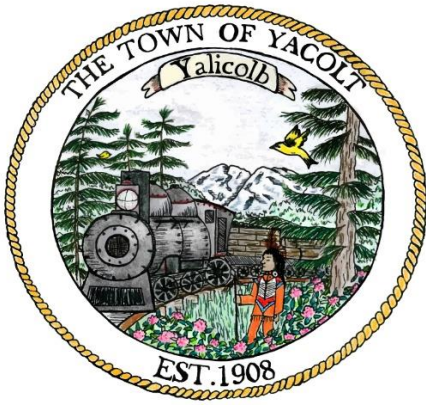




Town of Yacolt

Council Meeting Agenda

Monday, October 12, 2026
7:00 PM
Town Hall

Call to Order

Flag Salute

Roll Call

Late Changes to the Agenda

Approve Minutes of Previous Meeting(s)

- [1.](#) Approve Minutes from Sept.14, 2026 Council Meeting
- [2.](#) Approve Minutes from Sept.21,2026 Special Council Meeting

Citizen Communication

Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Comments are limited to 3 minutes. Thank you.

New Business

- [3.](#) Clark County Solid Waste and Recycling Div. Presentation re: Transfer Stations
- [4.](#) Clark County Fire Marshal Inspections
- [5.](#) Tent Rental For Christmas Tree Lighting
- [6.](#) Rotate Finance Committee

Unfinished Business

- [7.](#) Update on Real Estate Transactions
- [8.](#) Personnel Policies and Procedures Manual Update

Town Clerk's Report

Public Works Department Report

Attorney's Comments

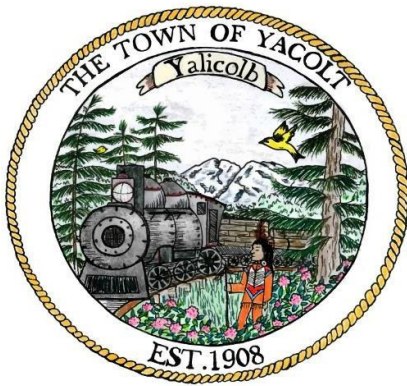
Council's Comments

Mayor's Comments

Approve to Pay Bills on Behalf of the Town

Executive Session

Adjourn



Town of Yacolt

Town Council Meeting Minutes

Monday September 14, 2026

7:00 PM

Town Hall

Call to Order

7:00 PM

Flag Salute

Roll Call

Council Members Present: Jeff Carothers, Kim Glassett, Craig Carroll, Brandon Russell, and Marina Viray
Also present: Mayor Ian Shealy, Public Works Director Terry Gardner, Attorney Brian Gerst, Town Engineering Staff Devin Jackson and Catherine McCoy, and Clerk Stephanie Fields

Late Changes to the Agenda

None

Approve Minutes of 8/10/2026 Council Meeting:

Motion was made to approve the minutes as written.

Motion: Carothers 2nd: Glassett

Aye: Carothers, Glassett, Carroll, Russell, Viray

Nay: 0

Motion Carried

Approve Minutes of 8/17/2026 Special Council Meeting:

Motion was made to approve the minutes as written.

Motion: Russell 2nd: Carothers

Aye: Carothers, Glassett, Carroll, Russell, Viray

Nay: 0

Motion Carried

Approve Minutes of 8/27/2026 Special Council Meeting:

Motion was made to approve the minutes as written.

Motion: Carroll 2nd: Russell

Aye: Carothers, Glassett, Carroll, Russell, Viray

Nay: 0

Motion Carried

Citizen Communication

None

New Business

Limited Facility Use Agreement for Local Youth Tournament Teams

Tina Cox outlined her hope to be able to use the ballfields – especially the covered batting cage – for a team of girls who have aged out of little league and into softball. They would work out a schedule which would be compatible with NCLL’s schedule, so as not to compete. Council liked the idea, and a motion was made to begin developing an Agreement for qualifying locally based youth tournament teams, with consideration given to a pilot agreement for the 2026-2027 fall/winter season.

Motion: Carothers **2nd:** Viray

Aye: Carothers, Glassett, Carroll, Russell, Viray

Nay: 0

Motion Carried

Complaint about Chickens

After hearing the contents of the complaint which was made by a neighbor, and discussing the prescribed procedure prior to keeping chickens in Town, a motion was made to have the Clerk send a letter to the chickens’ owners, asking them to request permission the same way everyone else is required to do, presenting their layout, care plan, etc. for Council approval.

Motion: Carothers **2nd:** Carroll

Aye: Carothers, Glassett, Carroll, Russell, Viray

Nay: 0

Motion Carried

Unfinished Business

Update on Yacolt’s Comprehensive Plan Update

Catherine McCoy of Jackson Civil Engineering gave a very detailed presentation regarding the status of the Town’s Comprehensive Plan Update. She spoke about how the update is intended to cover the community’s 20-year vision regarding new growth, adoption of objectives, plans, and policies, and aligning local and state requirements with GMA amendments, changing economic and demographic conditions/circumstances, and updates required for grant eligibility. She said our plan must be consistent with County-wide planning policies, ensure that public facilities are adequate to serve development when that development takes place, and must demonstrate financial ability to support the above. She described elements of the Comprehensive Plan Update, Development Regulations Update, and Critical Areas Ordinance. The Town’s Update Draft is about 75% complete, and we will need to hold work sessions and have public outreach before completion. We will revise and adjust the draft, adopt it, and then declare it complete by Resolution or Ordinance. Our final Plan Update is due by June 30, 2027. We are apparently on about the same schedule with many cities within Washington. She showed some maps and spoke a little bit about expansion and zoning before concluding her presentation.

Update on Building Inspector Services Interlocal Agreement

Clerk Fields reported that a proposed Agreement is under review but not quite completed. The person doing the review had been out of town for a couple weeks prior, so he was getting caught up.

Discussion: Backhoe vs. Tractor

Public Works Director Gardner presented some quotes he got for tractors which would fulfill the needs of the public works department: a Kubota with attachments would be \$45,000, and a John Deere would be \$65,000. Both have heated cabs, loader buckets, forks, and a trencher. If we order a tractor now, it will come in in January, so we can pay for it with the 2027 budget. A motion was made to move forward with the Kubota tractor instead of the EV backhoe they’d been considering for a few months.

Motion: Russell

2nd: Carothers

Aye: Carothers, Glassett, Carroll, Russell, Viray

Nay: 0

Motion Carried

Street Sweeper Repairs

Gardner then reported that PacWest came out and spent a couple of hours inspecting the street sweeper. The mechanic said that the unit is actually in better shape than we thought. With about \$17,000 in repairs, the street sweeper should function completely properly. This should be worked into the 2027 budget, if not done before then. If done this year, the Clerk may need to draft another budget amendment ordinance. Councilmember Carroll said he'd send Gardner referrals to other companies like PacWest so he can get comparative quotes. (He also said he'd send Gardner referrals to a few companies who specialize in repairing diesel trucks, as one of the Town's trucks needs some routine maintenance and repairs done.)

Painting Exterior of Town Hall

The Council reviewed the four bids the Town received, as well as some suggested color schemes. A motion was made to hire North County Coatings to do the job, and to paint Town Hall a forest green, with cream-colored trim around the windows.

Motion: Glassett

2nd: Viray

Aye: Carothers, Glassett, Carroll, Russell, Viray

Nay: 0

Motion Carried

Town Clerk's Report

- Wednesday is the last day for Tribes to respond regarding the Community Center; we've heard from Cowlitz and Yakama, but not Grand Ronde or Warm Springs yet.
- Will be putting out an Engineering RFQ and Budget Hearings notices within the next month.
- Issued two of the four permits for new homes in the Keller Short Plat.
- Reminders: Oktoberfest is October 3rd, and the next Budget Workshop is next Monday, Sept. 21 at 6pm.

Public Works Department Report

- Doolittle is almost finished with the chip-seal project, and Arbor Science is almost done with their tree-trimming project.
- Public Works staff have replaced the rotted boards on Town Hall and re-caulked, so it's ready to paint.
- Almost done with the Christmas Tree repairs.
- Gave an overview of Public Works hours spent in August.

Attorney's Comments

- An InterLocal Agreement with Animal Control is being drafted, in hopes of streamlining processes between Animal Control and the Town.
- Through Nuisance Actions against 301 N. Pine Ave., we now have a default judgement and a lien on the property of about \$20,000, at 9% interest. We have a permanent injunction on the property, with the right to abate any nuisance there, and can go straight to a judge to get reimbursed for any abatement costs. We will need to have a deputy present during abatement and it would of course be best to hire a third party to perform the abatement. He advised that

we give notice to the property owner/occupants prior to abatement activities.

- The County's Solid Waste Steering Committee hired a new law firm: Miller Nash. They plan to have a Memo of Understanding and a new InterLocal Agreement in place by spring or summer of 2027.

Council's Comments

- Carothers – No EMS board meeting now until October. (It was pushed back again.)

Mayor's Comments

- Handed around a Thank You card from Hanna Jones of GTS for the baby gifts
- Attended the Mayors' meeting yesterday; Camas may restructure to a City Manager format of government.
- The Mayors opposed Vancouver's proposal for a C-Tran tax.
- This Thursday at LaCenter at 3:30pm, there will be a groundbreaking for Timmen's Landing. Everyone is invited to attend. Sen. Braun and Reps. Orcutt and Abbarno will be present.

Approve to Pay Bills on Behalf of the Town

A motion was made to pay bills on behalf of the Town, not to include paying a deposit for the EV Backhoe, since Council decided to go another route.

Motion: Carroll

2nd: Carothers

Aye: Carothers, Glassett, Carroll, Russell, Viray

Nay: 0

Motion Carried

Executive Session

Mayor Shealy closed the regular meeting and opened a 25-minute executive session to discuss real estate acquisition and potential litigation at 8:55pm, to last until 9:20pm. At 9:20pm, he extended the session for another ten minutes, until 9:30pm. At 9:30 pm, he closed the Executive Session and re-opened the regular meeting.

