



PORT OF FRIDAY HARBOR

San Juan Island, Washington

EMPLOYEE HANDBOOK

REVISED FEBRUARY 1st 2019

DRAFT

Receipt of Employee Handbook and Personnel Guidelines

Enclosed is the Port of Friday Harbor's "Employee Handbook and Personnel Guidelines". It is the employee's responsibility to read these guidelines, as they will acquaint you with your employee benefits, Port personnel practices and rules.

These guidelines do not create an employment contract or a guarantee of employment of any specific duration between the Port and you as an employee. They do not promise any particular benefit or specific action.

The Port reserves the right to revise, supplement, clarify or rescind a policy or portion of a policy when deemed appropriate by the Port's Executive Director.

I have read and understand the statements above.

Employee Signature _____

Employee Printed Name _____

Date _____

PORT OF FRIDAY HARBOR
Employee Handbook
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PORT OF FRIDAY HARBOR

Employee Handbook

HANDBOOK OVERVIEW

HISTORY OF THE PORT OF FRIDAY HARBOR

The Port of Friday Harbor was established in 1950 by the citizens of San Juan Island to provide a safe marina which would serve both the local fishing fleet and visiting boaters. The Port, a public entity, is a municipal corporation created under the laws of the State of Washington.

The Port District encompasses all of San Juan Island. By state law, the Port collects property taxes from property owners in the Port District to finance Port improvements and operations. We think of the residents of the Port District as the owners of the Port.

The Port's largest and busiest facility is the Friday Harbor Marina. Over the years, the marina has undergone several expansions as the demand for permanent and guest moorage has increased. In 1984, the marina was doubled in size and a unique floating breakwater was installed by the Army Corps of Engineers. In 2015, the original marina and electrical system were replaced. Currently, the marina includes about 500 slips and 1500 feet of moorage along the breakwater. A seaplane base serves commercial operators with scheduled service from Seattle. Both aircraft and boats can clear through United States Customs in Friday Harbor.

The Port manages several properties along the waterfront, including Fairweather Park and the fuel pier. In 1994, the Port acquired the pier, docks and buildings in the area known as Spring Street Landing and developed the area as a commercial waterfront center. After a catastrophic fire in 2013, the bulkhead was rebuilt and a new commercial building was designed and constructed in 2015/2016. In 2018 The Port acquired the Albert Jenson & Sons Boatyard and Marina.

The Port also owns and operates Jackson Beach and the public boat launch ramp at that location.

The Port owns and operates the Friday Harbor Airport. The Airport was improved and expanded beginning in 1985 with financial help from the Federal Aviation Administration. Continuing capital improvements maintain the runway, taxiways, equipment and storm water systems with financial assistance from the FAA's Airport Improvement Program.

The facility serves local pilots and visitors and is used by scheduled airlines, charter airlines and commercial freight carriers which provide links to surrounding island communities, to Bellingham, Anacortes, and Seattle. The airport also includes a helipad for emergency medical evacuations as well as U.S. Customs services. The Airport includes a well-maintained 3400 by 75 foot runway with medium intensity LED runway lighting, 40 aircraft tie-downs for guests, 55 port-owned hangars, 46 privately owned hangars, and 143 based aircraft.

The citizens of the Port District elect three Port Commissioners with overlapping six-year terms to oversee their investments. The Port Commission, in turn, hires the Executive Director who hires other staff to manage the day-to-day operations of Port facilities. The Port's customers

include both the local community and guests who make use of the marina and airport while visiting our island. The responsibilities of Port employees are to customers and local shareholders alike.

The Port Commission and management believe that the Port's success hinges upon the efforts of the individuals who work for the organization. Every attempt will be made to hire and retain individuals who are enthusiastic about serving the community, who understand the requirements of public service, and who can work well with other employees.

WHAT THIS HANDBOOK IS

This handbook is intended to give employees a brief description of general employment policies, benefits, and employee relations standards for the people who work for the Port of Friday Harbor.

Unless otherwise indicated, the policies in the handbook apply to all Port employees.

The statements in this handbook are not, and are not intended to be, a contract with employees, nor do they promise continued or permanent employment. They are guidelines that will generally be followed. The Port reserves the legal right to recruit, select, direct, discipline, and discharge employees *at will*, and to exercise full discretion over the organization's policies regarding performance of work.

It is the specific intent of these policies to guide the accomplishment of the following objectives:

1. To recruit, select, and promote employees on the basis of their relative ability, knowledge, and skills, including open consideration of qualified applicants for initial appointment.
2. To assure fair treatment of applicants and employees in all aspects of personnel administration.
3. To provide employees with general information about their rights, benefits, duties, responsibilities, and authority in the performance of their jobs for the Port.
4. To encourage efficient operation and production of all Port employees through humane interpersonal relations and personnel administration by all supervisors, in order to provide the best service to the users of the Port's facilities and the Port district.

The information in this handbook is current at the time of printing. The Port's management reserves the right to make changes in policies, rules, and benefits at any time without prior notice. Any questions you have about the most current policy or about the interpretation and application of policy should be addressed to the Executive Director or the Port Auditor. The handbook will be revised periodically to reflect changes in policy.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Port to provide equal opportunity for all qualified people without regard to political affiliation, race, color, religion, national origin, age, sex, sexual orientation, marital status, veteran status, or the presence of any sensory, mental, or physical disability, except where specific job

requirements constitute a true occupational qualification necessary for proper and efficient performance for the essential functions of that job.

To ensure that the Port has the most efficient employee recruitment, selection, and appointment procedures obtainable, discriminatory practices in any form will not be condoned. The full cooperation of each supervisor, elected official, and employee is necessary to make certain that the Port remains in fact, as well as in policy, an equal opportunity employer.

The Port recognizes that employees living with physical or mental disabilities may need reasonable accommodations to enable them to perform their essential job functions. If you believe you need accommodations, notify Human Resources as soon as you are aware of your disability and the need for a reasonable accommodation. Although the need for accommodations is determined on a case-by-case basis, we will upon notification that a reasonable accommodation is needed, engage in an interactive process with you to confirm the existence of the condition, your limitations in the workplace, and possible reasonable accommodations.

DEFINITIONS OF TERMS

Continuous Service. Employment without interruption except for brief leaves of authorized absence.

Non-exempt Employee. An employee eligible to receive minimum wage and overtime pay as designated by the Fair Labor Standards Act and the state wage and hour law.

Exempt Employee. An employee whose primary duties are professional, administrative, executive, or outside sales, as defined by the wage and hour laws. Exempt employees are paid a regular salary and receive no additional compensation for overtime worked.

Regular Hourly Employee. An employee who is paid by the hour, who meets the definition of exempt employee, and is in a position that is expected to last more than five months, has completed the new hire orientation period, and is scheduled to work not less than 15 hours per week.

Regular Salaried Employee. An employee whose position is established by the Port Commission, who meets the definition of non-exempt employee and who has completed the new hire orientation period.

Probationary Employee. An employee who is within his or her initial employment period, who has not yet been accepted as a Regular Employee. In most cases the probationary period is approximately six months. An employee is removed from probationary status after a successful review by the supervisor and with the written concurrence of the Executive Director.

Part Time Employee. An employee who works an average of less than 32 hours per week in any six month period. Part time employees may receive some benefits, depending on hours worked and other relevant factors.

Full Time Employee. An employee who is regularly scheduled to work between 32 and 40 hours per week.

Temporary or Seasonal Employee. An employee whose position is expected to last less than five consecutive months.

EMPLOYMENT POLICY

HIRING PROCESS

At the Port we follow a careful, systematic process to recruit and select new employees. In fact, the selection process continues after the employee is hired through the new hire orientation (probation) period.

By law, employers must require all employees to present specific documents of identification as proof of U.S. citizenship or eligibility to work in the U.S. within three days of starting to work.

The Port may require new employees to have a pre-employment drug test. Drug screenings may be required prior to the job offer.

To be considered for some positions, an applicant must be at least eighteen years of age. Proof of age may be required before an applicant can be employed. Some positions may also require employees to have and maintain a valid Washington State Driver's License.

AUTHORITY TO HIRE

The Commission of the Port of Friday Harbor will authorize any new regular positions added to those already approved.

The position of Executive Director will be appointed by the Commission.

The Executive Director is authorized to recruit for and fill all other positions, and to set starting salaries up to the midpoint of the salary range as adopted by the Commission, with Commission approval required only for the position of Port Attorney.

Prior to employee termination where overlap is clearly essential for continuity of knowledge, the Executive Director may authorize filling an extra position for a training period not to exceed six months in most circumstances.

NEW HIRE ORIENTATION PERIOD

A newly hired individual will not be considered a regular full-time employee until after satisfactory completion of a new hire orientation (probation) period of at least six months. New hire orientation is an extension of the selection process. Failure to perform satisfactorily during this period, as determined by the immediate supervisor, will be adequate grounds for dismissal. The new hire orientation period may be extended by the supervisor for up to an additional six months with the Executive Director's approval if the employee in question is expected to be able to meet satisfactory performance levels within that time

Upon satisfactory completion of the probation period, as determined by the immediate supervisor with the concurrence of the Executive Director, the employee will be considered to have demonstrated qualification for the position, will gain regular status, and will be notified of such action in writing by the immediate supervisor. A copy of the notification will be retained in the personnel files. Regardless of the length of probation period, an employee will not be considered to have completed this process until so notified in writing.

