

Chapter 2.52

POLICIES AND PROCEDURES

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2.52.010 **Application--Requirements.** Application shall be made in manner prescribed by the mayor. Application forms shall require information on specific job experience and training and shall contain questions designed to obtain job related information. All applications shall be fully completed, dated, and signed by the applicant. (Ord. 390 SI (part), 1981.)

2.52.020 **Application--Restricted questioning**. No question on any application form or question asked by an interviewer shall be so framed as to attempt to elicit information concerning race, color, creed, sex, marital status, national origin, mental, physical or sensory disabilities, or religious affiliation for the purpose of discrimination, unless based upon a bona fide occupational qualification. (Ord. 390 SI (part), 1981.)

2.52.030 **Application--Subject to verification**. All statements submitted on the employment application or attached resume shall be subject to investigation and verification prior to appointment. (Ord. 390 SI (part), 1981.)

2.52.040 **Appointment.** All appointments to vacancies shall be made solely on the basis of merit, efficiency and fitness. These qualities shall be determined through careful and impartial evaluation of the following:

- A. The applicant's level of training relative to the requirements of the position for which applied.
- B. The applicant's level of education relative to the requirements of the position

for which applied.

- C. The applicant's physical fitness relative to the requirements of the position for which applied.
- D. The results of oral interviews.
- E. The results of a written examination when deemed advisable by the mayor. (Ord. 390 SI (part), 1981.)

2.52.050 **Attendance.**

- A. Employees shall be in attendance at their jobs in accordance with the rules regarding hours of work, holidays, and leaves of absence.
- B. An employee shall not absent himself from work for any reason other than those specified in these policies without making prior arrangements with his or her supervisor. Unless such arrangements are made, an employee who, for any reason, fails to report to work shall make a sincere effort, to notify his or her supervisor of his reason for being absent. If the absence continues past the first day, the employee shall notify the supervisor on a daily basis unless other arrangements have been made with the supervisor.
- C. Any unauthorized absence of an employee from duty shall be deemed to be an absence without pay and may be cause for disciplinary action. (Ord. 390 S1 (part), 1981.)

2.52.060 **Coffee breaks.** Coffee breaks are authorized, but as a privilege which must be arranged so as not to interfere with city business. Business should not be interrupted simply because it is coffee break time. Employees are entitled to one fifteen minute break in the morning and one fifteen minute break in the afternoon. Misuse of the coffee break privilege shall subject the offender to disciplinary action. It shall be the responsibility of the supervisor to enforce this rule. (Ord. 390 SI (part), 1981.)

2.52.070 **Work hours.** Employees shall work a forty-hour week. The standard work day shall be from nine a.m. to five-thirty p.m., Monday through Friday, with a half hour lunch break. Due to the nature of their work, some departments and divisions will have different schedules. Those schedules will be determined by the mayor in consultation with the department head. If an employee knows that he or she will be late for work or absent because of illness or any other reason, it is his or her responsibility to contact his or her supervisor to make necessary arrangements to continue the employee's function while he or she is absent. Each department head is responsible for setting a work schedule for his or her department in regard to days, hours, lunch period, and coffee breaks. The department head may vary from the schedule for part-time help in the office and maintenance departments. (Ord. 390 SI (part), 1981.)

2.52.075 **Driving privileges.**

- A. Any employee, officer, or official of the City shall be permitted to operate a

City-owned vehicle only upon:

1. Securing and maintaining a valid Washington vehicle operator's license as required by RCW 46.20.001.
 2. Secure and maintain in full force and effect any commercial driver's license as may be required for the operation of any City vehicles requiring a commercial driver's license for its operation.
- B. The privilege shall be suspended for a period of not less than ninety (90) days upon the conviction, plea of guilty, forfeiture, or infraction judgment being entered against the employee for any violation of the traffic laws contained in RCW 46.61 "Rules of the Road" or such rules as may be incorporated by a county or municipal ordinance. Any fines, penalties or judgments imposed against the employee, officer or official shall be solely the responsibility of that person and not of the City.
- C. In addition to the suspension period provided above, employee's driving privileges shall be suspended for that period equal to any judicial or administrative suspension imposed upon the employee. Employees shall not operate nor be in control of any City vehicle during any period of judicial or administrative suspension and/or revocation of the employee's operators license. (Ord. 807, June 2006.)