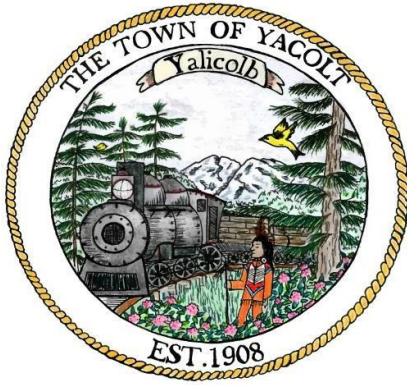
Adjourn

9:31pm

Mayor Ian Shealy

Clerk Stephanie Fields

Approved by Council vote on _____



Town of Yacolt
Town Council Special Meeting
Minutes
Monday September 21, 2026
6:00 PM
Town Hall

Call to Order

6:00 PM

Flag Salute

Roll Call

Council Members Present: Jeff Carothers, Kim Glassett, Craig Carroll, Brandon Russell, Marina Viray
Also present: Mayor Ian Shealy, Public Works Director Terry Gardner, Public Works Maintenance Tech Joe Gomulkiewicz, and Clerk Fields

Unfinished Business

Budget Workshop

Clerk Fields passed out a Payroll and Benefits Spreadsheet she created, to supplement the Proposed Budget worksheet in the meeting packet.

Mayor Shealy said he wanted to focus on operational costs in this meeting.

Council then went through the entire proposed budget worksheet line-by-line. They closely analyzed payroll and benefit expenses, and decided how they wanted to split appropriations for a new tractor and new mowers. Clerk Fields was asked to get a quote for IT and cyber-security before the next budget workshop.

The next Budget Workshop got scheduled for October 19th at 6pm.

Adjourn

9:25 pm

Mayor Ian Shealy

Clerk Stephanie Fields

Approved by Council vote on _____



Town of Yacolt Agenda Request

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Clerk Fields

Group Name: Staff

Address: 202 W Cushman St
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Solid Waste and Recycling Division Presentation re: Transfer Stations

Proposed Meeting Date: October 12, 2026

Action Requested of Council: Listen to the presentation, ask questions and give input as appropriate

Proposed Motion: None; Presentation only

Summary/ Background: Clark County Public Works' Solid Waste and Recycling Division will be presenting two items: the North County Recycling and Transfer Station Siting Study (NCRTSS) and the Cost/Benefit Analysis of Public Ownership of the Transfer Stations. Attached is the Power Point Presentation they will be using tonight.

Staff Contact(s): Clerk Fields

clerk@townofyacolt.com

(360) 686-3922

North County Recycling and Transfer Station Siting Study

Solid Waste and Recycling Division

Presenter: Joelle Loescher

Town of Yacolt | Oct. 12, 2026



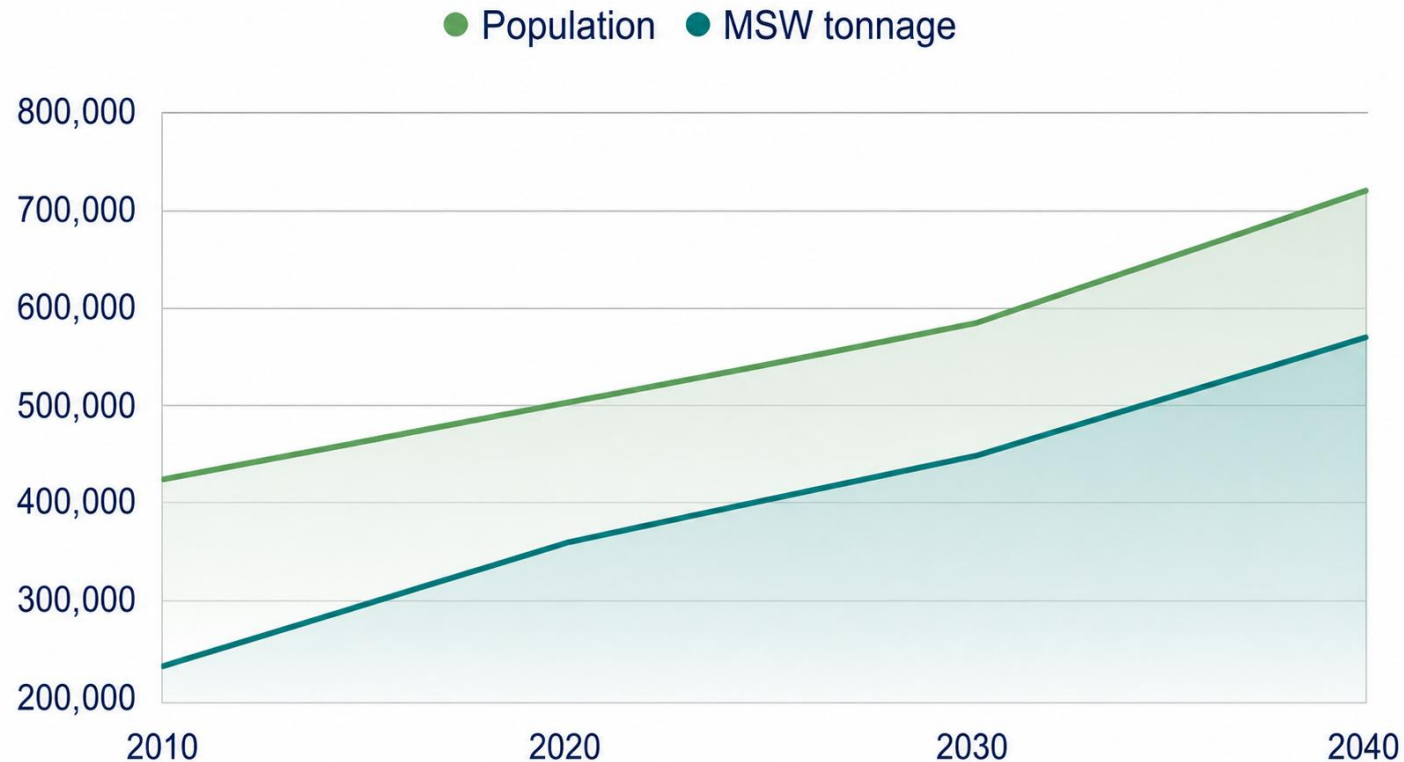
Why do we need a transfer station?

- Three existing transfer stations, located in the southern part of Clark County, currently operate at or near capacity.
- Adding a fourth transfer station in north county would help balance capacity by reducing strain on existing transfer stations and allowing for smoother, more accessible service.



Clark County population and MSW projections

- Clark County is projected to see a large population growth over the next several decades, significantly increasing municipal solid waste (MSW) generation in the region.



Our existing transfer system is aging

- West Van and Central transfer stations are more than 30 years old, and Washougal, the newest facility, is already 17 years old.
- Aging infrastructure requires ongoing maintenance, upgrades, and capital investment.
- Planning for a new North County facility **now** helps ensure capacity is available as the existing system ages and demand grows.

Transfer Station	Year Built	MSA End	Years in 2032
Central	1992	2032	40
West Van	1992	2032	40
Washougal	2009	2032	23
Estimated:	Year Built	30 Years	60 Years
North County	2032	2062	2092



Why do we need a transfer station?

- Residents and haulers in north county currently travel long distances to access southern stations. A new facility would cut travel time and provide better access for north county residents.

City/Town	Central TS	West Van TS	Washougal TS
La Center	25 Minutes	27 Minutes	41 Minutes
Ridgefield	19 Minutes	22 Minutes	33 Minutes
Yacolt	31 Minutes	51 Minutes	59 Minutes

*Does not include traffic or wait times

- The siting of a north county transfer station is part of a long-term, 60+ year strategic plan aligned with Clark County's Comprehensive Solid Waste Management Plan. It ensures solid waste infrastructure keeps pace with population and waste generation over decades.



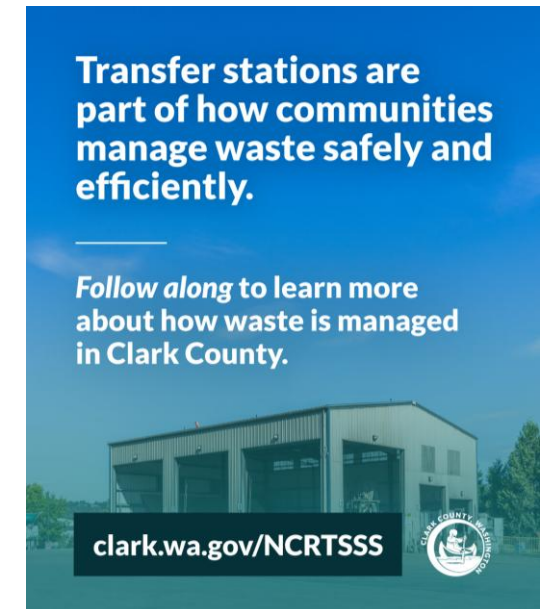
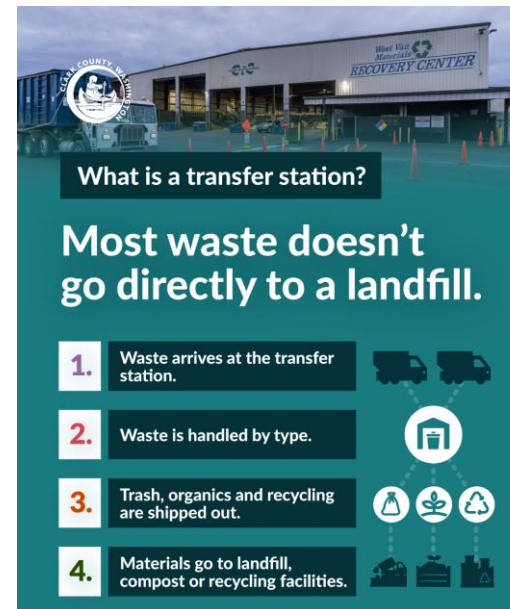
Council and Stakeholder Communication

Meeting Type	Forum	Topic	Year
Work session	- County Council - City Councils	Regional Solid Waste System Study	2023
RFP awarded - Staff Report – Council meeting	County Council	County Council voted to contract with Parametrix to search for a site to house a new Transfer Station in North County	2024
Work session – mention	- County Council - City Councils - SWAC - RSWSSC	NCRTS siting study	2025
Presentation – Quarterly meeting	SWAC	NCRTS siting study	2025
Presentation – Quarterly meeting	RSWSSC	NCRTS siting study	2025
Work session	County Council	Two updates on the siting study Phase 1	2026
Presentation – Quarterly meeting	RSWSSC	NCRTS siting study – Public Engagement Update	2026



Public outreach

- Initial focus
 - Establish communications channels
 - General education
 - Build awareness
- Recent communications channels
 - Project webpage
 - Facebook
 - Instagram
 - Green Neighbors newsletter
 - Public comment form

