the time of hiring.

No more than 30 days accrued vacation leave may be carried from one calendar year to another. There is no payout for unused vacation leave.

11.3 Sick Leave

Sick leave accrues at a rate of 1 workday per month (.046 hours per hr.). No more than 90 days of sick leave may be accrued. There is no payout for unused sick leave.

11.4 Bereavement Leave

Generally, a full-time or part-time employee shall be entitled to Bereavement Leave upon the death of a spouse (including a *de facto* spouse), son, daughter, stepson, stepdaughter, parent, stepmother, stepfather, brother, sister, stepbrother, stepsister, grandson, granddaughter, grandparent, mother-in-law, father-in-law, son-in-law, or daughter-in-law.

Employees shall be granted up to three (3) consecutive workdays of paid bereavement leave at the time of a death in the employee's immediate family as defined above. An employee shall be authorized to use up to (2) workdays of paid sick leave when substantial travel is necessary. Bereavement leave may be used for qualified family members in the case of imminent death, but the total bereavement leave portion shall not exceed the three or five workday limitation.

11.5 Jury Duty

The YBFWRB will grant employees paid time off for mandatory jury duty or court appearances as a witness when the employee must serve or is required to appear as a result of a court order or subpoena. A copy of the court order or subpoena must be supplied to the employee's supervisor/manager when requesting time off. Compensation received by the employee from the jury service or other duties will be deducted from the normal salary or the compensation signed over to the Board as may be permitted by law.

11.6 Military and Personal Leaves of Absence

A leave of absence is time off in a non-pay status. Upon receipt of a formal written request for leave of absence from regular full-time employees, management will determine whether a leave of absence will be granted. (Also see Family/Medical Leave policy.)

The employee is expected to request leave of absence with as much advance notice as possible. Leaves of absence will not be granted for periods less than two weeks in duration. Vacation or sick leave should be used for such absences.

The reason for leave should fall into one of the following categories:

1. Military
2. Personal

The leave classifications are defined as follows:

Military —To protect the employment rights of employees entering the armed forces of the United States and to ensure conformance with the applicable federal laws, a leave of absence must be granted to all employees, except temporary, who enter military service for active duty as a result of the following:

- Initial enlistment in the armed services of the United States;
- Initial training period in the National Guard;
- Being ordered to active military service as a member of the Reserves or National Guard for an indefinite period or for a periodic training period up to ten working days; and
- Any service requirements under the Selective Service Act.

Personal — Except for those situations covered under the Family/Medical Leave policy, personal leaves may be granted to employees having special nonmedical personal needs for an extended period of absence. Each case will be evaluated on its own merits, and the following will be taken into consideration:

- The reason for the request;
- The amount of time required; and
- The employee's length of service and past record.

Normally personal leaves are granted for periods of up to 90 days.

11.7 Family/Medical Leaves of Absence

The YBFWRB understands that its employees on occasion will have the need to take an extended period of time away from work to care for their child after birth or adoption or foster care placement, to care for their spouse, child or parent with a serious health condition, or because of a serious health condition of their own. In recognition of this need, the YBFWRB has adopted the following Family and Medical Leave Policy as a benefit of employment and in accordance with the Family & Medical Leave Act of 1993 (FMLA) and Washington Family Medical Leave Act (RCW 49.78).

1. **Eligibility Requirements.** To qualify for leave under this policy, you must have been employed by the YBFWRB for at least 12 months and you must have worked 1250 or more hours in the previous 12 months.
2. **Duration of Family and Medical Leave.** You may take up to 12 weeks of unpaid leave in a 12 month period, for the purposes detailed below.
3. **Reasons for Leave.** Leave under this policy may be taken:
 - a. For the birth and care of a newborn child of the employee;
 - b. For placement with the employee of a son or daughter for adoption or foster care;
 - c. To care for an immediate family member (spouse, child or parent) with a serious health condition;
 - d. To take medical leave when the employee is unable to work because of a serious health condition; or
 - e. Conditions of military service as per the FMLA.