2.52.077 **Taking City vehicles home.**

- A. The following City employees, because their position requires regular response to emergency situations during non-business hours which duty is in addition to any on-call hours for which the employee may be scheduled, shall be permitted to take a City vehicle home.
1. WWTP Supervising Operator.
 2. Maintenance Foreman.
 3. Code Enforcement/Animal Control Officer.
- B. If the employee's particular duties require the use of special tools or equipment, a vehicle equipped with those tools or equipment should be used so that the employee will be able to respond to emergency situations in a timely manner without the necessity of an independent stop to obtain tools and equipment in route to the emergency response.
- C. It shall be the responsibility of the employee taking a vehicle home to take reasonable measures to keep the vehicle and any tools and equipment secure.
- D. In no event shall a City vehicle be used for personal use. The vehicle may only be used for responding to emergency situations, fulfilling job assignments, and commuting to and from work.
- E. In no event shall an employee commuting more than fifteen (15) miles one way be allowed to take a City vehicle home. Each employee taking a City

vehicle home shall be required to maintain a daily mileage log. The mileage log shall contain a record of the location, date, time, and purpose for all travel. The mileage log is to be submitted to the City Clerk on a monthly basis for verification. (Ord. 870, April 2010.)

2.52.080 **Lay off.**

- A. The mayor may lay off or part-time employees for lack of work, budgetary restrictions, or other changes that have taken place. The employee is to be given five days notice except in case of dismissal.
- B. In determining who in any classification is to be laid off, consideration is to be given to individual performance and then to seniority in the positions to be affected. (Ord. 390 SI (part), 1981.)

2.52.090 **Outside employment.** Any employee shall not engage in employment other than his or her city job if such employment interferes with the efficient performance of his or her city job, constitutes a conflict of interest, or would result in a poor public image for the city as determined by the mayor. (Ord. 390 SI (part), 1981.)

2.52.100 **Personnel records--Contents.** The mayor shall maintain a personnel record for each employee. Such record shall show the employee's name, title of position held, the department to which assigned, salary, change in employment status, training received, commendations, and disciplinary reports and absenteeism for any reason. (Ord. 390 SI(part), 1981.)

2.52.110 **Personnel records--Confidential.** Employee records shall be considered confidential and shall be accessible only to the employee, his immediate supervisor, and other such officials as may be authorized by the mayor. (Ord. 390 S1 (part),1981.)

2.52.120 **Probationary period--Extension of selection process.** An appointment under Chapter 41.06 and Chapter 41.12 (Police Civil Service) shall not be permanent for a period of twelve months. All other appointments generally shall be permanent after a six month period of probation except that the Mayor is granted authority to extend this probationary period to twelve months for specific positions where the nature of the work requires a cycle of one year to properly gauge the capability of the employee to competently handle the full range of assigned duties. Probation is an extension of the selection process and failure of the same as determined by the Mayor does not constitute any right to appeal under these rules. Employees on probation may be terminated only by the Mayor. (Ord. 481-2, November 1985.)

2.52.130 **Probationary period--Completion.** Upon completion of the probationary period, the employee shall be considered as having satisfactorily demonstrated qualifications for the position, shall gain regular status, and shall be so informed through his supervisor. (Ord. 390 SI (part), 1981.)

2.52.140 **Probationary period--Rejection procedure.** Rejected probationers shall be

notified in writing by the mayor at any time during the probationary period and a copy of the notification shall be retained in the personnel files. Rejections shall be only for just causes. (Ord. 390 SI (part), 1981.)

2.52.150 **Promotions.** Vacancies in positions shall be filled, insofar as consistent with the best interest of the city, from employees holding permanent positions in appropriate job classes on a competitive basis. If qualified personnel are not available within the service of the city, applicants shall be recruited from outside the service. (Ord. 390 SI (part), 1981.)

2.52.160 **Policy of Nepotism.**

- A. **Employment of Relatives.** The general policy of the City will be not to hire close relatives of elected or appointed officials.
- B. **Close Relatives Defined.** Close relatives shall mean Mother, Father, Son, Daughter, Brother, Sister, Husband, Wife, Uncle, Aunt, Niece, Nephew, Grandfather, Grandmother, Grandson, Granddaughter, and in-laws.
- C. **Grandfather Provision.** The ordinance does not apply to persons in the close relatives classification who were employed by the City prior to the enactment of the ordinance. (Ord. 477, April 1985.)