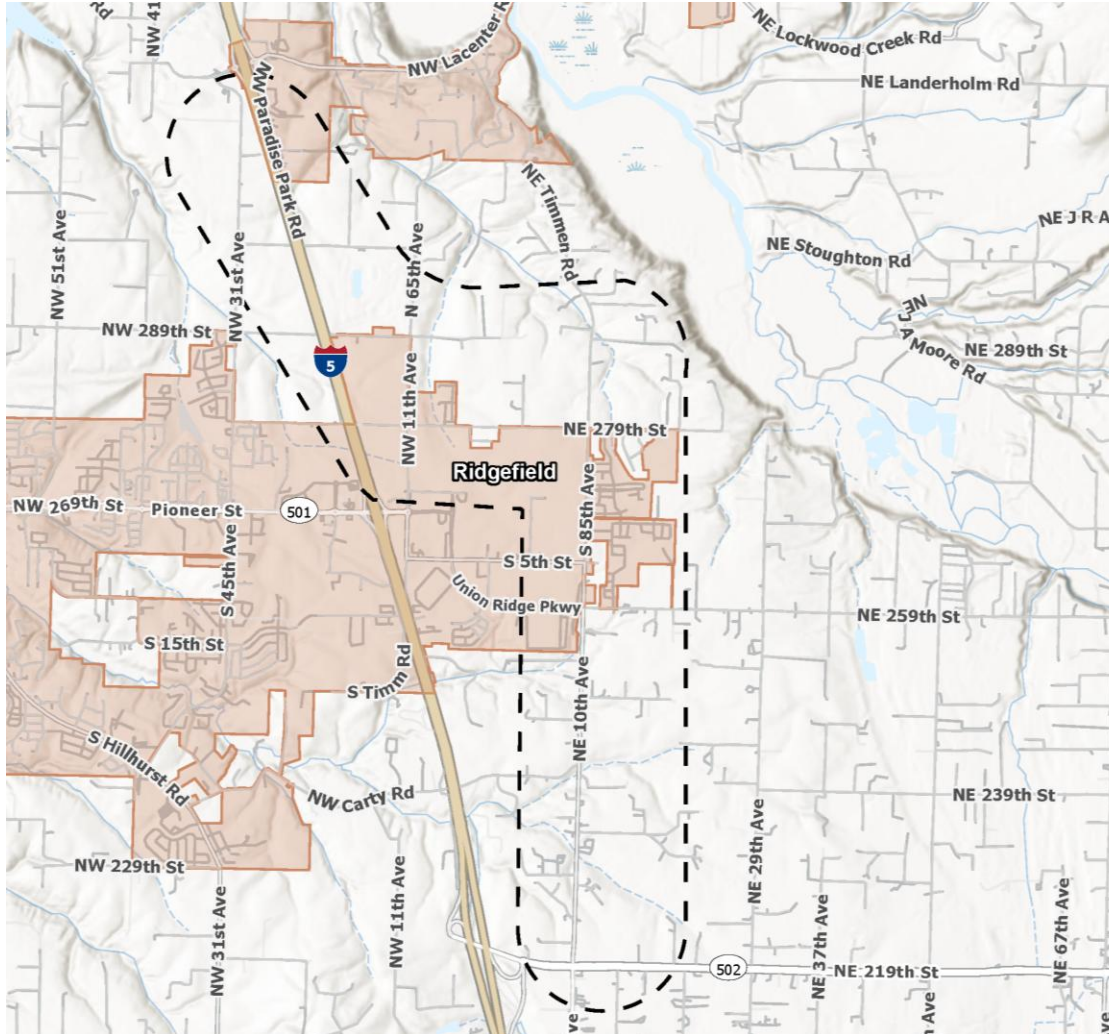


Siting a transfer station

- The siting process does not determine who will own or operate the facility.
- Multiple ownership and operating models remain available, including:
 - Private ownership and operation (current model)
 - Public ownership with contracted operation
 - Public ownership with public operation
- Future ownership and operational structures would be evaluated separately from this siting study.



Preferred site area map



Specific sites are not identified for confidentiality in this phase

 Short Listed Site Boundary

 City Limits

Status and next steps

- Phase I: Broad Area Site Screening – almost completed
 - Establish siting criteria, identify suitable properties and conduct a thorough evaluation of potential sites
 - Screen a short-list of feasible sites
- Phase II: Focused Site Screening – coming soon
 - Refine short list to two sites for environmental review
 - Collaborate during internal work session on Nov. 2 to plan for future opportunities to connect with Clark County residents
 - Host informational open house during the first part of 2027



Stay connected, resource options

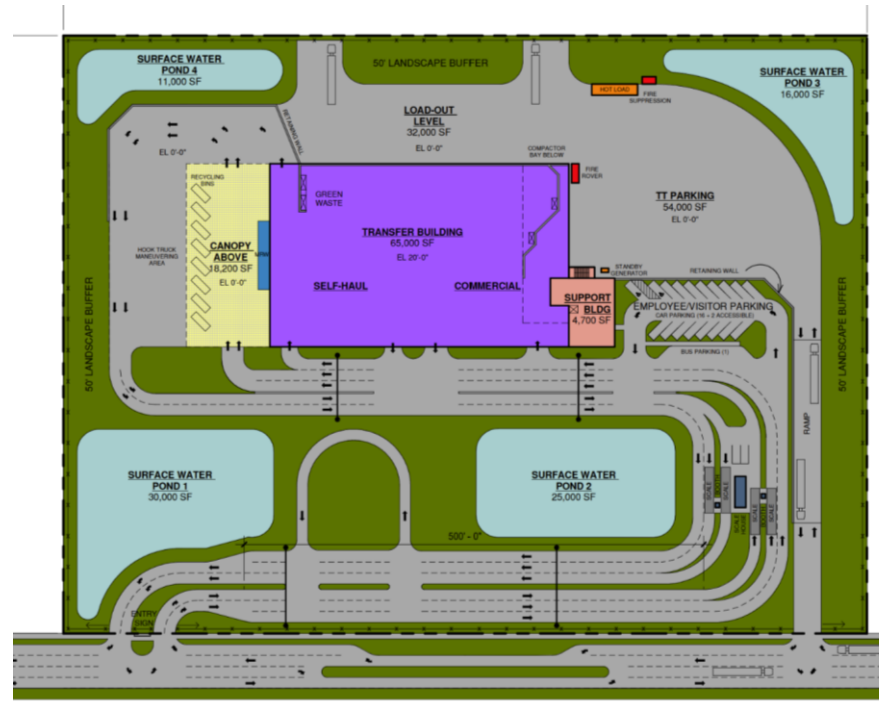
- Communications channels
 - **Project webpage:** clark.wa.gov/NCRTSSS
 - Includes public comment form
 - **Facebook:** @ClarkCountyGreenNeighbors
 - **Instagram:** @clarkgreenneighbors
 - **Green Neighbors newsletter:** clarkgreenneighbors.org
 - **Informational open house:** early in 2027 for public to learn more



Thank you!

Comments and questions





CLARK COUNTY PUBLIC WORKS

North County Recycling and Transfer Station Siting Broad Area Site Screening Report

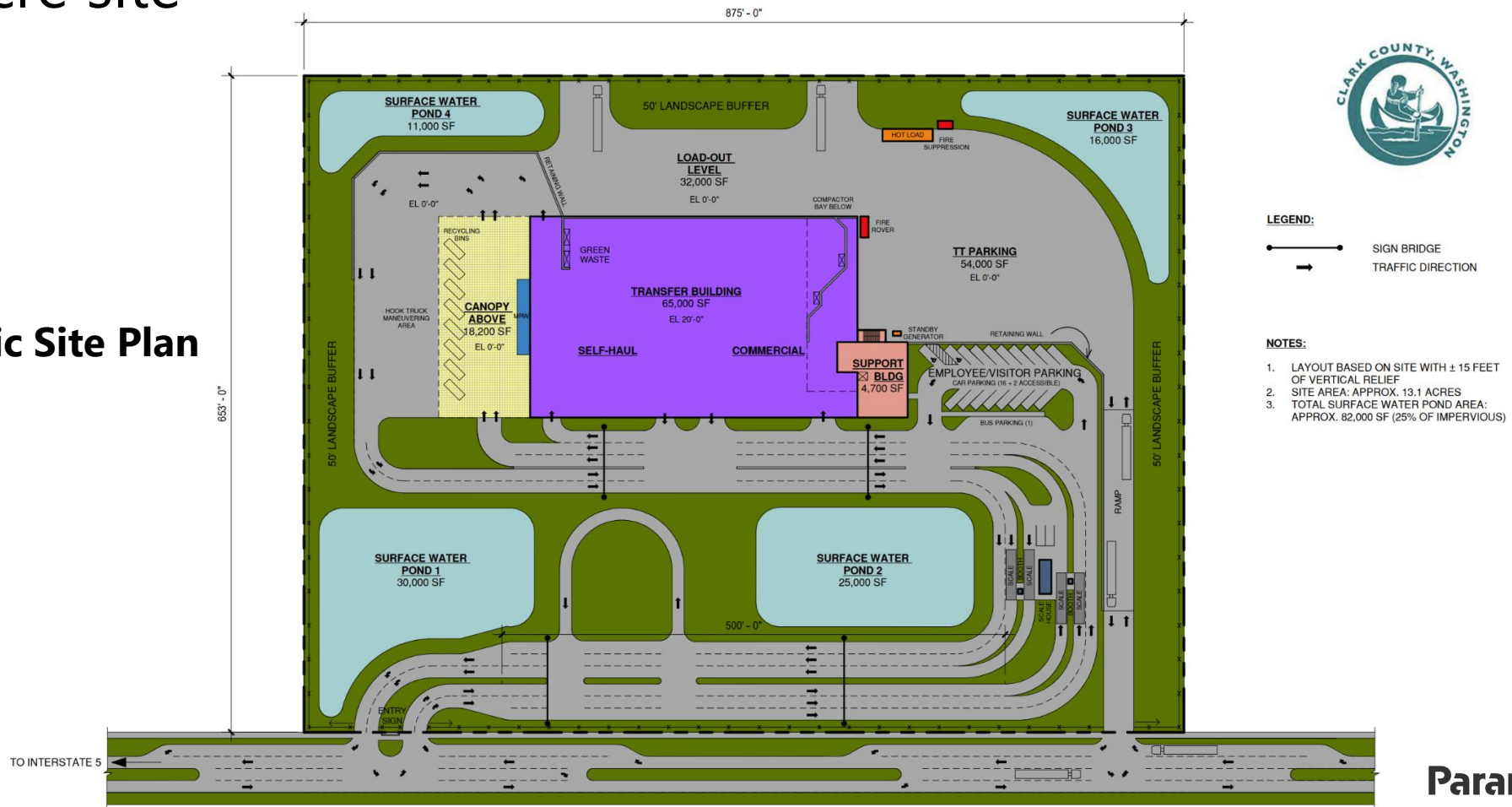
Town of Yacolt | October 12, 2026



Overview of Siting Study

Objective is to site a 1,500-ton-per-day transfer station on a 20 usable acre site