A Port employee who is promoted or transferred to another position within the Port, including moving from a part-time to a full-time position, may be required to complete a new probation

period. Vacation and other applicable benefits received before the promotion or transfer will continue, however, as if the employee were not in the probation period. In the case of an internal transfer or promotion, the probation period may be less than six months.

EMPLOYMENT OF RELATIVES

A relative of an employee or a Commissioner will not be employed by the Port when the following circumstances exist:

1. Where one relative would directly supervise, direct, or make or effect recommendations pertaining to salary, promotion, transfer, discipline, and related employment conditions of the other.
2. Where one relative would be responsible for auditing the work of another.
3. Where other circumstances would place the individual(s) in a situation of actual or reasonably foreseeable conflict between the interests of the Port and their own interests or loyalties, or where there would likely be a perception of conflict of interest to the detriment of the Port.

For purposes of this policy an employee's relative will be defined as the employee's wife, husband, daughter, step-daughter, son, step-son, mother, father, sister, brother, mother-in-law, father-in-law, grandchildren, and grandparents, or where such relationships exist by virtue of shared domicile.

When the above circumstances exist, effort will be made to transfer one of the individuals when such would resolve the situation, at the convenience of the Port.

PERSONNEL RECORDS

The Port maintains personnel records for each employee. Employees may inspect their personnel files at reasonable times, but are not allowed to remove documents from the file or to remove the file from the Port office. Employees who disagree with anything in their personnel file have the right to have their own written statement placed in the file.

Unless authorized by the employee in writing or required by law, no information, including an employee's address and phone number, will be released to any individual or organization other than the employee's immediate supervisor, Executive Director, Auditor, Attorney or Port Commissioner

HOURS AND PAY

WORK WEEK DEFINED

Administrative and salaried staff have a normal start time between 7:00 and 9:00 a.m. and an ending time nine hours later, unless other hours are arranged in advance. The work day normally includes two 15-minute paid breaks and a one-hour unpaid lunch break. When employees are required to attend meetings during meal breaks, such time will be included as paid time.

Work hours of the marina staff depend on the demands of visiting boats, special events, and other requirements of the guest boating business; hours will be scheduled and posted by the Harbormaster. Maintenance staff will have their hours scheduled by the Marina Facilities

Manager. Airport staff hours are scheduled by the Airport Operations Manager and reflect the need for personnel on the site. These schedules may change throughout the year to reflect seasonal workloads.

For purposes of the Wage and Hour Laws, the work week at the Port will be from Sunday 12:01 a.m. through Saturday midnight. All regular full time Port employees will have their salary based on a forty-hour work week, or 2080 work hours per year.

All employees will record their hours worked on appropriate time sheets. Time sheets for non-exempt employees must be signed and will be reviewed and approved by the employee's supervisor. Time sheets for exempt employees must be reviewed by the Port Auditor or Executive Director.

PAY POLICY

All positions will be reimbursed according to differences in skill and educational requirements, responsibilities, working conditions, and experience required. Pay ranges will be influenced, but not controlled, by levels paid for comparable positions in the Port industry in the State of Washington, as well as for similar positions within San Juan County. Compensation ranges for regular Port employees and any annual adjustments for all positions will be ratified each year by the Commission.

The Commission and Executive Director will periodically evaluate new positions, and re-evaluate existing positions, taking into account any changes in the market comparisons, cost of living, working conditions, responsibilities, education, or skill requirements that would affect a position specification and/or result in an adjustment in the salary range for the position.

The Commission and Director will periodically review job descriptions related to management positions, including Deputy Director, Auditor, Harbormaster, Marina Facilities Manager, Airport Operations Manager, and other management employees for changes in the salary range for those positions. The Director may not approve bonuses or extra compensation except as provided by the Port's Annual Wage and Salary Ranges for Permanent and Seasonal Employees.

SALARY RANGE

Salary ranges for all salaried positions and hourly employees will be set by the Commission and the Director with regard for the typical rates for similar positions offered by other employers for comparable jobs. The salary ranges will have minimum and maximum compensation for an employee performing the position's duties and a current progression range. The progression range is not linked to strict "time in grade", but is intended to allow for the presence or lack of additional skills and responsibilities.

STARTING PAY

Normally starting pay is established within the bottom 50 percent of the salary range for the position being filled, based on the prior experience and training of the individual hired. The Executive Director may authorize a starting salary up to 60% of the range for an appointee with special qualifications or exceptional experience.

PAY ADJUSTMENTS

The Port's Pay Adjustment System has the following objectives:

1. Recruit excellent employees from the pool of workers available.
2. Encourage employees to accomplish planned objectives and achieve excellence in their jobs.
3. Encourage better employees to remain in the Port's employment.
4. Encourage employees to expand their education so their skills keep up with the needs of the Port.
5. Provide incentives for achieving goals beyond those demanded by the job.

To accomplish these objectives, the Port provides four types of pay adjustment.

Successful Completion of the New Hire Orientation Period. Employees who have shown satisfactory work performance during their new hire orientation period may receive an increase, normally 5 percent, upon receiving approval from the immediate supervisor.

Merit Adjustment. Employees are eligible for merit increases in the wage/salary scale annually, when the following conditions are met:

1. The employee has served at least twelve continuous months in the same job/ pay step.
2. The employee has maintained acceptable performance, as determined by the immediate supervisor.
3. The employee has met work, job training and educational objectives.

Merit adjustments in most cases will be awarded no sooner than twelve months from the previous merit increase, but may be awarded as of a common anniversary date for that work group or for all employees. The merit adjustment may be delayed for the completion of critical objectives or for changes in work performance, or may be awarded early if special circumstances exist such as increase in responsibility or expansion of job duties. Merit increases are awarded at the discretion of the Port's management, and are not a guaranteed increase in pay.

General Adjustments for All Employees. The Port Commission may consider a general adjustment to compensation levels of salaried and regular hourly employees for the purposes of achieving comparable levels of compensation for Port employees with similar positions in the Washington Public Port Industry or to balance compensation levels among Port jobs.

Cost of Living Increases. The Port may adjust the salary and pay scale annually by the Cost of Living increase for the Seattle area (CPI). The annual adjustment is normally based on the index available for the month of August. Cost of living adjustments are at the discretion of the Port Commission and, if awarded, may be based on alternative formulas recommended by the Executive Director. If the CPI declines over the annual measurement period, no increases will be awarded until the index exceeds the previous year's baseline.

Garnishments. The Port will enforce garnishments and wage attachments as required by Federal or State laws, and the Port will not enter into modifying agreements of any kind unless

specifically instructed to do so by the court. A court order writ of garnishment shall not be cause for corrective action or discharge.

PERFORMANCE APPRAISALS

Employee performance appraisals are important to both the individual employee and to Port management. They are intended to help develop a mutual understanding of individual work and Port goals. Performance appraisals are designed to motivate the good employee and to redirect the marginal performer. The performance appraisal is the foundation for promotions, disciplinary actions, all merit increases, and other personnel actions.

Employee performance will be formally evaluated, at a minimum, at the end of the probationary period and annually thereafter. During the evaluation process, the supervisor will establish goals for the employee to accomplish during the next period. The successful achievement of these goals will be a major factor in determining an employee's successful evaluation. Because the Port is a public service organization, comments on the employee's attitude toward the public and service provided to customers must be part of every performance evaluation.

APPRAISAL PROCEDURE

A performance appraisal is an evaluation of the continually evolving relationship between the Port and an employee.

The formal performance appraisal system is not a substitute for performance evaluation and feedback which should occur continually. The formal appraisal documents the employee's progress and how effectively the employee contributes to accomplishment of the Port's goals.

The employee's immediate supervisor will complete the appraisal at the end of the six month orientation period and/or by the annual appraisal date. The appraisal form and review of objectives will be discussed with the employee in person. The employee receiving the review may add their comments to the review. After review and discussion, the form will be signed by both the employee and the supervisor and placed in the employee's personnel file.

The two primary criteria for evaluation will be to meet planned objectives and to maintain a positive attitude toward co-workers and customers.

All evaluations will include a brief description of the ongoing informal evaluations that have occurred since the last formal appraisal.

Performance will always be measured against the needs of the Port.

Employees will be evaluated in three areas:

1. Knowledge of job skills, which includes training, and new ideas brought to the job.
2. Flexibility in adapting to changes in the workplace, skill in relating to the many sectors of the public whom the Port serves, and how well the employee works with other staff and with the supervisor.
3. Accomplishment of agreed-upon objectives that can be measured and quantified, including both work objectives and education/skill improvement goals.

OVERTIME

Overtime applies only to those positions that are non-exempt as defined by the state and federal wage and hour laws. Overtime is defined as time worked in excess of forty hours in a work week. Calculation of overtime is based on hours actually worked and the calculation of overtime pay does not rely on other paid time such as holiday, vacation or sick leave.

Overtime will be assigned by the employee's supervisor, and will not be worked unless the overtime is approved in advance or an emergency situation exists as determined by any supervisor. Repeated violations of this policy should be noted in the annual appraisal and may affect the award of annual merit increases and other disciplinary measures.

When properly approved, overtime work by non-exempt, including temporary, employees will be compensated at the rate of one and one-half times the straight time hourly rate of pay for work performed in excess of forty hours in the work week.

COMPENSATORY TIME

Compensatory time off may be approved for exempt employees to compensate the employee for hours worked beyond forty hours in the week. Hours worked must be regularly recorded and approved on time sheets. Compensatory time off must be scheduled with and approved by the employee's supervisor.

Time off taken to utilize compensatory time must be scheduled with the same care as vacation time, in accounting for the needs of the workplace and to make certain that key personnel are not absent at the same time.