4. Procedures

- a. **Notice.** You must provide the YBFWRB with thirty days' notice if the absence is foreseeable. If the leave of absence is not reasonably foreseeable you must notify the Executive Director as soon as practicable. Any failure to give a timely notice may cause your leave to be delayed.
- b. **Request.** To request family/medical leave, you should obtain, complete, and sign a Family/Medical Leave Request Form ("Request Form") and submit it to the Executive Director.
- c. **Doctor's Certification.** If the reason for the leave request involves a serious health condition (either yours or your family member's), you must also obtain and submit a completed and signed Certification of Health Care Provider ("Certification Form") within 15 days of submitting the Request Form.
- d. **Notice of Designation.** After receiving the completed forms, the Executive Director will designate the leave as either Family/Medical Leave or non-Family/Medical Leave, and provide you with a Notice of Family/Medical Leave Rights and Responsibilities ("Family/Medical Leave Notice") reflecting that designation.
- e. **Reporting During Leave.** You will be required to furnish the YBFWRB reports on your status, intent to return and recertification of the serious health condition every 30 days.

5. Benefits during Leave

- a. **Health Insurance.** The YBFWRB will maintain any health insurance coverage that you have at the time of your Family/Medical Leave for the duration of the leave, with standard insurance deductions for paid leave.

You will be required to pay your standard portion of your health insurance premium during unpaid Family/Medical Leave.

- b. **Accrual of Other Benefits.** You will not accrue sick leave or annual leave while on unpaid Medical or Family leave. In addition, all other benefits provided by the YBFWRB may cease during the leave. You will be reinstated to your current position or to an equivalent position without any need for requalification upon your return.

6. Return from Leave

- a. **Failure to Return.** When Family/Medical Leave expires, your failure to return to work will be grounds for immediate termination unless a written extension is obtained from the YBFWRB.
 - b. **Fitness for Duty Certificate.** Where your leave was taken because of your own illness or injury, you must provide a fitness-for-duty certification from a health care provider before your return. A failure to do so may cause a delay or denial in your reinstatement.
 - c. **Reinstatement.** Upon your return, you will be entitled to reinstatement to your current position or to an equivalent position with the same pay and benefits, subject to the YBFWRB's business needs.
7. **False Claims.** An employee who fraudulently obtains Family/Medical Leave from the YBFWRB is not protected by this policy's restoration or maintenance of health benefits provisions and will be subject to appropriate disciplinary action including discharge.

11.8 Extended Disability Leaves

If a period of disability continues beyond the 12 weeks provided for within the Family/Medical Leaves of Absence section, an employee may apply in writing for an extended disability leave.

11.9 Benefits during Approved Leave of Absence

Holidays - To be paid for a holiday, an employee must be in active pay status the day before and the day after the holiday. Employees are not eligible to receive pay for any holiday during the leave period.

Vacation - No vacation hours are earned during an unpaid leave period. Employees requesting a leave of absence for medical or military reasons may choose to use all earned vacation before beginning leave of absence. Employees requesting personal leave of absence must use all earned vacation before beginning leave of absence.

Sick or Personal - No sick or personal hours are accumulated during an unpaid leave period.

Insurance - The YBFWRB will continue to pay the employee's insurance benefits on an unpaid leave of absence approved under the Family/Medical Policy, provided that the employee continues to pay his or her portion of the premiums. In the case of military leaves, insurance benefits will be continued for up to ten working days per year starting with the day military leave begins. The YBFWRB will not cover the costs of health insurance during unpaid personal leave, but the employee may be able to maintain coverage for up to three months if the premium amount is paid in full to the Board.

12 REIMBURSEMENTS

12.1 Introduction

The YBFWRB will pay actual and other reasonable business-related expenses incurred by employees in the performance of their job responsibilities. Hotels, meals and incidental expenses shall not exceed the approved rate published by the General Services Administration (GSA). All items purchased or charged by the employee are to be itemized on the approved YBFWRB expense report. The Executive Director must approve all such expenses incurred by an employee at the end of each month, and before reimbursement will be made.

Expense reports are to be submitted to the Executive Director and supported by evidence of proof of purchase (e.g., receipts). Expense reports are due to the Executive Director on the last working day of each month.

Expenses submitted after the last working day of the month in which they are incurred will be paid on a deferred basis.