Non-Site-Specific Site Plan





Major Tasks Supporting Broad Area Site Screening

Task 1 – Information gathering

- Project GIS map created
- Site fact sheets developed for 7 promising sites

Task 2 – Facility Programming

- Facility requirements defined
- Non-site-specific site plan developed
- Minimum usable acreage established

Task 3 – Facility Site Screening Criteria and Scoring System

- 35 siting criteria and scoring system established

Task 4 – Public and interested party outreach pursued



Task 5 – Broad Area Site Screening (BASS)

158 possible sites were identified in initial screening

- Aggregating up to 5 parcels per site

Initial list was reduced to 15 sites using primary screening criteria

- Not residentially zoned
- Not in flood zone
- No less than 20 usable acres
- Within 1 mile of essential utilities
- Compliant with FAA regulations



Task 5 – Broad Area Site Screening (BASS)

The 15-site list was reduced to 7 sites through detailed site review and screening process

- Desk top studies were conducted for wetlands/habitat, geotechnical, cultural and historic resources and traffic
- Two sites are located within City of Ridgefield

Sites with “potentially” willing sellers were identified (5 out of 7)



Essential Public Facility

Solid waste handling facilities are essential public facilities.

- RCW 36.70A.200 – Siting of Essential Public Facilities
 - (5)(a) No local comprehensive plan or development regulation may preclude the siting of an essential public facility.
- WAC 365-196-550 Essential Public Facilities
 - (3)(a) Comprehensive plan provisions or development regulations preclude the siting of an essential public facility if their combined effects would make the siting of an essential public facility impossible or impracticable.
 - (3)(b) A local jurisdiction may not include criteria in its land use approval process which would allow the essential public facility to be denied, but may impose reasonable permitting requirements and require mitigation of the essential public facility's adverse effects.
- Clark County Code: 40.260.077 – Essential Public Facilities



Task 5 – Broad Area Site Screening Scoring

The 7 sites were evaluated and scored against 35 siting criteria

Table 2. Broad Area Site Screen Scoring

Categories	Maximum Possible Score	BS-11 ^a	BS-12/13 ^b	BS-116 ^b	BS-117 ^b	BS-127 ^a	BS-137 ^b	BS-141 ^b
Site Characteristics/ Engineering	460	386	362	366	284	366	374	342
Natural Environment	240	160	160	144	144	176	176	160
Land Use	300	192	204	204	180	216	192	156
Total	1,000	738	726	714	608	758	742	658

a Ridgefield site.

b Willing seller.



BASS Results & Recommendations

- Four sites have reasonably similar scoring: 12/13, 116, 137 and 141 and are **recommended for further consideration**
- Two sites (11 and 127) are located within the City of Ridgefield, are zoned commercial/employment and are **not recommended for further consideration**
- Site 117 scored the lowest, has the second highest cost of varying cost centers, and is **not recommended for further consideration**



BASS Results & Recommendations

- Further site study in a focused area site screening is not likely to score sites 12/13, 116, 137 and 141 differently
- **Recommend** further investigation of the interest level of the sellers for sites 12/13, 116, 137 and 141
- **Recommend** moving to an environmental assessment (EIS) for the two sites with the strongest likelihood of willing sellers

Thank you!
Questions?

CLARK COUNTY PUBLIC WORKS

Transfer Station Ownership, Operation & Maintenance Options Cost Benefit Analysis

Town of Yacolt | October 12, 2026



Scope of analysis

Financial cost and benefits of three ownership, operation, and maintenance options:

- **Option 1** – Private ownership, operation and maintenance with negotiated O&M costs (status quo)
- **Option 2** – Public ownership with competitively procured operation and maintenance
- **Option 3** – Public ownership, operation and maintenance



Included in financial analysis

Costs that vary across options including:

- Operation staffing levels/costs
- Maintenance staffing levels/costs
- Public administration/management labor costs
- Contractor administration/management labor costs
- Contractor profit



Not included in financial analysis

- Form of public ownership governance
- Fourth transfer station costs and ownership
- Costs that don't vary across options such as:
 - Option to staff scale facility
 - Fixed and mobile equipment capital improvements, renewals and replacements
 - Fuel, utilities, taxes, fees and permits
- Cost of downstream transport and disposal services



Cost-Benefit Analysis (CBA) Methodology

- CBA based on 30-year net present value (NPV) of O&M costs that vary
- Capital value of three transfer stations based on rough order of magnitude cost of new stations in 2025 discounted to year of construction and depreciated to 2025
- Capital value considered two ways: as depreciated value and as replacement value



Cost-Benefit Analysis (CBA) Assumptions

- 30-year life cycle for CBA
- 50-year useful life of facilities for depreciation purposes
- Capital value of transfer stations treated as a benefit that offsets O&M cost (Options 2 and 3)
- 2% real discount rate adjusted for inflation



CBA Results

Cost Benefit Analysis (Net Present Value)¹ - Master Summary

Ownership, Maintenance, and Operation of Transfer Stations

Invested Capital Valuation Scenario	Profit Scenario	Option 1a	Option 2	Option 3
		<i>(Private/Private) Private ownership, operation, and maintenance; Status Quo</i>	<i>(Public/Private) Public ownership with competitively procured operation and maintenance</i>	<i>(Public/Public) Public ownership, operation, and maintenance</i>
Depreciated Value	20%	\$214,643,000	\$216,297,000	\$210,141,000
Replacement Cost Value	20%	\$214,643,000	\$125,383,000	\$119,227,000
Zero Realized Benefits	20%	\$214,643,000	\$236,266,000	\$230,110,000

¹ Net Present Value (NPV) is represented in 2025 dollars.



CBA Take Aways

- Private ownership, operation and maintenance (status quo) is more costly than public ownership options
- Net cost values are sensitive to private sector profit rate assumed (Options 1 and 2)
- Private sector profit rate likely to be higher for Option 1 (non-competitive pricing)
- NPV values are similar for Options 2 and 3 within a 5% margin of error



CBA Take Aways

- Private industry uses depreciated value of capital assets to optimize their tax strategy
- NPV values do not include costs that don't vary across the options



Other Important Non-Financial Considerations

- Customer satisfaction
- System stakeholder satisfaction & expectations
- System planning and control
- System flexibility and responsiveness
- Enterprise management experience required
- Risks and liabilities



Other Important Non-Financial Considerations

- Opportunity for:
 - Improved system maintenance
 - Improved system reporting/documentation/communications
 - Stabilized rates
 - Improved services
 - Shared public works equipment & labor



Other Important Non-Financial Considerations

Qualitative Assessment of Non-Financial Ownership Considerations

Non-financial Considerations	Option 1 Private Ownership, Operation & Maintenance	Option 2 Public Ownership & Private Operation & Maintenance	Option 3 Public Ownership, Operation & Maintenance
Customer satisfaction	Fair	Fair	Good
Stakeholder satisfaction & expectations	Poor	Fair	Good
System planning & control	Poor	Good	Excellent
System flexibility & responsiveness	Fair	Good	Excellent
Enterprise management experience required	Good	Fair	Poor
Risks & liabilities	Good	Fair	Poor
Opportunity for improved system maintenance	Fair	Good	Excellent
Opportunity for improved system reporting, communications & documentation	Fair	Good	Excellent
Opportunity for improved services	Fair	Good	Excellent
Opportunity for stabilized rates	Poor	Fair	Good
Opportunity for shared public works equipment & labor	Fail	Fail	Good
Fail			
Poor			
Fair			
Good			
Excellent			



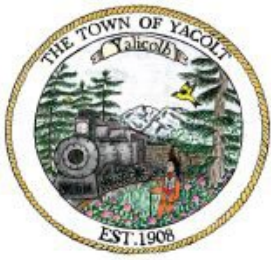
Next steps

- A facilitation consultant is engaged to support analysis of governance structures.
- Regional partners will continue evaluating governance options under RCW 39.34 and planning for potential public ownership of transfer stations.
- Transition planning and clear milestones will support the Council's 2029–2030 ownership decision and the 2029 regional governance framework deadline.

Thank you!
Questions?

Parametrix





Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Clerk Fields

Group Name:

Address: 202 W Cushman St.
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Fire Marshal Annual Inspection, Letter

Proposed Meeting Date: October 12, 2026

Action Requested of Council: Review and approve letter from the Clark County Fire Marshal regarding inspection scheduling and the inspection process.

Proposed Motion: "I move that the letter from Clark County Fire Marshal Services be approved as written (or with the following changes: _____)."'

Summary/Background: Pursuant to Resolution No. 636, (establishing the Interlocal Agreement between the Town of Yacolt and Clark County for Fire Marshal services) the Clark County Fire Marshal has requested guidance regarding the servicing of existing commercial businesses within the Town of Yacolt, including the implementation of annual fire and life-safety inspections. Attached for Council's review are the proposed inspection process and the standard Existing Business Inspection Letter that would be provided to local commercial businesses. The Clark County Fire Marshal is requesting that the Town Council review the proposed process and inspection letter and provide direction, if any, regarding the Town's expectations and authorization to proceed with annual inspections of existing commercial businesses within Yacolt.

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com

Mayor Ian Shealy
mayor@townofyacolt.com

(360) 686-3922



CLARK COUNTY WASHINGTON

clark.wa.gov

COMMUNITY DEVELOPMENT
FIRE MARSHAL

500 W Eighth Street, Suite 110
Vancouver, WA 98660
564.397.2186

January 13, 2026

«Occupancy_Name»
«Street_Number» «Prefix» «Street» «Street_Type» «Address_2»
«City» «State» «Zip»

RE: Upcoming Fire and Life Safety Inspection

Dear Business Owner / Manager:

This letter is being sent to advise you that the annual fire and life safety inspection of your business is due in the coming month.