The maximum amount of compensatory time permitted to accrue is 40 hours. Comp time not taken by December 31 of each year will be forfeited. No carryover will be allowed into the next annual period, and no lump sum payment will be made for accrued compensatory time, either at the end of the comp time period or at termination.

Any exceptions to this policy must be planned with the supervisor and approved in writing by the Executive Director prior to the forfeiture date.

ON-CALL TIME

Employees who report to On-Call time are paid at 1.5 times the hourly rate. On-Call time is defined as pre-approved or emergency On-Call hours worked by a non-exempt employee who is required to be On-Call in addition to their regularly scheduled hours. The minimum hours of pay for reporting for On-Call time is two (2) hours. If an exempt employee responds to On-Call the employee earns comp time for hours worked. He/she does not receive time and a half wage.

BENEFITS

BASIC BENEFITS

The following benefits are provided for all Port employees:

1. Social Security Insurance (FICA). All Port employees are covered by law under the Federal Insurance Contribution Act.

2. Industrial Insurance. All Port employees are covered by the State Workers' Compensation Act.
3. Unemployment Compensation. All Port employees are covered for unemployment compensation under the Washington State Employment Security Act. The Port is self-insured for unemployment compensation, and will reimburse the Department for claims paid.

All regular part time and full time employees who are regularly scheduled and work at least 24 hours per week are eligible for 10 holidays per year with pay beginning with the date of hire.

Holiday pay for part time employees is pro-rated as a percentage of full time (40) hours. Where hours worked are irregular, the hours worked in the two pay periods preceding the holiday will be used to determine the pro-rated holiday pay.

If an exempt employee is required to work on a holiday, they may schedule an alternate day off with pay in the week preceding or three weeks following the holiday.

If a non-exempt PERMANENT employee is required to work on a holiday, they will be paid at time-and-a-half for the holiday worked AND they may schedule an alternate day off as outlined above.

If a PERMANENT employee has a regularly scheduled day off on the designated holiday, they may schedule an alternate holiday off as outlined above.

A non-exempt TEMPORARY employee will be paid at time-and-a-half for holiday work. Temporary employees not scheduled to work on holidays do not receive any holiday benefit.

The following Washington State holidays are observed:

- New Year's Day, January 1
- Martin Luther King Day, third Monday of January
- President's Day, third Monday of February
- Memorial Day, last Monday of May
- Independence Day, July 4
- Labor Day, first Monday in September
- Veterans Day, November 11
- Thanksgiving Day, fourth Thursday in November
- Friday following Thanksgiving
- Christmas Day, December 25

Floating Holiday, employee choice with approval of supervisor at least 7 days in advance

Employees may schedule their holiday on an alternate day if required to work the holiday. In such case, the time off should be taken within two weeks of the designated holiday.

Additional Unpaid Holidays

Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church or religious organization. The two unpaid holidays must be approved by the supervisor

and will be granted unless the absence imposes an undue hardship on the Port. Undue hardship in this case means an action requiring significant difficulty or expense to the Port.

An employee should submit a written request for an unpaid holiday to their supervisor at least seven days prior to the requested day. Approval of the unpaid holiday shall not be approved until the supervisor authorizes it in writing. The supervisor will evaluate requests by considering the desires of the employee, scheduled work, anticipated peak workloads, response to unexpected emergencies, and the meaning of “undue hardship.”

The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one year to the next.

MEDICAL, DENTAL, AND LIFE INSURANCE

Permanent employees who work at least 32 hours a week and whose positions are expected to last more than five months are covered under the Port's health care and dental care plan for themselves and their dependents, providing they meet the eligibility rules as specified by the medical coverage plans. Full time employees are responsible for half of the cost of dependent coverage. Coverage will begin on the plan's next billing date following the start of regular employment plus 30 days, and will continue as long as the employee maintains the hours and regular position with the Port. See the plan booklets for details of qualifying for coverage and benefits provided.

Employees who regularly work between 24 and 32 hours per week may be covered by medical and dental insurance if they pay half of the premium for such coverage. Dependent coverage for such employees must be paid entirely by the employee.

Employees who regularly work less than 24 hours per week are not eligible to participate in the Port's medical and dental insurance program.

Port Commissioners are eligible to enroll on the Port's group medical ~~plan~~ and dental insurance program. Through December 31st, 2019 the Port will pay for the Commissioner enrolled and will pay for 50% of any dependents. Beginning January 1st 2020, The Port will pay for the Commissioner enrolled, but any dependents must be paid 100% by the Commissioner.

If available, the Ports Healthcare Reimbursement Account (HRA) which allows for deductible reimbursement only applies to regular Port employees that work 32 hours a week or more.

In-lieu insurance benefit. All eligible employees will have the option of enrolling in the Port's health insurance program. Under the conditions specified in this policy, employees who have another source of medical coverage (including eligible Port Commissioners) may be paid, as an alternative health care insurance payment, fifty percent of what the Port would pay to enroll that employee in the Port's plan for medical and dental coverage. No alternative payment will be made for dependent coverage in this case. An employee eligible for this benefit has the option to decline the coverage. The Port Auditor will send a memo at the beginning of each calendar year to the payroll clerk and Executive Director establishing rates for this “in-lieu” benefit for all affected employees.

Port Commissioners eligible for Medicare coverage may receive a stipend in the amount of 50% of what the Port would pay if they were to enrolled in the group medical plan. This stipend is to be used towards Medicare supplemental coverage.

This benefit will be made as a taxable cash payment directly to the employee or will be handled subject to the conditions allowed under the Port's Flexible Benefits (Section 125) Program.

This benefit will be paid only when non-participation in the Port's health insurance program is allowed by the terms of the health insurance provider contract. When allowed, the number of alternative health care insurance payments granted will be limited to the number of employees whom the Port may exempt according to the terms of that contract.

If applications for the alternative health care insurance payment exceed the contract allotment, employees will be granted the exemption in preferential order by date of employment. Because health insurance contracts controlling enrollment are executed on an annual basis, this arrangement is revocable at the end of any health insurance contract term.

All eligible employees who meet the criteria for the group medical and dental plans and who work at least 32 hours per week will receive life and disability insurance benefits according to the current life insurance plan. See the plan booklet for details.

RETIREMENT

The Port participates in the Washington State Public Employees' Retirement Plan (PERS). See the current plan booklet for details. In addition, employees have the option of participation in a Deferred Compensation Plan (457-b).

The plan requires financial contributions from the Port and from the employee. These rates are established by DRS and may change twice per calendar year.

PAID SICK LEAVE (non-Union)

Paid sick leave provides eligible employees with a measure of financial protection by allowing time off with pay when a personal illness, accident, disability, or illness of an immediate family member occurs. Sick leave is solely intended as a form of income protection. It is not to be considered as paid time off owed to an employee, nor will unused sick leave be paid at termination. For purposes of this policy, family member is defined as spouse, parents, grandparents, children, grandchildren, siblings (and step and in-law forms of these relationships) and spousal equivalents.

Sick leave is accrued at one day per month of continuous employment, pro-rated for hours regularly scheduled and worked. Sick leave may be accrued up to a maximum of 65 days.

For purposes of this policy, continuous employment includes regular hours worked, holidays, vacation, sick leave, and other paid leave, and excludes leave of absence without pay.

Paid sick leave may not be taken until successful completion of the new hire orientation (probation) period. Employees who have successfully completed the new hire orientation period may take sick leave for the following reasons:

- 0-1. _____ Illness or injury which incapacitates the employee to the extent that the employee cannot perform the job.
- 0-2. _____ Exposure to contagious disease that would jeopardize the health of co-workers or the public.
- 0-3. _____ Doctor, dental, or optical appointments for the time of the appointment and travel.
- 0-4. _____ Temporary disability caused or contributed to by pregnancy.
- 0-5. _____ Illness of a family member requiring the attendance of the employee.

A doctor's verification may be required for illness resulting in more than three days' absence from work, or to verify that the employee may safely return to work, or to verify that the employee may safely perform all of the regular duties of their job description.

In the event of an accident or condition that qualifies for payment under Worker's Compensation/industrial insurance, accrued sick leave will pay the difference between the Worker's Compensation payment and the employee's regular pay. A statement of Worker's Compensation pay will be provided to the Port Auditor.

Employees who use up their accrued sick leave benefits and remain unable to work must apply for an unpaid medical leave of absence under the Family Medical Leave Act. Continuing medical coverage will be offered according to law.

Upon retirement or involuntary separation from employment an employee will receive a lump sum payment equal to 25% of the employee's sick leave back, less applicable withholdings.

PAID SICK LEAVE (Union)

Paid sick leave is available for employees to care for their health and the health of their family members as provided in RCW 49.46.

Represented employees should also refer to their Collective Bargaining Agreement. Employees working under an Employment Contract should also refer to their Employment Contract. If there is a conflict between the terms of this policy and either a CBA or Employment Contract, the term that is more favorable to the employee will control. "Authorized Uses" of Paid Sick Leave

Paid sick leave may be used for the following:

- An employee's mental or physical illness, injury or health condition;
- Preventive care such as a medical, dental or optical appointments and/or treatment;
- Care of a family member with an illness, injury, health condition and/or preventive care such as a medical/dental/optical appointment;
- Closure of the employee's place of business or child's school/place of care by order of a public official for any health-related reasons;
- If the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking.