12.2 Required Management Approval

All employee travel, mileage, purchase requisitions and other business-related expense reports must have a supervisor's/manager's approval. Employees are required to request approval in advance of expenditures whenever possible. All expense reports are due to the Executive Director prior to the final working day of each month. Prior to being honored by the Fiscal Agent, these reports must have the employee's signature and date and must be approved by the employee's supervisor/manager.

12.3 Travel Expenses

This policy establishes the general guidelines and procedures to be followed when business travel is required:

1. Travel-related expenses are to be detailed on the YBFWRB expense claim form;
2. Use of personal vehicles on YBFWRB business will be reimbursed at the standard mileage rate published by the General Services Administration (GSA), assuming that the time and distance involved is reasonable under the circumstances;
3. Travel to a staff member or volunteer's regular work site is not reimbursable;
4. All parking expenses incurred as a result of business travel will be reimbursed;
5. All air travel must be approved in advance by the employee's supervisor/manager. All personnel will travel economy class. The duplicate airline ticket receipt should be attached to the expense claim form;
6. Employees should request advance approval for use of a rental car at their destination. A copy of the rental car agreement form must accompany the expense claim form;
7. Employees should select moderately priced lodging convenient to their destination to minimize time and expense. Maximum hotel room rates are published by the GSA. A detailed receipt from the hotel or motel must accompany the reimbursement form unless such is unavailable, in which case a credit card receipt is acceptable;
8. Employees may submit for the allowable per diem GSA rates on the reimbursement form for the days of approved travel;
9. Travel reimbursement requests are due to the Executive Director prior to the last working day of the month in which expenses are incurred. Supporting receipts and other documentation must accompany the reimbursement request.

12.4 Conferences and Meetings

Employees may request time off or financial support or both to attend conferences or meetings sponsored by institutions or professional organizations. The subject matter to be presented must relate directly to the employee's position or provide beneficial information to be shared in the employee's department.

The employee's supervisor/manager must approve the employee's participation in the conference or meeting. The YBFWRB will pay for the following expenses if attendance is approved: registration fees, travel costs, lodging and meal expenses not covered by registration. Time off for attendance and travel during normal working hours will be paid at the normal rate of pay.

12.5 Relocation Expenses

As a general rule the YBFWRB shall not provide reimbursement for moving expenses incurred by any new or current employee. Any exception requires prior written approval by the Board Chair and the Executive Director.

13 CHANGES TO EMPLOYEE POLICIES AND THE EMPLOYEE MANUAL

The YBFWRB Personnel Policy shall be administered by the YBFWRB or its designee(s), and shall be periodically reviewed at the discretion of the YBFWRB to consider changes in the Board's needs and goals, and compliance with state and federal law.

All persons responsible for the implementing and administering the Personnel Policy shall know and understand their responsibilities and effectively administer their responsibilities.

The Executive Director shall periodically review the Personnel Policy, solicit input from employees and make recommendations for any changes to the Board's Executive Committee. The Committee shall submit its recommendations to the Board for adoption.

It shall be the responsibility of the Board to adopt changes in personnel policies and procedures by resolution as it deems necessary. All proposed changes shall be submitted to the Executive Committee and their suggestions forwarded to the YBFWRB before adoption.

It shall be the responsibility of the Executive Director to:

1. Review proposed changes to personnel policies and procedures and provide the Executive Committee with suggestions regarding proposed changes in these policies and procedures;
2. Review and implement changes in the Personnel Policy that are adopted by the Board;
3. Administer the Personnel Policy;
4. As needed assign a designee to administer specific portions of the Personnel Policy.

14 EMPLOYMENT MANUAL ACKNOWLEDGMENT FORM

I acknowledge that I have received a copy of the YBFWRB Employment Policies, and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding the YBFWRB policies I should direct them to my manager.

I know that the YBFWRB policies and other related documents do not form a contract of employment and are not a guarantee by the YBFWRB of the conditions and benefits that are described within them. Nevertheless, the provisions of such YBFWRB policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that the YBFWRB, at any time, may on reasonable notice, change, add to, or delete from the provisions of the YBFWRB policies.

Employee's Printed Name

Position

Employee's Signature

Date