As a vital part of our community, your business is essential to the community's well-being. Most businesses that suffer a fire never fully recover from the devastating effects. In an effort to keep you, your employees, and the general public safe, Clark County has adopted and enforces fire and life safety rules and regulations as required by the State of Washington.

A fire inspector from the Fire Marshal's Office will be conducting the inspection within the next month. We will do our best to minimize the inspection time as we know your time is valuable. You can help us minimize that time, and avoid the possibility of re-inspection fees, by correcting all hazards completely and as soon as possible.

There is a fee charged for the performance of the inspection. The fee amount is based on the square footage of the business, its occupancy classification, and how many (if any) activities in the business will require the issuance of operational permits. These criteria also determine the frequency of inspections the business will receive, using risk factors to determine if an inspection is needed every 1, 2, or 3 years (high, medium, and low risk respectively). Please go to our web page at <https://www.clark.wa.gov/code-administration/fire-prevention> to see these documents and the instructions on how to use them to determine what the fee will be for your inspection.

To help you prepare for the inspection, please see the list of the most frequent code violations we encounter on the reverse side of this letter. This list is not intended to address all of the possible items that may be found, but if one or more of these currently exists in your business it gives you the opportunity to correct it before we arrive.

If you have a fire sprinkler system, fire alarm system, kitchen hood suppression system, or other systems which require a periodic inspection, your contractor is now responsible for providing that report to us electronically through The Compliance Engine. Please make sure your service provider is registered and submitting their inspection reports to The Compliance Engine at www.thecomplianceengine.com.

Please call to schedule a specific date and time for the inspection, or if you have any questions, please contact your inspector **Angela Williams at (564) 397-3321 or Angela.williams@clark.wa.gov**.

Our goal is to keep the community safe from fire and safety hazards. Together, we can make a difference.

For other formats, contact the Clark County ADA Office 564.397.2322 / 711 or 800.833.6388 / ADA@clark.wa.gov

Pressurized cylinders

Many businesses require the use of compressed gases. **All pressurized cylinders** (full or empty) **must be secured to prevent falling**. Gas grills with tanks attached should never be stored inside a building.

Fire Extinguishers

Like all tools, fire extinguishers require maintenance to ensure proper operation. **Fire extinguishers must receive annual maintenance and inspections by a qualified person**. Seek service when an extinguisher is discharged or shows signs of physical damage.

Building Identification

Help emergency responders find you. Address numbers or other approved identification must be **visible from the street fronting the property and plainly legible**. Use a minimum of 4 inch high numbers on a contrasting background.

Fire Protection Systems

Fire detection, alarm and extinguishing systems are critical for the protection of people and property. However, they are useless if they don't function properly. The International Fire Code requires periodic testing of these systems. Testing frequencies vary depending on the type of component, and may be annually, quarterly or monthly. **Be prepared to provide copies of current test reports to your inspector**.

Rated Enclosures

A rated enclosure is a type of construction designed to contain a fire for at least one hour. Any size hole in any part of the rated enclosure is an invitation for fire to spread faster than designed. The required fire-resistance rating of rated construction (including walls, partitions and floors) must be maintained. Openings made for pipes, wiring and ducts need to be sealed in an approved manner.

Exit Signs

Exit signs identify the safest routes out of a building. Test bulbs and batteries regularly, and replace when needed. **Exit signs must be fully illuminated at all times**.

Exiting Hardware

Building occupants may have to exit quickly in an emergency. Code requires that exit doors be openable in one motion. Key locking hardware and thumb bolts are not allowed in most types of commercial occupancies. Talk to your fire inspector about options.

Exit Doors

Emergency exits are one of the most important life safety features of a building. Many fatalities occur when exit routes are blocked. Smoke and fire in exit ways can prevent egress. Doors leading to stairways and hallways should remain closed at all times to isolate smoke and heat away from safe routes of escape.

Proper Storage

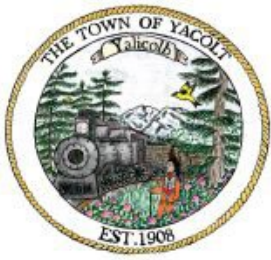
Space for people needs to come before space for product. High stacked storage can block exit signs and interfere with fire sprinkler systems. For sprinklered buildings, a **clear space of 18 inches below the level of the sprinkler heads is required**. Non-sprinklered buildings must have a **24 inch clearance to the ceiling**. Never place storage in required exit ways.

Extension Cords

Adding extension cords to a circuit increases the resistance and heats up the wire. The chances of a fire are increased with longer cords and **extension cords are approved for temporary uses only**. Any device that is permanently mounted cannot have an extension cord on it. Typically washers, dryers, refrigerators, built-in dishwashers, microwaves and wall ventilation fans are considered to be permanent. Never use an extension cord with air conditioners or space heaters.

Clark County Fire Marshal Services' scheduling and inspection process is generally this:

- 1) Clark County Fire Marshal Service sends an initial letter, postcard, or email, or phone call to existing businesses letting them know it's time for their fire inspection. That message looks like the attached document.
 - a. The business has the option to call the inspector and schedule an appointment directly or
 - b. An inspector will randomly drop by within the "month".
- 2) Clark County Fire Marshal Services informs them there is a charge for that inspection and they will receive an invoice after the inspection which they can pay via check-by-mail or online.
- 3) Clark County Fire Marshal Service provides the business with an inspection report with corrections to be made with an estimated reinspection in about 30 days. That reinspection can often be a phone call or a self-certification depending on the seriousness of the deficiency. Otherwise, a reinspection will be done in person (you get one in-person reinspection for free otherwise, subsequent reinspection's have a fee).



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Clerk Fields

Group Name:

Address: 202 W Cushman St.
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Tent Rental for Christmas Tree Lighting

Proposed Meeting Date: October 12, 2026

Action Requested of Council: Decide if you want to rent a tent for the Christmas Tree Lighting, and if not, decide on another solution to replace the Town's tent which broke last year.

Proposed Motion: TBD

Summary/Background: Last year after the Tree Lighting, the Town's big tent where we've been giving out cookies and hot drinks got ruined. So one way or another, we need to come up with another tent to replace it. Public Works Director Gardner got bids (attached) for renting a commercial tent. He will report on this tonight, hoping to get Council's approval for the rental for this year's Tree Lighting.

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com

Mayor Ian Shealy
mayor@townofyacolt.com
(360) 686-3922

Seasonal Tent Rental

From Shaun Godden <shaun@specialtyrents.com>

Date Tue 9/29/2026 2:12 PM

To pwd <pwd@townofyacolt.com>

Hi Terry,

It was great meeting you today.

After discussing the site and your requirements with my design team, they confirmed that we can accommodate a 40' x 45' tent. The layout would allow us to position the tent against the two existing posts while keeping the walkway clear, eliminating obstructions for guests entering the tent.

After walking the site with you, my recommendation would be to install the tent with 10' side legs. This would provide a more open feel and, more importantly, allow people outside the tent to have a much better view of the performances on stage. Includes Sides

For comparison, purchasing a tent of this size, even without sidewalls, would cost approximately \$33,500.

Our team can provide the same tent as a rental for approximately \$2,250 plus delivery costs. If you anticipate using it six times per year, renting would provide a significant cost savings while also eliminating the cost of us storing, maintaining, cleaning, and installing the tent.

If you'd like, I can put together an actual quote showing the pricing with and without walls so you can compare the options.

Thanks again, Terry. It was a pleasure meeting you, and I look forward to working with you.

Thanks,

Shaun Godden

Owner

O (360) 636-3632

C (360) 827-0960

shaun@specialtyrents.com

400.00 - Delivery Cost
2,250.00 - Tent
450.00 - Tent 15x15
Between Black Poles

Tel: (360)
844-6673
Rental

"se habla
español"



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Equipment

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Accessories

BBQ

Beverage
Service

Chairs

Climate
Control

Concessions

Dance
Floor &
Staging

Tents

40' x 60' T Hip End

Rental Rate: \$2,630.00



ADDITIONAL INFORMATION

Image for reference only
Actual item may look different
Click on image for larger view

- 2400 Sq Ft
- Eave Height 8Ft, Peak Height 18Ft
- Ceremony 360 chairs
- Cocktail tables 96 ft, 384 guests
- 8' Rectangle tables 26 seating for 208-260 guest
- 60" Round tables 24 seating for 192-240 guest



Click on above thumbnails for
alternate view

WHITE TENTS

40X40 - 40X120

Please enter the desired quantities for the items in this package:

40X40 WHITE

BLOCKOUT TENT
\$1,890.00

40X50 WHITE

BLOCKOUT TENT
\$2,160.00

40X60 WHITE

BLOCKOUT TENT
\$2,590.00

40X70 WHITE

BLOCKOUT TENT
\$3,025.00

40X80 WHITE

BLOCKOUT TENT
\$3,455.00

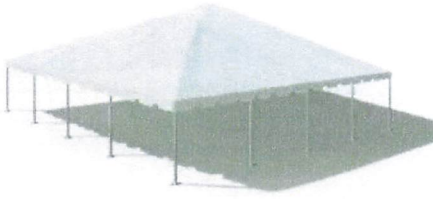


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Actual item may look different
Click on image for larger view



Click on above thumbnails for alternate view

FREE SHIPPING ON ORDERS OVER \$39.99 IN THE LOWER 48 US STATES



40' x 40' Premium Single Tube West Coast Frame Party Tent, Sectional

\$8,999.99

[Add to Cart](#)



40' x 40' Premium Twin Tube West Coast Frame Party Tent - White

\$12,299.99

[Add to Cart](#)

Your search for the perfect party tents ends here. Welcome to Party Tents Direct, where we present an exquisite selection of 40' wide tents, seamlessly blending size with elegance to elevate your outdoor gatherings to new heights. From opulent weddings to corporate galas, our range of party tents guarantees ample space and sophistication for any event. Explore our diverse collection, featuring hexagon-high peak frames, premium pole tents, and more, to craft unforgettable experiences under the vast sky.