Authorized use of paid sick leave for domestic violence, sexual assault or stalking includes:

- Seeking legal or law enforcement assistance or remedies to ensure the health and safety of employee's and their family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault or stalking.
- Seeking treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking.
- Attending health care treatment for a victim who is the employee's family member.
- Obtaining, or assisting the employee's family member(s) in obtaining, services from: a domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault or stalking.
- To obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault or stalking.
- Participating, for the employee or for the employee's family member(s), in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.

Family members included in this policy

“Family member” is defined as a child or parent (including biological, adopted, foster, step or legal guardian), a spouse, registered domestic partner, spouse’s parent, grandparent, grandchild or sibling.

Accrual of Paid Sick Leave

Paid sick leave begins to accrue at the start of employment. Effective January 1, 2018, employees accrue paid sick leave at a rate of one (1) hour for every 40 hours worked. There is no cap on the number of paid sick leave hours that may be accrued in a year.

Paid Sick Leave Accrual Year

Accrual year is annually.

Carryover of Paid Sick Leave Hours

At the end of the paid sick leave accrual year unused paid sick leave balances of 40 hours or less will carry over to the following year.

Eligibility to Use Accrued Paid Sick Leave

Employees are eligible to use accrued paid sick leave 90 days after starting their employment.

Reasonable Notice for the Use of Paid Sick Leave

Employees must provide reasonable advance notice of an absence from work for the use of paid sick leave to care for yourself or a family member. Please provide such reasonable notice to their supervisor. Any information provided will be kept confidential.

Reasonable Notice for Foreseeable Use of Paid Sick Leave

If an employee’s absence is foreseeable, the employee must provide notice to their supervisor at least (10) days, or as early as possible, before the first day paid sick leave is used.

- Employees are required to submit an Employee Notice for Use of Paid Sick Leave form, attached as Appendix A.
- If possible, notification should include the expected duration of the absence.

Reasonable Notice for Unforeseeable Use of Paid Sick Leave

If an employee’s absence is unforeseeable, the employee must contact their Supervisor as soon as possible.

- If the need for paid sick leave is unforeseeable, and arises before the required start of the employee’s shift, notice should be provided no later than one (1) hour before the employee’s required start time.
- In the event it is not possible to provide notice of an unforeseeable absence, a person, on the employee’s behalf, may provide such notice.
- If possible, the notification should include the expected duration of the absence.
- Employees are required to complete an Employee Notice for Use of Paid Sick Leave form on the day following the employee’s return from paid sick leave.

Please note:

- Verification that an employee’s use of paid sick leave is for an Authorized Use may be required if an employee uses paid sick leave for more than three (3) consecutive days for which the employee was required to work. See additional Verification provisions below.

Reasonable Notice for Use of Paid Sick Leave for Domestic Violence Leave

Reasonable Notice for Foreseeable Use of Paid Sick Leave

An employee must give advance oral or written notice to [insert contact] as soon as possible for the foreseeable use of paid sick leave to address issues related to the employee or the employee’s family member being a victim of domestic violence, sexual assault or stalking.

Reasonable Notice for Unforeseeable Use of Paid Sick Leave

If an employee is unable to give advance notice because of an emergent or unforeseen circumstance related to the employee or the employee’s family member being a victim of domestic violence, sexual assault or stalking., the employee or a designee must give oral or written notice to their Supervisor no later than the end of the first day that the employee takes such leave.

Rate of pay when using paid sick leave

Paid sick leave hours will be compensated at an employee’s regular rate of pay. Paid sick leave hours will not count towards the calculation of overtime.

Payroll

Employees will be notified of their paid sick leave balances each month on their pay stub, including:

- Accrued paid sick leave since the last notification
- Used paid sick leave since the last notification
- Current balance of paid sick leave available for use

Separation from Employment

If an employee separates from employment, there will not be a financial or other reimbursement to the employee for accrued, unused paid sick leave at the time of separation.

Verification for an Unreasonable Burden or Expense

If an employee is seeking to use or has used paid sick leave for authorized purposes for more than three (3) consecutive days during which the employee is/was required to work, the employee may be required to provide verification that establishes or confirms that the use of paid sick leave is for an authorized purpose.

When an employee or the employee's family member is sick for more than three (3) consecutive days for which the employee is required to work, the employee must provide a doctor's note or a signed statement by a health care provider indicating that the use of paid sick leave is necessary to take care of the employee or an employee's family member.

When an employee or the employee's family member has been a victim of domestic violence, sexual assault or stalking, the employee's choice of any of the following documents, or any combination thereof, satisfy this verification requirement:

- A written statement that the employee or an employee's family member is a victim of domestic violence, sexual assault, or stalking, and that the leave was taken to address related issues.
- A police report indicating that the employee or the employee's family member was a victim of domestic violence;
- Evidence from a court or prosecuting attorney showing that the employee or the employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking;
- A court order of protection;
- Documentation from any of the following persons from whom an employee or an employee's family member sought assistance in addressing the domestic violence situation indicating that the employee or the employee's family member is a victim:
 - An advocate for victims of domestic violence, sexual assault, or stalking;
 - An attorney;
 - A member of the clergy; or
 - A medical professional.

When an employee is absent due to the closure of the employee's child's school or place of care by a public official due to health-related reasons:

- Notice of closure by a public official that the employee received regarding employee's child's school or place of care.

Verification must be provided to the employer within ten (10) calendar days of the first day an employee used paid sick leave to care for themselves or a family member.

Please note:

- You are not required to provide any details concerning the specific nature of the health condition in order to use paid sick leave, unless otherwise required by law.
- Any information you provide will be kept confidential.

Unreasonable Burden or Expense for Verification

If an employee believes obtaining verification for use of paid sick leave would result in an unreasonable burden or expense, please contact Phyllis Johnson in Human Resources orally or in writing. Indicate that your absence is for an authorized purpose and explain why verification would result in an unreasonable burden or expense for you.

- If you choose to put this in writing:
 - You can complete the “Employee Verification of Authorized Use of Paid Sick Leave” Form; or
 - You can send an e-mail to Human Resources phyllisj@portfridayharbor.org.

Within ten (10) calendar days of receiving your request, Human Resources will work with an employee to identify an alternative for the employee to meet the verification requirement in a way that does not result in an unreasonable burden or expense.

- Possible options may include, but are not limited to:
 - Company-provided transportation;
 - Sharing the cost of getting a note from a medical provider;
 - Providing a note of explanation in lieu of other forms of verification; or
 - Exempting you from the verification requirement based on your explanation

The company may choose not to pay an employee for paid sick leave taken in excess of three (3) consecutive days until verification is provided.

Reinstatement of Employment

If an employee leaves employment and is rehired within 12 months of separation, any accrued, unused paid sick leave will be reinstated to the employees paid sick leave balance.

If an employee is rehired within 12 months of separation, the employee will not be required to wait another 90 days to use the accrued paid sick leave if the employee met that requirement during the previous period of employment. If an employee did not meet the 90-day requirement for the use of paid sick leave prior to separation, the previous period of time the employee worked for the Port of Friday Harbor will count towards the 90 days for purposes of determining the employee’s eligibility to use paid sick leave.

Retaliation prohibited

Any discrimination or retaliation against an employee for lawful exercise of paid sick leave rights is not allowed. Employees will not be disciplined for the lawful use of paid sick leave. If an

employee feels they are being discriminated or retaliated against, the employee may contact Phyllis Johnson in Human Resources.

Contact Information

Employees with questions about Paid Sick leave may contact Phyllis Johnson or Jan Gresseth.

VACATION LEAVE

Regular employees accrue paid vacation leave according to the following schedule. Upon successful completion of the new hire orientation period, regular employees will be credited with vacation leave equal to that which would have been earned during that period; however, if they terminate for any reason before successfully completing six months of continuous employment, no vacation leave will have been earned. Regular part time employees will accrue vacation time pro-rated according to hours worked.

Annual Vacation Benefit

Continuous Employment from:

Full Time Benefit:

0 to 1 year	10 days
1 year to 2 years	11 days
2 years to 3 years	12 days
3 years to 4 years	13 days
4 years to 5 years	14 days
5 years to 6 years	15 days
6 years to 7 years	16 days
7 years to 8 years	17 days
8 years to 9 years	18 days
9 years to 10 years	19 days
10 years to 11 years	20 days
11 years to 12 years	21 days
12 years to 13 years	22 days
13 years to 14 years	23 days
14 years to 15 years	24 days
15 years to 16 years	25 days
16 years to 17 years	25.5 days
17 years to 18 years	26 days
18 years to 19 years	26.5 days
19 years to 20 years	27 days
20 years to 21 years	27.5 days
21 years to 22 years	28 days
22 years to 23 years	28.5 days
23 years to 24 years	29 days
24 years to 25 years	29.5 days
Over 25 years	30 days

Accrual of additional days of vacation begins on the first pay period after the complete year worked by the employee.

Vacation leave accumulation at year-end will be limited to 1.5 times the current annual vacation rate. On January 1 of each year, any vacation leave beyond an eighteen-month accrual will be forfeited. Exceptions to this must be planned with the supervisor and approved in writing by the Executive Director prior to the date of forfeit.

Supervisors have authority to approve requested vacation leave schedules. All vacation leave must be approved in writing prior to the vacation date by the employee's supervisor.

Factors taken into consideration in granting vacation leave include the following:

1. Vacations of key employees should be coordinated so that both are not absent at the same time.
2. Careful scheduling of vacations between Memorial Day and Labor Day is required to allow sufficient coverage during the busy season. Summer vacation requests may not always be approved as requested, so requests should be made as early as possible.
3. Supervisory employees must designate an individual who will cover their job duties and responsibilities during their vacation leave.