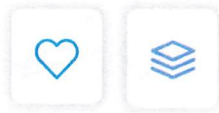
Unveil the Splendor of Our Party Tent Styles:

- **Hexagon High Peak Frame Tents:** Make a statement with our Hexagon High Peak Frame tents, showcasing impressive peaks and expansive interiors. Whether it's a grand 40' x 100' tent or an intimate 40' x 40' setting, these hexagonal high peak frame tents are marvelous while radiating timeless charm and versatility. These Hexagon High Peak Frame Tents are perfect for upscale affairs and sturdy events.
- **High Peak Frame Tents:** Elevate your event with our [High Peak Frame tents](#), well known for their striking peaks and robust construction. Choose from sizes like 40' x 60' frame tents or 40' x 80' high peak frame tents to comfortably accommodate your guest list.

Concerned about privacy? Why not enhance your setup? Add our premium tent sidewalls to your 40' x 40' frame tent and get enhanced privacy and protection.

- **Premium Pole Tents:** Indulge in the epitome of elegance with our [Premium Pole Tents](#), blending classic design with contemporary durability. Whether it's a sprawling 40' x 140' pole tent for a grand celebration or a refined 40' x 120'

FREE SHIPPING ON ORDERS OVER \$39.99 IN THE LOWER 48 US STATES



40' x 40' Premium Sectional Canopy Pole
Party Tent - White

\$6,599.99

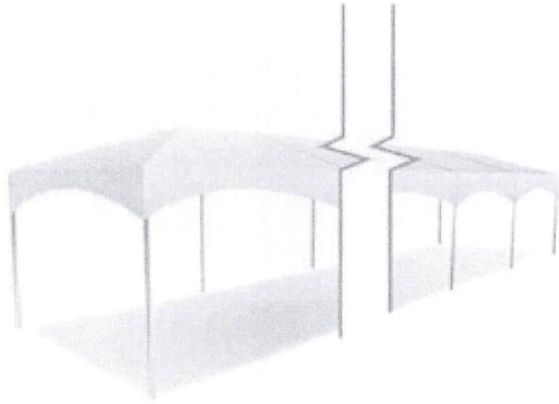
[Add to Cart](#)



40' x 40' Premium Single Tube West Coast
Frame Party Tent, Sectional - Clear

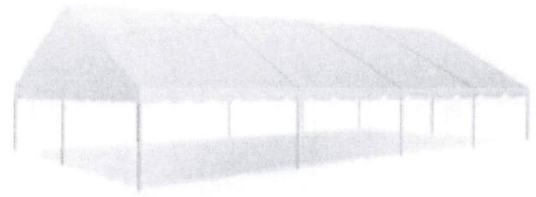
\$8,999.99

[Add to Cart](#)

[QUICK SHOP](#)[CHOOSE OPTIONS](#)

10x100 Master Series Frame Tent

\$10,299.99 - \$12,551.99

[QUICK SHOP](#)[CHOOSE OPTIONS](#)[QUICK SHOP](#)[CHOOSE OPTIONS](#)

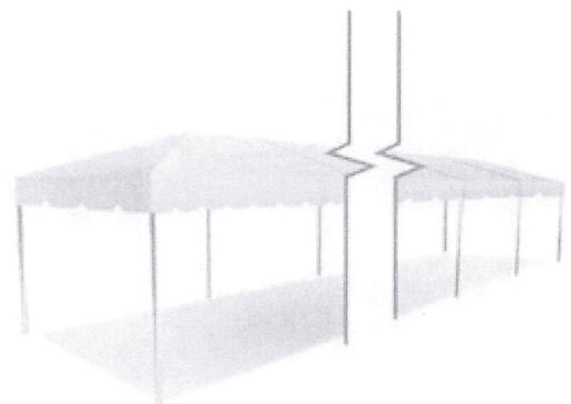
30'x60' Gable Frame Tent Commercial Grade

\$10,538.99 - \$13,180.99

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40x40 Master Series Frame Tent

\$10,539.99 - \$12,698.99

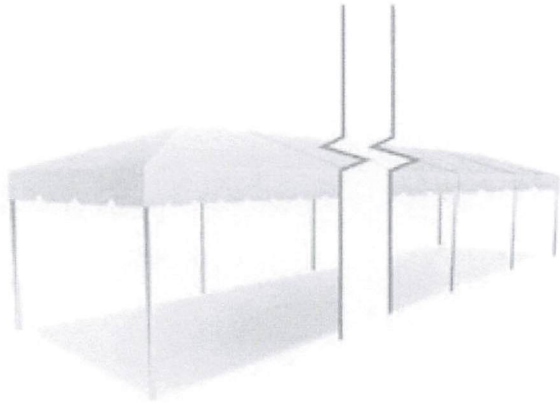
[QUICK SHOP](#)[CHOOSE OPTIONS](#)

10'x110' Classic Series West Coast Frame Tent Commercial Grade

\$10,574.99 - \$12,927.99

Reviews

\$9,524.73 - \$11,936.99



10'x100' Classic Series West Coast Frame Tent Commercial Grade

\$9,662.99 - \$11,403.99

QUICK SHOP

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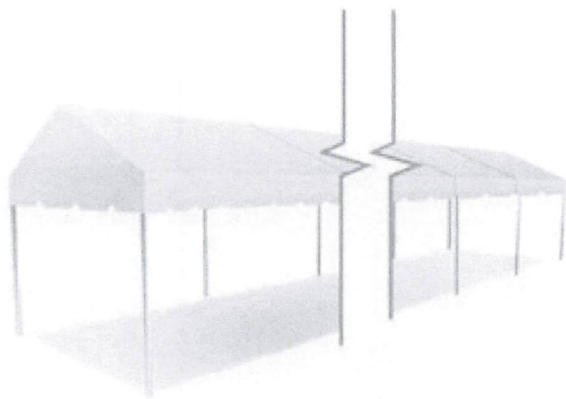


40'x40' Gable Frame Tent Commercial Grade

\$10,070.99 - \$40,904.99

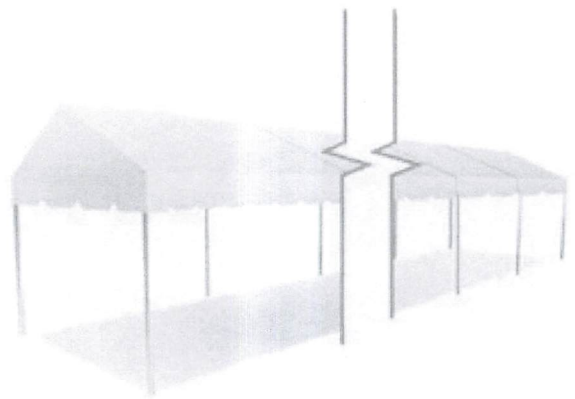
QUICK SHOP

CHOOSE OPTIONS



10'x100' Gable Frame Tent Commercial Grade

\$10,166.99 - \$13,651.99



10'x110' Gable Frame Tent Commercial Grade

\$10,166.99 - \$13,651.99

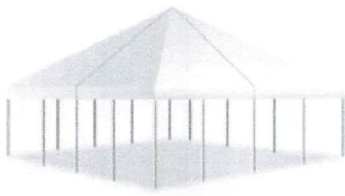
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40 x 40

Atrium Frame Tent

40x40 Frame Tent

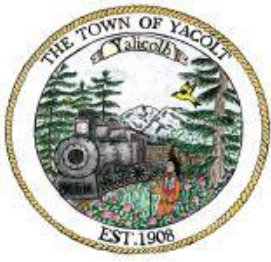
★★★★★

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Town of Yacolt

Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Clerk Fields

Group Name: Staff

Address: PO Box 160/202 W Cushman
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Rotate Finance Committee

Proposed Meeting Date: October 12, 2026

Action Requested of Council: Appoint a new member to replace Kim Glassett on the Town's Finance Committee.

Proposed Motion: "I move that _____ be appointed to serve on the Finance Committee through April 2027."

Summary/Background: Yacolt's Finance Committee has been appointed from and by the Town Council to review the Town's finances, particularly all bills, before they get paid. Every 6 months, the position rotates to another Council Member. It is now time to rotate Council Member Glassett off the Committee and appoint someone to take her place. Council Members currently available for this position are Jeff Carothers (Position #1), and Marina Viray (Position #5).

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com

Mayor Ian Shealy
mayor@townofyacolt.com
(360) 686-3922



Town of Yacolt Agenda Request

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Clerk Fields

Group Name: Staff

Address: 202 W Cushman St
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Update on Real Estate Transactions

Proposed Meeting Date: October 12, 2026

Action Requested of Council: None; Update only

Proposed Motion: None; Update only

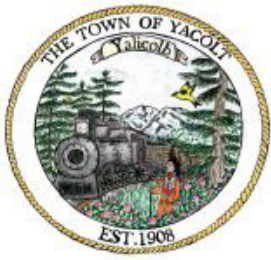
Summary/ Background: The Town has been working toward purchasing two separate properties for some months now. Both of those transactions will be completed very shortly. The Clerk will report on the status of each of the transactions:

- 1) Parcel #64872000, aka 206 W Cushman St
- 2) Parcels #66415000, 66395000, 66390000, 66380000, and 65958000, aka 509 W Cushman St.

Staff Contact(s): Clerk Fields

clerk@townofyacolt.com

(360) 686-3922



Town of Yacolt

Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Clerk Fields

Group Name: Staff

Address: PO Box 160/202 W Cushman
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Update Personnel Policies and Procedures Manual

Proposed Meeting Date: October 12, 2026

Action Requested of Council: Review and discuss the attached proposed updates to the Personnel Policies and Procedure (PPP) Manual. Give input, finalize these amendments for updating purposes.

Proposed Motion: N/A; discussion only

Summary/Background: Yacolt's current PPP Manual has been a topic of conversation at recent budget workshops along with regular council meetings. The State requests that PPP manuals be updated every five years. The last update was on April 12, 2021. The attached PPP Manual update draft shows proposed deletions with strikethroughs and additions with underlines. After Council approves changes, the Clerk will draft an Ordinance to adopt those changes. (Page numbers will be amended in the final copy with the Ordinance.)

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com

Mayor Ian Shealy
mayor@townofyacolt.com

(360) 686-3922

TOWN OF YACOLT

PERSONNEL POLICIES & PROCEDURES MANUAL

PREAMBLE

The provisions of this Personnel Policies & Procedures Manual are intended for informational purposes only and are neither a contract nor a promise of how the Town will address a particular situation. They are intended to be illustrative and the Town reserves the right to deviate from these policies in the event of an emergency, the need to preserve public confidence, or for the convenience of the employer when necessary to preserve the efficient administration of the Town. The Town also reserves the right to amend these policies at its sole discretion.

DATES OF ADOPTION AND REVISIONS

This Manual has an original adoption date at which time the policy took effect. It is sometimes necessary to revise or update the Manual. When using this Manual, please be sure that you are referring to the most current policy information. The date of adoption of this Manual is located in the lower right corner of each page of the Manual. If you are not able to determine whether policy information is current, please contact the Town Clerk or the Mayor.

This version of the Town of Yacolt Personnel Policies & Procedures Manual was adopted by the Yacolt Town Council by Ordinance #585 ____ on April 12, 2021
_____.

TOWN OF YACOLT PERSONNEL POLICIES & PROCEDURES MANUAL

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CHAPTER 1 PURPOSE AND SCOPE

1.1 INTRODUCTION

These personnel policies serve as a general guide to the Town's current employment practices and procedures. As such, the Town hopes they will help you better understand how the Town operates and what is expected of you as an employee. These policies also describe what the Town provides to you in terms of compensation, benefits, and other support, though these statements are general statements of Town of Yacolt policy and should not be read as including the details of each policy.

This Manual should not be interpreted as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases. The Town of Yacolt may add to the policies in the Manual, revoke, or modify them from time to time. The Town will try to keep the Manual current, but there may be times when policy will change before this material can be revised. The Town has sole discretion to unilaterally make changes to the policies described in this Manual without prior notice.

These personnel policies shall apply to all Town employees. They shall not apply to elected officials, the Mayor, or independent contractors.

You must read these policies. If you have any questions, please ask your supervisor or the Mayor.

1.2 INTENT OF POLICIES

These policies are not intended to be a contract, express or implied, or any type of promise or guarantee of specific treatment upon which you may rely, or as a guarantee of employment for any specific duration. The employer has sole discretion whether to apply handbook policies in a particular case. The Town can and will exercise flexibility and discretion with regard to the policies described in this manual, and to act apart from any procedures described herein. The Town has the right to completely disregard the contents of this policy.

UNLESS SPECIFIC RIGHTS ARE GRANTED TO YOU IN EMPLOYMENT CONTRACTS, CIVIL SERVICE RULES, OR ELSEWHERE, ALL EMPLOYEES OF THE TOWN ARE CONSIDERED AT-WILL EMPLOYEES AND EITHER PARTY MAY TERMINATE THE RELATIONSHIP ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

No supervisor, manager, or representative of the Town other than the Mayor, in writing and with the Town Council's approval, has the authority to enter into any agreement with you for employment for any specific period or to make any written or verbal commitments contrary to the foregoing.

1.3 SCOPE OF POLICIES

These personnel policies apply to all Town employees. In cases where these policies conflict with any Town ordinance, Civil Service rules and regulations, the provisions of a collective bargaining agreement, or state or federal law, the terms of that law or agreement prevail. In all other cases, these policies apply.

1.4 CHANGING THE POLICIES

The Town Council may modify, amend or revise these policies and procedures at any time consistent with needs of the Town as determined by the Council. Notice of any such modification, amendments and revisions shall be given to each Town employee.

As the need arises, the Mayor may also modify these policies, except that the Town Council shall enact any changes in compensation or benefit levels by ordinance. The Mayor may deviate from these policies in individual situations, particularly in an emergency, in order to achieve the primary mission of serving the Town's citizens. Employees may request specific changes to these policies by submitting suggestions to the Mayor or Town Council.

1.5 EMPLOYMENT AGREEMENTS

The Town of Yacolt may execute written employment agreements with certain employees. The Mayor, with Town Council approval, is the only representative authorized to enter into a written employment agreement on behalf of the Town with any employee. Employees are encouraged to review carefully any employment agreement and to consult with legal counsel if necessary to understand the terms of the agreement.

Written employment agreements normally will set out the significant terms and conditions of an individual's employment. These terms and conditions may generally include:

- (a) The length of time that the agreement will last and how, if at all, it can be renewed;
- (b) The job title, duties, and description, reserving to the Town of Yacolt the right to change the employee's duties as the Town of Yacolt's interests require;
- (c) The frequency of salary adjustments and reviews;
- (d) Any other provisions relating to vacation, sick leave, retirement, Social Security contributions, holidays, other benefits, working conditions, and insurance benefits; and,
- (e) Provisions for the termination of employment.

1.6 DEFINITIONS

Exempt Employee: An exempt employee is exempt from the provisions of the Fair Labor Standards Act and is not entitled to overtime payments. Exempt employees typically are paid on a salary basis and include administrative, executive, and professional employees.

Hourly Rate of Pay: An employee's normal hourly rate of pay, or, if the employee is salaried, such employee's monthly salary, exclusive of pay for overtime, multiplied by twelve and the product thereof divided by 2080.

Immediate Family: Includes the employee's spouse, domestic partner, child, parent, brother or sister, mother or father-in-law, son or daughter-in-law, grandparent, grandchild, or other relative who lives in the employee's home.

Non-exempt Employee: A non-exempt employee generally is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act and is typically paid either on an hourly or salary basis.

Regular Full-Time Employee: An employee who has successfully completed a trial period as defined in these policies and who regularly works a minimum of thirty-two (32) hours a week and is hired for an indefinite period of time. A full-time employee may be classified as either exempt or non-exempt.

Regular Part-Time Employee: An employee who has successfully completed a trial period as defined in these policies and who regularly works less than thirty-two (32) but at least twenty (20) hours a week for an indefinite period of time. A part-time employee may be classified as either exempt or non-exempt. Regular part-time employees are eligible for some prorated benefits.

Temporary Employees: Employees who hold jobs of limited duration due to special projects, abnormal work loads, seasonal needs (Seasonal Employees), or emergencies. Temporary employees are not eligible for Town benefits unless authorized by the Mayor and Town Council.

Trial Employees: Employees who have not yet completed their trial period in a regular position and who have not been certified to regular employment status. Unless otherwise specified, when regular employees are referred to in these policies, they shall include trial employees.

[This space intentionally left blank.]

CHAPTER 2 GENERAL POLICIES AND PRACTICES

2.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Town is an equal employment opportunity employer. The Town employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of job-related qualifications and competence. These policies and all employment practices shall be applied without regard to any individual's sex, race, color, religion, national origin, pregnancy, age, marital status, sexual orientation, political ideology, or disability.

2.2 DISABILITY AND MEDICAL CONDITION DISCRIMINATION PROHIBITED

The Town will not discriminate against qualified applicants or employees with a sensory, physical, or mental disability, or medical condition or diagnosis, unless the disability or condition cannot be reasonably accommodated without undue hardship to the Town, prevents proper performance of an essential element of the job, or poses a risk to themselves or co-workers.

2.3 ANTI-HARASSMENT POLICY

It is the Town's policy to foster and maintain a work environment that is free from discrimination and intimidation. Toward this end, the Town will not tolerate harassment of any kind that is made by employees toward co-workers or members of the public. Employees are expected to show respect for each other and the public at all times, despite individual differences.

Harassment is defined as unwelcome verbal or physical conduct directed toward or relating to a person on the basis of the person's race, creed, color, national origin, age, religion, sex, honorably discharged veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability where the conduct is sufficiently pervasive and severe as to alter the terms or conditions of employment. Such conduct may take many forms including unwelcome slurs, comments, jokes, touching, innuendo, gestures, displays or transmissions of materials, and other similar conduct. Employees who engage in harassment will be subject to discipline, up to and including termination of employment.

2.4 SEXUAL HARASSMENT PROHIBITED

Sexual harassment is a form of sex discrimination and is illegal. Sexual harassment is also inappropriate and offensive and will not be tolerated by the Town sexual harassment is behavior of a sexual nature that is unwelcome. Examples of sexual harassment include verbal behavior such as unwanted sexual comments, suggestions, jokes, or pressure for sexual favors; non-verbal behavior such as suggestive looks and leering; and physical behavior such as pats, squeezes, or repeatedly brushing against someone's body. Other conduct also may constitute sexual harassment depending upon given facts and circumstances.

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

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

Employees engaging in improper harassment are subject to discipline, including termination.

2.5 DISCRIMINATION COMPLAINT PROCEDURE

Each employee is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers and others, including the citizens they serve. The following procedure outlines the steps to follow if you believe you have experienced harassment or discrimination on the job.

Should you believe that you have been harassed or are the victim of discrimination, you should try, if possible, to identify the offensive behavior to the harasser and request that it stop. In the event such informal direct communication is either ineffective or impossible, you should discuss your concern immediately with the Mayor or a supervisor. No employee will suffer retaliation for reporting such concern. To the extent possible, complaints will be handled confidentially.

If an investigation shows the accused employee did engage in improper harassment or discrimination, appropriate action will be taken, as in the case of any other serious employee misconduct. Such actions may include warnings, verbal and/or written reprimands, a letter to the employee's file or, an employee transfer, demotion, suspension or termination. Employees may additionally be required to participate in appropriate training.

2.6 EMPLOYEE PERSONNEL RECORDS

A personnel file for each employee is kept in the Mayor's office. An employee's personnel file contains the employee's name, title and/or position held, job description, department to which the employee is assigned, salary, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information. Medical information about employees is contained in a separate confidential file.

Employees have the right to review their files. An employee may request removal of irrelevant or erroneous information in his/her personnel file. If the Town denies an employee's request to remove the information, the employee may file a written rebuttal statement to be placed in his/her file.

Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee's personnel file will be released to the public, including the press, without a written request for specific information, unless such disclosure is required by the Public Records Act or other legal mandate.

2.7 EMPLOYMENT REFERENCES

Only the Mayor will provide employment references on current or former Town employees. References will be limited to verification of employment and salary unless the employee has completed a written waiver and release.

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CHAPTER 3 RECRUITING AND HIRING

3.1 RECRUITING

Recruiting practices are conducted solely on the basis of ability, merit, qualifications, and competence, without regard to race, color, religion, national origin, sex, marital status, pregnancy, physical handicap, disability, age, medical condition or diagnosis, sexual orientation, or political ideology.

Each applicant shall complete and sign an application form prior to being considered for any position. Resumes may supplement, but not replace, the Town's official application.

Any applicant supplying false or misleading information is subject to immediate termination, if hired.

3.2 HIRING

When a position becomes vacant and prior to any posting or advertisement of the vacancy, the Mayor shall review the position, its job description, and the need for such a position. The position will be posted and/or advertised only after the Mayor has approved the request.