Except in rare situations, vacation leave must be requested at least two weeks prior to the vacation date.

Upon termination, employees who have successfully completed their new hire orientation period will receive a lump sum pay-off of their unused vacation up to the maximum allowable accumulation.

GIFTING OF VACATION TIME

A Port employee may gift to another employee a portion not to exceed 5 days of the individual's accrued vacation time per year.

The financial value of the donation will be converted to a number of days at the benefited employee's rate of pay.

A benefitted employee may use the donated time for emergency and medical purposes, but may not receive a payout based on the donated hours.

All such donations will remain anonymous.

The Executive Director must review and approve all such transfers of vacation benefits.

LEAVE OF ABSENCE WITHOUT PAY

This policy covers leaves of absence not related to medical leave.

Leaves of absence may be granted where valid reasons exist and with prior approval of the employee's supervisor and the Executive Director. Employees have the responsibility to request leave in writing, and to include the reason and the length of time desired. Vacation leave, floating holiday, and compensatory time must be used prior to the beginning of a leave of absence without pay.

Employees on leave must notify their supervisor of their intention to return to work at least two weeks before the end of an approved leave. Employees will be considered to have voluntarily resigned if no notice is received by that date. Exceptions may be made with the approval of the Executive Director for extenuating circumstances.

If it is practical to return the employee to the same job, the Port will do so. If this is not practical, employees returning on time from approved leave will be considered for the first position for which they are fully qualified within a reasonable period of time.

Unpaid leaves of absence may not exceed three months unless it is at the convenience of the Port. An employee on an unpaid leave of absence may not accrue additional continuous service time but will not lose accrual credits built up to the beginning of the leave. During the unpaid leave of absence, medical insurance premiums will be paid by the Port until the end of the month the leave starts and can be continued if the employee pays the premium for up to another ninety days.

The Department of Retirement Systems issues rules governing accumulation of service credit during an approved leave for purposes of calculating retirement benefits...

JURY DUTY/ SUBPOENAED WITNESS LEAVE

Employees may take time off from work when they are called to serve on jury duty or subpoenaed to testify as a witness in a trial. ~~In some instances, employees may receive regular compensation while serving as a juror or subpoenaed witness.~~

A regular employee who serves on jury duty will receive full regular compensation, less any compensation (except for mileage reimbursement), received for such service during the period of leave up to ten working days per year. Employees paid for jury duty are required to turn over to the Port any compensation from the court.

A regular employee who is subpoenaed as a witness will be compensated the same as if on jury duty.

BEREAVEMENT LEAVE

Employees who have thirty days or more of continuous service, and who have suffered the loss by death of a member of their immediate family, may take three days of special paid leave at normal pay and additional leave from accrued sick-time or vacation leave at the discretion of the Executive Director.

Use of sick leave can be recommended by the employee's supervisor if the employee's mental condition, resulting from the death of a member of the immediate family, does not permit the employee to return to work.

For the purposes of this policy, immediate family is defined as the employee's spouse, spousal equivalent, daughter, step-daughter, son, step-son, mother, father, sister, brother, step-parent, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, niece, nephew, uncle, aunt, grandchildren, and grandparents.

MATERNITY/PATERNITY/MARRIAGE LEAVE

In the case of pregnancy and childbirth, unpaid leave will be granted, in addition to the use of sick and vacation time accrued, for the period of actual disability as certified by a physician. Upon return from leave for pregnancy and childbirth, an employee will return to her same job or a similar job with at least the same pay.

Additional family leave may be granted as follows.

Employees including both mothers and fathers who have three months or more of continuous service may take up to three days special leave at normal pay at the discretion of the Executive Director at the birth of their child.

Mothers and fathers may use accrued sick leave for the birth of a child, or for adoption or acquisition of a child, a foster-child or step-child, following the same policy of request and return to work as specified for leave of absence.

The Port will make all efforts to accommodate an employee's needs for the birth or adoption of a child, including trying to arrange temporary part time schedules and setting up alternate work schedules. Although the Port will try to accommodate employees' needs for birth and child raising, it will do so only as long as it doesn't impact the Port's ability to provide service or add to the cost of providing such service.

A two-day paid special marriage leave will be granted to an employee who has more than 30 days continuous service, with the approval of the Executive Director, one time only.

ADMINISTRATIVE LEAVE

On a case-by-case basis, the Port may place an employee on administrative leave with pay for an indefinite period of time. Administrative leave may be used in the best interests of the Port, as determined by the Executive Director, during the pendency of an investigation or other administrative proceeding.

MILITARY LEAVE

Employees who are members of the National Guard or of the army, navy, air force, coast guard, or marine corps reserve of the United States, or of any organized reserve or armed forces of the United States are entitled to paid leave for a period of up to twenty-one (21) working days per year, or any greater period required by law, for performing ordered active duty training. If the active duty training exceeds twenty-one (21) days, the employee will take accrued compensatory time, available vacation, and leave without pay, in that order.

Regular employees who are called to, or volunteer for, active duty military service in excess of their twenty-one (21) days will be placed on an indefinite unpaid leave of absence during the time the employee is on an active duty status with any branch of the United States Armed Forces or State militia. The employee may, at his or her option, use any or all of their accrued vacation prior to moving to the unpaid status. Any unused leave accruals remaining at the time the unpaid leave begins will be held until the employee returns to active employment with the Port. The employee will not earn additional vacation or sick leave during the time of the unpaid leave, nor will he or she be entitled to health insurance benefits but may be entitled to continue employer sponsored health care benefits under COBRA or USERRA. Reinstatement following active duty will be in compliance with state and federal laws at the time of the return to work.

EDUCATION AND TRAINING

The Port will pay for certain classes and courses taken by regular full time employees. Written request must be made to the Executive Director or to the supervisor for education assistance. The request should include specifics of the course and a description of how the employee's completion of the course will benefit the Port.

Items that may be paid for are tuition, travel expenses, and required course materials. Payment will be conditioned on attending classes, completing the course work, and receiving a passing grade. Employees who do not satisfactorily complete the course will be required to reimburse the Port for payments made.

Employees are encouraged to take advantage of on-line learning opportunities that relate to the types of work they do. For instance, numerous webinars focus on management and human relations issues, and a series of classes related to career training for ports and marinas is offered through the PCC.

If education is required for continued employment, such as for a mandatory certification, then the time spent in class will be treated the same as work hours.

Classes that may be paid for by the Port are:

1. Classes to maintain required certification.
2. Classes specifically recommended by an employee's supervisor to expand skills or keep up with changes in the demands of the job.
3. Education to improve an employee's general abilities related to job skills and requirements, including professional conferences.

EMPLOYEE CONDUCT AND DISCIPLINE

INTRODUCTION

The safe, orderly, and efficient operation of the Port requires that employees maintain proper standards of conduct and performance at all times. Standards of conduct and quality are necessary to protect the health and safety of all employees, to maintain uninterrupted operations, and to protect the Port's goodwill and property.

It is the responsibility of Port employees to promote at all times a positive customer relations philosophy. This means, among other things, that employees are expected to arrive at work with the appearance, physical condition, and mental attitude necessary not only to work enthusiastically but to help co-workers do the same.

Port employees are expected to provide customers, guests, and other employees with professional, courteous, and competent service.

It is the policy of the Port of Friday Harbor to help our employees know what is expected of them in conduct and performance. With that in mind, the Port has established policies which, together with observing all other proper standards of conduct, employees are required to follow. The following are merely examples of conduct expectations and are not a complete list.

DRESS CODE AND UNIFORMS

Within certain standards, dress is a matter of personal choice. However, appropriate dress and grooming on the job reflects upon the Port's image and depends on the demands of the job. Requirements of any given job may vary from day to day, and employees are expected to dress according to the demands of the day's schedule. Since each employee is in public view, dress should always be clean and neat within the limits of the tasks being performed.

Marina summer staff, maintenance, and airport employees may be required to wear uniforms. Safety clothing will be required for some jobs or some types of work. When uniforms and/or safety clothing or equipment are required, they must be worn or the employee will be considered absent from work. Uniforms must be kept in clean and neat condition.

An employee may not wear a Port uniform off-duty while engaging in any activity which may be detrimental to the Port's public image or which gives a perception of a conflict of interest. In addition, no employee on duty may wear or display any political insignia, buttons, or clothing supporting political causes. Where employees are unsure of the appropriateness of an item for workplace attire, they should ask the supervisor before wearing the item to work.

All uniforms and safety clothing purchased by the Port may be required to be turned in upon termination of employment before the final paycheck is issued.

PERSONAL EQUIPMENT

Port employees should be aware that hazards exist such as falling into water, or weather related impacts such as wind and rain. In some of these cases, personal property may be damaged, such as cell-phones, cameras and sunglasses. Employees should not keep such personal equipment with them during working hours if there is a possibility it will be lost or damaged. Glasses and sunglasses should be safely secured when employees are working over the water or in other situations when those items could be lost.

WORKPLACE ENVIRONMENT

Most of the work areas of the Port are open and visible to the public. This requires extra care on the part of Port employees to maintain workplace areas to present a neat, orderly, and businesslike appearance.

Food should not be consumed in public. Areas out of public view may be used for meals. Coffee, tea, and other beverages may be consumed from cups or glasses when working in the public view.

Employees in each area should maintain their own worksite in an orderly condition, and all employees should cooperatively clean up common and public areas whenever there is a need to do so.

In order to provide a productive and respectful work environment the Port will not tolerate misconduct by its employees. The following is a non-exclusive list of misconduct for which an employee may receive discipline up to and including termination:

- Insubordination, failure or refusal to carry out job assignments and management directives

- Unauthorized release of confidential or proprietary information (note that this does not include employee's own wage, benefits or other employment terms)
- Swearing or verbal abuse directed at co-workers, supervisors, managers, or program beneficiaries at work
- Falsification of any work, personnel, or other company records
- Unauthorized taking or removal of company or co-worker funds or property, or unauthorized charges to company accounts
- Dishonesty
- Discrimination against or harassment of co-workers, supervisors, managers or customers
- Deliberate or negligent damage to company property or that of co-workers, supervisors or managers
- Fighting with or threatening a co-worker, supervisor, manager or customer
- Unacceptable or below-standard job performance
- Sleeping on the job
- Theft
- Misuse of company property

ATTENDANCE AND PUNCTUALITY

Regular attendance, including punctuality, is an important part of an employee's performance record. Excessive absenteeism or tardiness will result in disciplinary action and may include termination of employment. Employees who must be absent or late must notify their supervisors as soon as possible so that arrangements can be made to cover the work load or otherwise accommodate the employee's absence. In the event an employee fails to call in or report for work 3 or more business days will result in disciplinary action and may include termination.

CONTACT WITH THE NEWS MEDIA

The Executive Director, President of the Board of Commissioners or designated managers shall be responsible for all contacts with the news media, including answering of questions from the media. The Executive Director may designate specific employees to give out procedural, factual or historical information on particular subjects. Port staff are not otherwise authorized to serve as the Port's spokesperson or make representation as the Port's official spokesperson.

SMOKING

For the purposes of this section, the term Smoking shall include but not be limited to the use of any form of pipe, cigarette, e-cigarette, or vaping of any tobacco, cannabis, or other product.

Smoking is not permitted in any Port office or indoor work area including Port-owned vehicles, or at any time while working. Employees who choose to smoke may do so only on breaks that are taken outside of public view when in Port uniform. At the same time, it is of utmost importance that no one smokes in any area that would present a fire hazard. Smoking employees should seek suggestions from the supervisor for safe and otherwise acceptable areas to smoke on breaks from work.

Employees who smoke are encouraged to quit smoking. The Port may pay for any employee to attend an approved stop-smoking program. The Port will prefer applicants who do not smoke and will strive to maintain a smoke-free workplace and work force.

EMPLOYEE HEALTH AND SAFETY

Port employees are encouraged to maintain their health and fitness. Physical fitness increases alertness and productivity, reduces stress, minimizes injury, reduces the use of sick leave, and leads to a longer, healthier life. Because these benefit both the employee and the employer, the Port may from time to time establish programs to encourage the health and fitness of Port employees.

Employees are expected to follow all safety regulations established in their work areas and by their supervisors. This includes participating in ongoing safety programs and using proper safety equipment at all times. Failure to do so is considered very serious misconduct and will result in discipline up to and including termination.

The Port will pay for each employee to obtain CPR and First Aid certification due to the high numbers of public that utilize Port facilities. No employee will be required to utilize these skills during the course of employment.

ALCOHOL AND DRUG FREE WORKPLACE

DRUG FREE WORKPLACE PROCEDURES

Drug Testing

The Port conducts pre-employment drug testing for final candidates for “safety sensitive” positions. Current employees will be tested on a For Cause basis.

Prohibited Conduct

Violation of any provision the Port’s Drug Free Workplace policy will result in discipline, up to and including termination.

During working hours or while operating a Port or personal vehicle for Port business, no employee may (i) use, sell, manufacture, receive, distribute, dispense or possess alcohol or any illegal drug as defined by state or federal law; (ii) be impaired by alcohol or any illegal drug; (iii) abuse or be impaired by any prescription or over the counter drug. An employee is “impaired” if there is an observable deterioration in work performance that is due to the use of drugs or alcohol, or if the employee tests positive for drugs or alcohol. For purposes of this policy, marijuana is an illegal drug.

No employee or applicant may contaminate, tamper with or alter any drug screen specimen.

No employee may provide false information when completing paperwork required for, or responding to questions relating to, a For Cause drug screen.

No employee returning to work under a Reinstatement Agreement may continue as a Port employee if he/she fails to comply with the Agreement or with treatment and aftercare recommendations of a health care practitioner and/or treatment (in or out patient) facility.

Use of Legally Obtained Prescription Drugs

All employees taking prescription medications are encouraged to carry medications in the original containers, issued by the dispensing pharmacy.

If an employee's physician prescribes any drug or medication, the employee is responsible for asking the physician whether any side effects could result that could impair work performance or create a risk of harm to the employee, co-workers or others. If there is a reasonable probability of impairment, the employee should obtain from the physician a brief memo to be given to Human Resources that explains the nature and expected duration of any side effects and whether the employee can safely and satisfactorily perform designated tasks while taking the medication. The memo should reveal neither the name of the medication nor the employee's diagnosis.

Notification

Any alleged illegal drug or paraphernalia found or seized as a result of enforcement of this policy shall be given to Human Resources and may be turned over to local law enforcement authorities. No other employee shall store or dispose of any alleged illegal drug or paraphernalia.

Any employee convicted of a drug offense occurring in the workplace must notify his/her supervisor/manager within five (5) days of the conviction. Any employee convicted of any offense (on or off duty) that results in suspension or limitation of driving privileges must notify his/her supervisor/manager before operating any Port vehicle or operating a personal vehicle on Port business.

DRUG SCREEN TEST REQUIREMENTS AND PROCEDURES

The results of all drug tests will be handled in a confidential manner, with results reported only to Port employees with a "need to know."

No applicant who has refused to take or tampered with a pre-employment drug screen test or who has tested positive for drugs or alcohol may be considered for employment.

For Cause testing may be required when an employee engages in behavior or actions that pose a potential hazard to the employee or to others and that could indicate the employee is impaired by alcohol or an illegal drug or may be abusing a prescription or over the counter drug. Evidence that would support the Port's decision to require an employee to submit to a For Cause drug or alcohol test includes, but is not limited to:

- 0.1. Specific, personal observations of the employee's job performance, behavior, speech, bodily odors or physical appearance, such as staggering gait or poor coordination;
- 0.2. Corroborative evidence from the Physician Consultant or from medical personnel with training and experience in the evaluation of drug or alcohol-induced impairment;
- 0.3. A pattern of unsatisfactory work-related behavior;
- 0.4. Evidence of illegal substance abuse, such as possession, sale or delivery;
- 0.5. Negligent operation of equipment or vehicles;
- 0.6. Violations of accepted safety and/or other operating procedures; or

9-7. An accident causing injury to a person or damage to property.

The Port may consider any one or a combination of these kinds of evidence in determining whether a For Cause test is warranted.

Any employee who refuses to take a For Cause drug test or who tests positive will be disciplined, up to and including termination.

Any employee who tests positive as a result of a drug screen test will have the opportunity to explain the cause to the Physician Consultant before discipline is determined. If the employee disputes the positive result, a second test of the same sample may be performed at his or her expense; however, if the second test is negative, the Port will reimburse the employee for the cost of the test. However, the second test must be performed by the same lab or by another DHHS/NIDA approved lab following the same testing protocols.

EMPLOYEE ASSISTANCE PROGRAM

The Port encourages employees to use the Employee Assistance Program (EAP), or other similar services available in the community, to assist them in solving problems. Use of an EAP by any employee who voluntarily seeks assistance for a substance abuse or other problem, or who is referred to an EAP by a supervisor or manager, is confidential and will not be reflected in the employee's personnel file. Use of an EAP will not affect an employee's promotions or assignments.

All employees will be provided with information about the EAP and other community resources, including mental health clinics, Alcoholics Anonymous, Narcotics Anonymous, and other groups. Information regarding these programs is available through the Administrative Office, the local phone directory, local county Prevention Coordinators and Community Mobilization Groups.

If an employee requires in-patient treatment for substance or alcohol abuse, the Port may, in its discretion, work with the employee to arrange benefit coverage, use of sick/vacation/leave of absence provisions, treatment and re-entry into the workplace.

No employee who tests positive for illegal drugs or alcohol as a result of a For Cause test and who requires in-patient treatment of any kind will be allowed to return to work without signing and abiding by the conditions of a Reinstatement Agreement.

TRAINING

As a part of the orientation process, the Human Resource official will brief employees on the requirements of this policy. Thereafter, employees will be briefed on updates to this policy.

The Port periodically will provide all employees with materials and information about the effects of substance abuse.

All employees will abide by the provisions of this policy and its related procedures as a condition of continued employment.

Use of marijuana and other cannabis products:

Although Washington law permits the use of marijuana and other cannabis products under certain circumstances, cannabis remains a “controlled substance” as that term is defined under Federal Controlled Substance Act 21 U.S.C 812, and as further defined in CFR 1308.11 – 1308.15. The Drug-Free Workplace Act, 41 U.S.C.81, prohibits the use of any “controlled substance” and makes no exception for cannabis, whether used medically or recreationally. As such, cannabis products continue to fall under the category of prohibited “drugs” or “drug substances” under this Section and the Port continues to maintain a zero tolerance policy on cannabis products. This applies to marijuana, cannabinoids, synthetic derivatives, and any other cannabis products regardless of whether they are used for medical, recreational, or any other purpose.

As a condition of employment, all employees must agree not to violate the drug and alcohol use policy. The Port will enforce this policy in accordance with our obligations under the Drug-Free Workplace Act of 1988 and in accordance with our own determination to provide a safe, drug-free work environment for employees. Employees who violate this policy may risk discharge.

HARASSMENT, INCLUDING SEXUAL HARASSMENT

Behavior that could be interpreted as on-the-job harassment by co-workers, supervisors, or customers will not be tolerated by the Port. Harassment in the workplace at any level will result in severe disciplinary action up to and including termination of employment.

The Port will provide an annual training in sexual harassment. Participation by all employees is required.

Defining Sexual Harassment

“Sexual harassment” is unwelcome conduct of a sexual nature that is sufficiently persistent or offensive to unreasonably interfere with an employee’s job performance or create an intimidating, hostile or offensive working environment. Sexual harassment is defined by the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Under Title VII of the Civil Rights Act of 1964, there are two types of sexual harassment: (i) quid pro quo, and (ii) hostile work environment. Sexual harassment can be physical and psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing. Employees are prohibited from harassing other employees whether or not the incidents of harassment occur on the employer premises and whether or not the incidents occur during working hours.

Examples of Prohibited Conduct

Although sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body.
- Unwelcome sexual advances, propositions or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience.
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
- Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of that employee's sex.
- Sexual or discriminatory displays or publications anywhere in the Port's workplace by Port employees.
- Retaliation for sexual harassment complaints.

Responding to Conduct in Violation of Policy

Employees

If an employee believes that he or she has been subject to harassment, sexual harassment or any unwelcome sexual attention, he or she may address the situation directly and immediately to the harasser, if possible. If the inappropriate conduct does not cease, or if the employee is unable to or uncomfortable with addressing the alleged harasser directly, he or she should report the incident to his or her own supervisor or manager, or to the human resource (HR) director. It is helpful, but not required, to provide a written record of the date, time, and nature of the incident(s) and the names of any witnesses.

It is important to report any and all concerns of harassment to the HR director or a supervisor/manager as soon as possible. Management must be made aware of the situation so that it can conduct an immediate and impartial investigation and take appropriate action to remediate or prevent the prohibited conduct from continuing.

Managers and Supervisors

Managers and supervisors will deal expeditiously and fairly with allegations of harassment within their departments whether or not there has been a written or formal complaint. They must:

- Take all complaints or concerns of alleged or possible harassment or discrimination seriously no matter how minor or who is involved.
- Ensure that harassment or inappropriate sexually oriented conduct is immediately reported to HR so that a prompt investigation can occur.
- Take any appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigation or complaint.

Managers and supervisors who knowingly allow or tolerate harassment or retaliation, including the failure to immediately report such misconduct to the HR director, are in violation of this policy and subject to discipline.

Human Resources

The HR director is responsible for:

- ~~0~~-1. _____ Ensuring that both the individual filing the complaint (hereafter referred to as the “complainant”) and the accused individual (hereafter referred to as the “respondent”) are aware of the seriousness of a sexual harassment complaint.
- ~~0~~-2. _____ Explaining the Port’s sexual harassment policy and investigation procedures to the complainant and the respondent.
- ~~0~~-3. _____ Exploring informal means of resolving sexual harassment complaints.
- ~~0~~-4. _____ Notifying the police if criminal activities are alleged.
- ~~0~~-5. _____ Arranging for an investigation of the alleged harassment and the preparation of a written report.
- ~~0~~-6. _____ Submitting a written report summarizing the results of the investigation and making recommendations to designated company officials.
7. Notifying the complainant and the respondent of the corrective actions to be taken, if any, and administering those actions.

Complaint Resolution Procedures

Individuals should report complaints of conduct believed to violate the Port’s sexual harassment policy, according to the policy’s complaint procedures. To initiate a formal investigation into an alleged violation of this policy, employees may be asked to provide a written statement about the alleged misconduct to the HR director. Complaints should be submitted as soon as possible after an incident has occurred. The HR director may assist the complainant in completing the statement.

To ensure the prompt and thorough investigation of a sexual harassment complaint, the complainant should provide as much of the following information as is possible:

1. The name, department and position of the person or persons allegedly causing the harassment.
2. A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.
3. The effect of the incident(s) on the complainant’s ability to perform his or her job, or on other terms or conditions of his or her employment.
4. The names of other individuals who might have been subject to the same or similar harassment.
5. What, if any, steps the complainant has taken to try to stop the harassment.
6. Any other information the complainant believes to be relevant to the harassment complaint.

Discipline

Employees who violate this policy are subject to appropriate discipline. In addition, persons who violate this policy may also be subject to civil damages or criminal penalties.

Confidentiality

All inquiries, complaints, and investigations are treated confidentially. Information is revealed strictly on a need-to-know basis. Information contained in a formal complaint is kept as confidential as possible. However, the identity of the complainant is usually revealed to the respondent and witnesses. The HR director takes adequate steps to ensure that the complainant is protected from retaliation during the period of the investigation. All information pertaining to a sexual harassment complaint or investigation is maintained by the HR director in secure files. The HR director can answer any questions relating to the procedures for handling information related to sexual harassment complaints and investigations to complainants and respondents.

Other Available Procedures

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a victim of sexual harassment under local, state or federal law.

Administration

This policy will be administered through the Port's HR director.

DISCIPLINE

The Port operates on the belief that employees prefer to work in an environment where they know what is expected so that no one commits violations of the Port's policies, procedures and accepted practices. Employees who have questions about what is or is not acceptable in given circumstances should ask their supervisor.

Where discipline is required, the process the Port may (at its option) choose to follow progressive discipline. Progressive discipline is used, it consists of four levels. However, depending on the circumstances of individual situations, discipline may begin at any of the four levels, and the Port may skip or repeat any level in the discipline process. The four general levels of discipline are:

- 1. Oral reprimand or counseling.** The employee and supervisor discuss the shortcoming(s) and the corrective action that should be taken. A notation of the discussion will be made in the employee's file.
- 2. Written warning.** For more serious infractions, a written record is made in the employee's file with details of the shortcoming(s). The employee and the supervisor will sign the record before it is filed.
- 3. Disciplinary suspension, with or without pay.** The employee is temporarily removed from the workplace as a disciplinary action, or as an opportunity to investigate or to discuss circumstances with the HR director. In either case, the employee may be

discharged following the suspension without further instance of misconduct. The action is noted in the employee's file.

- 4. Discharge.** An employee may be terminated either as a result of one instance of misconduct or for repeated violations, depending on the circumstances.

Some kinds of misconduct are more serious than others and thus are subject to more severe disciplinary action.

It is understood that this policy in no way promises that progressive discipline will necessarily be followed in any instance of misconduct.

GRIEVANCE PROCEDURE

The Port has a grievance procedure to allow employees to express dissatisfaction with the application of rules and regulations affecting them and to attempt to change a decision that causes them dissatisfaction or hardship.

The purpose of the grievance procedure is to encourage communication between employees and supervisory staff to ensure prompt and fair resolution of any questions that may arise, and to provide a process for reviewing employee grievances. The intention of the procedure is to encourage resolution of grievances at the earliest opportunity. Grievances and decisions must be in writing, to guard against the possibility of confusion or misunderstanding.

Step 1. Employees should submit their grievance in writing to their immediate supervisor as soon as practical following the incident that caused the grievance. The supervisor should give a written decision on the grievance to the employee within a reasonable amount of time.

Step 2. If the employee is not satisfied with the immediate supervisor's decision, the decision may be appealed in writing to the Executive Director. The Executive Director will review the situation and give a decision in writing to the employee. Both the appeal and the Executive Director's decision should be accomplished in a timely manner.

Step 3. An employee who is not satisfied with the Executive Director's decision on the appeal may file a written request for review with the Chair of the Port Commission within ten (10) working days of that decision. The Port Commission will meet with the employee and will issue a final written decision within the limits of their authority. The decision of the Port Commission is final and binding and is not subject to further appeal, litigation or arbitration.

SEPARATION

LAY OFF

The Port may lay off employees for lack of work, budgetary restrictions, or other changes that may take place. Regular employees will be given ten working days notice except in cases of emergency. Temporary employees may be laid off without prior notice. Lay off in no way reflects upon an employee's performance, but is necessitated by external causes.

RESIGNATION

An employee wishing to resign is asked but not required to give a written statement to the supervisor giving the effective date and the reason for resignation. Advance notice of at least ten working days is appreciated but not required.

DISCHARGE

It is understood that employment with the Port is for no specific period of time. Employment can be terminated by the employee or by the Port at any time with or without cause.

Employees whose behavior or performance is unacceptable will be discharged. Supervisors have the authority to recommend that an employee be discharged. All discharge recommendations will be reviewed with and approved by the Executive Director before final action is taken.

BENEFITS AT TERMINATION

Employee and dependent benefits normally cease the day following the date of termination. However, some benefits may continue until the end of the month following the date the employee is terminated. Vacation time payable will be identified during the exit interview. The Executive Director and/or Port Auditor will explain benefits at termination.

SEPERATION PROCEDURES

Prior to termination of employment, the employee will participate in an exit interview normally conducted by the Executive Director or Port Auditor, during which the employee's benefits, right and responsibilities following termination are explained. At the exit interview employees are expected to return all Port property.

The Executive Director will notify the Operations Assistant of the employee's separation date for payroll purposes. A final paycheck will be issued to the employee on the next regular payday after completion of the following: exit interview; return of Port keys; etc., and resolution of status as to retirement contributions, insurance conversions, and deferred compensation. The value of Port property that is not returned or lost may be deducted from the employee's final pay check and/or appropriate legal action may be taken to reclaim the property.

SPECIAL PROVISIONS

ETHICS

As a public organization, the Port is subject to more scrutiny than private organizations. The Port is held by the public to a higher standard, both legally and in terms of community expectations. The words and actions of employees, management, and Commissioners must therefore be correct in both fact and in appearance.

POLITICAL ACTIVITY

Employees have the right to vote and to express their opinions on all political subjects and candidates. Employees will not be prohibited from holding political office or participating in a political campaign, provided that such involvement (i) does not create a conflict of interest or result in an incompatible public office as set forth in the Revised Code of Washington (RCW) and applicable case law and (ii) does not occur while that employee is doing Port work or being paid to do Port work. Employees will not be penalized in any way for refusing to make any

political contribution. Employees cannot make use of any Port assets or supplies for any political purpose. Employees will not, while on duty at the Port or in Port uniform, wear any political buttons or other insignia.

During Port Commission campaigns, all Port employees will conduct themselves in a civil and neutral manner toward all candidates for the position.

VOLUNTEER ACTIVITIES

The Port recognizes the benefit of having employees who participate in other community activities such as fire-fighting, oil spill preparedness, emergency medical response and as sheriff's deputies. Port employees who are on-call with other community organizations must make their supervisors aware of that situation. The Port will endeavor to allow employees to respond to emergencies but cannot guarantee that an absence will be excused in all cases.

CONFIDENTIALITY

Confidential information concerning the Port, the Commission, Port staff, customers, or any member of the public with whom the Port does business will not be given to individuals outside the Port or discussed in public areas where it might be overheard.

OUTSIDE EMPLOYMENT

A Port employee may hold outside employment as long as it does not interfere with Port time, duties, and obligations. Outside employment that is carried on partially on Port property can be a conflict of interest, when referrals are requested from Port offices and where permits must be granted by the Port to carry out such business. Port employees, in the course of their employment with the Port, may not refer customers to their own businesses, or to businesses owned by family members, unless the business is included in a list offered to the customer of all similar businesses at the Port.

Employees may not engage in any outside employment duties during work hours. Employees may not use Port facilities or equipment for outside employment or personal business, except under the same regulations and conditions as those who are not employed by the Port. Port employees will comply with the most stringent interpretations of any Port policy as it relates to their business on Port property.

Employees may not use information gained through Port employment for personal gain.

BUSINESS CONFLICT OF INTEREST POLICY

The Port of Friday Harbor (POFH) strives to maintain a business environment that is in the best interest of the port district and its constituents. POFH places its trust and confidence in its employees and vendors who will refrain from actions detrimental to POFH. Covered persons will provide full disclosure of possible or potential conflicts of interest and exercise due care in all relationships with vendors or potential vendors of POFH. Failure to adhere to this policy shall lead to disciplinary actions that may include disciplinary actions up to and including termination of employment.

Prohibited Conduct

In order to avoid possible business conflicts of interest, Commissioners, officers, administrators, and department directors, managers and vendors shall not, except as approved by the Board of Commissioners:

- 0-1. _____ Have substantial interest in a firm which supplies services or goods to POFH.
- 0-2. _____ Engage in outside business ventures which would interfere with their duties as employees.
- 0-3. _____ Provide consulting or other services to ports or private firms in competition with POFH or engage in any activity in competition with POFH.
- 0-4. _____ Disclose POFH information, including, but not limited to, non-public business information, personnel information, computer access codes and quality assurance or peer review information.
- 0-5. _____ Solicit or accept from suppliers or competitors any personal loans or accept extravagant entertainment or gifts that would influence purchasing or other strategic decisions in a manner contrary to the best interests of POFH.
- 0-6. _____ Make any gratuity payment or give any gift or other gratuity to any person doing business directly or indirectly with POFH, including agents or representatives of such other persons.
- 0-7. _____ Use funds or property of POFH or work time compensated by POFH for personal benefit.
- 0-8. _____ Transact POFH business on terms that are less advantageous than those competitively available or those available through arms-length dealing.
- 0-9. _____ Speculate or deal in equipment, supplies, materials, property or services which are or may be purchased by POFH.
- 0-10. _____ Misuse information to which the employee has access by reason of position- such as disclosure of confidential information to competitors, suppliers, or others outside the business.

Procedure

1. The Compliance Officer (Port Auditor) will implement and monitor the disclosure process.
2. Upon hiring, all staff will be provided with information regarding this policy.
3. Any potential conflicts of interest will be sent to the Compliance Officer.
4. The Compliance Officer will evaluate the disclosure and the potential impact on POFH interests.
5. The Compliance Officer will refer the issue back to the Executive Director, if a determination is made that the employee acted in violation of this policy.
6. If necessary, the Compliance Officer in consultation with ~~Senior Leadership~~the Executive Director, President of the Board, or Legal Counsel will develop a plan to address the potential conflict which may include:

- a. Documenting or requiring the appropriate party to document, why the proposed business activity is in the best interest of POFH without regard to the potential Conflict of Interest.
 - b. Advising the disclosing party not to participate in particular POFH business activity.
 - c. Documenting that the potential Conflict of Interest could not reasonably be determined to impact a POFH business activity in a manner that is adverse the best interest of POFH.
7. The Compliance Officer shall as necessary make periodic reports to the Board of Commissioners regarding conflict of interest investigations and findings.
 8. The Board of Commissioners may approve of an activity, relationship, or contribution as an exception to this policy so long as it is not in violation of law.

ACCEPTING GIFTS

Port employees may not accept anything of value from anyone for or because of any official act they have performed or will perform. Employees may not solicit from Port tenants free or reduced rates for goods or services regardless of whether a favor is offered in return. This restriction does not apply to the following:

- a. The acceptance of food and refreshments of nominal value on infrequent occasions in the ordinary course of business.
- b. The acceptance of unsolicited advertising or promotional materials such as pens, calendars, and other items of nominal value.
- c. The acceptance of loans from financial institutions with the same terms offered to others in non-Port employment.
- d. The acceptance of an award for meritorious public contribution or achievement.
- e. When not accepting a gift would show discourtesy and reflect badly upon the Port. The gift in this case must be accepted on behalf of the Port and the position the employee holds with the Port, rather than on behalf of the individual. Wherever possible such gifts will be kept and displayed in general Port areas. Employees may accept honorary memberships in clubs or organizations so long as the membership has no monetary value and cannot be transferred or otherwise used for financial gain.
- f. Seasonal dock workers may accept, but never solicit or expect, tips for performing their normal duties.

USE OF PORT AND PRIVATE VEHICLES

An employee who uses a Port vehicle has the responsibility to:

1. Have a valid Washington State Driver's License.
2. Operate the vehicle in a safe and lawful manner, including being in compliance with state laws regarding alcohol and legal or illegal drug use.
3. Use the vehicle for official business only.
4. Be responsible for any fines related to violations while operating the vehicle.
5. Be listed as a permitted driver on the Port's insurance policy, if applicable.

No smoking (including e-cigarettes and vaping) or eating is allowed in Port owned vehicles.

Employees are not allowed to text or conduct telephone conversations while driving Port vehicles or while conducting Port business while in control of any vehicle.

Employees may be required to use their personal vehicles for Port business and in that case will be reimbursed for mileage and other travel expenses. When conducting Port business in a personal vehicle, the employee is responsible for documenting the distance and purpose of each trip and providing receipts and support for out-of-pocket expenses. Employees using their personal vehicles for Port business must carry insurance and are responsible for all conditions and occurrences surrounding the operation of their vehicle.

PERSONAL USE OF PORT PROPERTY

The equipment, facilities, tools, and supplies of the Port are public~~ally~~ly owned property. Any goods or services that are public resources are not to be removed from the premises or used for personal gain. Exceptions must have written approval of the Executive Director.

Examples of prohibited actions include, but are not limited to:

1. Personal use of storage areas, vehicles, garbage facilities or other Port facilities.
2. Personal use of office equipment such as fax, postage meter, or copy machine unless service is paid for.
3. Excessive personal use of telephone.
4. Removing tools from premises for personal use or performing personal work on the Port premises without permission.
5. Requiring an employee to perform personal work for management or commissioner, or performing such work when asked to do so. An exception to this policy is that the general public including Port employees may request free notary services of office staff.

USE OF COMMUNICATION DEVICES

When employees are required to use personal telephones for Port business, they may request reimbursement for long distance and other charges incurred. The use of personal cell phones to conduct Port business may require the employee to release personal information on that device as a public record.

When there is a clearly identified need for wireless communications devices by a regular employee as a function of the job, the Port may obtain a personal communications device for that employee.

PRIVACY EXPECTATIONS

Where reasonable suspicion exists of a serious infraction, such as suspicion of drug use or theft of money, objects, or information, the Port may search such items as lockers, desks, computers, lunch boxes, or tool kits of employees without prior notice. Employees should maintain these items according with the awareness that they cannot have an expectation of privacy with these on-the-job items. Suspicious items discovered by searches will be held as evidence for further investigation.

WHISTLEBLOWER POLICY

The Port encourages employees to report any improper governmental action taken by Port officers or employees, and will protect employees from any retaliatory action against them because they have in good faith reported such an action.

Employees should first raise such issues with their supervisor, who may require the employee to put the report in writing. If the employee believes the improper governmental action involves the supervisor, then the concern should be taken directly to the Executive Director or Port Auditor, or in the case of that individual being the subject of concern, to the Port Commission.

Further details are contained in the Port Whistleblower Policy, available from the Executive Director or Port Auditor.

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