The Town may administer pre-employment examinations to test the qualifications and ability of applicants as determined necessary or appropriate by the Town to competitively rate the candidates or to establish proficiency or knowledge at a predetermined level. All candidates for similar positions shall be tested uniformly. Test materials may be procured from reliable outside sources or may be developed by or on behalf of the Town. The Town may contract with any agency or individual to prepare and/or administer examinations. The Town may also conduct certain background procedures to determine if the applicant is qualified for the position. These background procedures may include, for example, a criminal record check or credit check.

The Mayor or a personnel hiring committee shall conduct interviews of candidates when deemed necessary or desirable, to elicit pertinent information or to assist in evaluating or rating candidates.

Residency within the Town shall not be a condition of employment; provided, however, that an employee's selection of residence shall not interfere with daily performance of his/her duties and responsibilities.

Applicants for positions in which the applicant is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants with poor driving records, as determined by the Town, may be disqualified for employment with the Town in positions requiring driving.

After an offer of employment has been made and prior to commencement of employment, the Town may require persons selected for employment to successfully pass a medical examination, which may include testing for alcohol and controlled substances. The purpose of the examination is to determine if the individual is physically able to perform the job and to ensure his/her physical condition will not endanger the health, safety, or well-being of other employees or the public. The offer of employment may be conditioned on the results of the examination. A candidate may be disqualified from consideration if: (1) found physically unable to perform the duties of the position (and the individual's condition cannot reasonably be accommodated in the workplace without undue hardship to the Town); (2) the candidate refuses to submit to a medical examination or complete medical history forms; or (3) if the exam reveals use of alcohol and or controlled substances.

3.3 TEMPORARY EMPLOYEES

The Town may use temporary employees to temporarily replace regular employees who are on vacation or other leave, to meet peak work load needs, or to temporarily fill a vacancy until a regular employee is hired. Temporary employees may be hired without competitive recruitment or examination, although all hiring processes must comply with state and federal laws.

Compensation/Benefits: Temporary employees are eligible for overtime pay as required by law. Temporary employees may accrue and use paid sick leave in accordance with the Town's sick leave policy, Section 8.2. Temporary employees normally do not receive retirement, vacation, health insurance, paid holidays, or any other benefits during their employment.

Temporary employees pay contributions to the Social Security system, as does the Town on their behalf. Temporary employees will normally not be enrolled in the state PERS retirement system, although there are a few exceptions depending on PERS eligibility criteria.

3.4 TRIAL PERIOD

Upon hire or appointment, all employees enter a trial period that is considered an integral part of the selection and evaluation process. The trial period is designed to give the employee time to learn the job and to give the supervisor time to evaluate whether the match between the employee and the job is appropriate.

The normal trial period is ~~six months~~ ninety (90) days from the employee's date of hire, rehire, or promotion. The Mayor may authorize an extension to extend the trial period for up to an additional six (6) months. An extension may be granted due to circumstances such as an extended illness or a continued need to evaluate an employee's performance.

Once the trial period is successfully completed, the employee may be certified to regular employment status. Satisfactory completion of the trial period does not create an employment contract or guarantee employment with the Town for a specified duration. The terms of Chapter 1.2 of this Personnel Policy & Procedures Manual remain in full force and effect, regardless of

whether an employee has completed a trial period of employment with the Town. Nothing in this Chapter 3 is designed or intended to change the “at will” nature of the employment relationship.

Use of Sick Leave/Vacation/Other Benefits During Trial Period: Trial employees accrue paid sick leave upon the commencement of employment. Trial employees may use their accrued sick leave beginning on the 90th day after commencement of employment. (For additional information regarding paid sick leave, see Section 8.2.) Trial employees may not use earned Vacation or Personal Holiday time until they have successfully completed their trial period. Health insurance and other benefits may be provided to employees during a Trial Period as described in Chapter 7 and Chapter 8 of these Policies.

3.5 EMPLOYMENT OF RELATIVES (NEPOTISM)

The Immediate Family of current Town employees or elected officials will not be employed by the Town where:

- (1) One of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other;
- (2) One party would handle confidential material which may create the appearance of improper or inappropriate access to that material by the other;
- (3) One party would be responsible for auditing the work of the other;
- (4) The employment would create either a direct or indirect supervisor/subordinate relationship with the family member; or,
- (5) Other circumstances exist that might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the Town.

Change in Circumstances: If two employees marry, become Immediate Family members or begin living together as domestic partners, and in the Town’s judgment, the potential problems noted above exist or reasonably could exist, only one of the employees will be permitted to stay with the Town, unless reasonable accommodations, as determined by the Mayor, can be made to eliminate the potential problem. The decision as to which employee will remain with the Town must be made by the two employees within thirty (30) calendar days of the date they marry, become Immediate Family members, or begin sharing living quarters with each other. If no decision is made during this time, the Town reserves the right to terminate either employee.

Temporary Employees: This policy may be suspended with respect to Temporary Employees hired during times of abnormal workloads or emergency situations that justify a relaxation of the policy in the judgment of the Mayor or Town Council.

3.6 PROMOTIONS

The Town encourages promotion from within the organization whenever possible. All openings will be posted so that employees may become aware of opportunities and apply for positions in which they are interested and qualified.

Before advertising a position to the general public, the Mayor may choose to circulate a promotional opportunity within the Town.

The Town reserves the right to seek qualified applicants outside of the organization at its discretion.

New Trial Period: After promotion to a new position, a new trial period of up to six (6) months must be completed, unless waived, reduced or extended by the Mayor. The new trial period will not affect the employee's accrual and use of employee benefits and leaves. If the employee's performance in the new position is unsatisfactory to the Mayor, the employee may request transfer back to the employee's previous position. The Mayor may approve the requested transfer or terminate the employee if, in the Mayor's opinion, termination serves the best interests of the Town.

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CHAPTER 4 HOURS AND ATTENDANCE

4.1 WORKING HOURS

Full-time employees will normally work 8-hour shifts Monday - Friday. Administrative employees must work during the Town Hall's open hours, 9am-5pm. Public Works employees may work an alternate shift. Employees are not paid during their lunch break. Due to the nature of the Town's operations, longer hours may be necessary in some instances.

A normal working schedule for regular, full-time employees consists of forty (40) hours each workweek. Different work schedules, ~~such as in the case of police and fire employees,~~ may be established by the Town to meet job assignments and provide necessary Town services. Each employee's supervisor will advise the employee regarding his/her specific working hours.

Part-time and temporary employees will work hours as specified by their supervisor.

4.2 HOURS OF WORK AND OVERTIME

All Town positions are designated as either "Exempt" or "Non-exempt" according to the Fair Labor Standards Act ("FLSA") and Washington Minimum Wage Act regulations. You will be informed of your status by the Town.

For most Town employees, the established work period is forty (40) hours within a seven (7) day workweek. All personnel are responsible for accurately reporting all hours worked on forms supplied by the Town. Employees failing to accurately record time worked are subject to discipline.

Non-exempt employees are entitled to additional compensation, either in cash or compensatory time off, when they work more than the maximum number of hours during a work period. All overtime must be authorized in advance by the employee's supervisor. Overtime pay is calculated at one and one-half times the employee's regular rate of pay for all time worked in excess of forty hours during the established work period. When computing overtime, time paid for but not worked (e.g., holidays, sick leave and vacation time), is not counted as hours worked.

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CHAPTER 5 COMPENSATION

5.1 PURPOSE

The Town designs compensation plans for its employees so that:

- (1). Compensation will be nondiscriminatory;
- (2). Compensation will be competitive with compensation paid for similar employment by other public and private employers;
- (3). Compensation will attract, motivate and promote retention of skilled employees; and,
- (4). Compensation will be appropriate to the Town of Yacolt's unique circumstances and take into consideration the Town's overall financial condition.

5.2 EMPLOYEE PAY RATES

The Town sets wages, salaries and benefit levels by Council action from time to time as the Council deems appropriate. This process is typically performed in conjunction with the Town's annual budget process. However, changes in wages, salary levels, or benefits levels may occur at any time in the discretion of the Town Council consistent with the best interests of the Town, as determined by the Council.

The Mayor may propose and the Town Council may grant an across-the-board pay adjustment (cost-of-living increase) from time to time, raising the salaries of all positions by a specified amount.

5.3 PAY DAYS

Payroll is processed monthly, ~~on the last business day of the month,~~ to be deposited into employees' bank accounts on or by the 5th day of the following month. If a regularly scheduled payday falls on Saturday or Sunday, paychecks will be distributed on the previous Friday. If a regularly scheduled payday falls on a holiday, paychecks will be distributed on the previous regularly scheduled working day.

5.4 DEDUCTIONS

Some regular deductions from the employee's earnings are required by law. Other deductions are specifically authorized by the employee. The Town will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee.

5.5 TRAVEL AWAY FROM THE TOWN

All travel away from the Town must be approved in advance by the Mayor. If private automobiles are used, employees will be reimbursed at a rate consistent with the Town's mileage reimbursement policy.

5.6 COMPENSATORY TIME

Public employers are not required to, but may allow compensatory time off in lieu of overtime pay for hourly employees. Non-exempt employees may request compensatory time off in lieu of overtime payment. Compensatory time off must be requested by the employee and authorized by the appropriate supervisor. Compensatory time will be given at the rate of one and one half times the employee's hours worked in excess of 40 hours in a work week. Employees must use compensatory time ~~within one~~ by the end of the year after the month in which it is earned. If not taken in that time frame, compensatory time will be converted back to hourly pay at a ratio of 1 hour of compensation time to 1 hour of compensation, (since the compensation time was increased when granted to 1.5 hours for each overtime hour worked). Compensatory time is not available for exempt employees.

5.7 TRAVEL EXPENSE REIMBURSEMENT

Town employees will be reimbursed for reasonable and customary expenses actually incurred in connection with the business of the Town, including food, lodging, and travel expenses while away, but excluding any expenses for alcoholic beverages. Reasonable tips may also be reimbursed. For tips that are paid based on the price of a service (e.g., restaurant meals, taxi service), reimbursement will not exceed 15% of the price.

Requests for reimbursement shall include receipts and/or other acceptable documentation supporting the request for reimbursement and shall be submitted on an expense report form signed by the employee and the supervisor.

5.8 COMPENSATION UPON TERMINATION

When an employee's employment with the Town is terminated, (whether the employee is terminated, resigns or retires), the employee will receive the following compensation on the next regularly scheduled payday:

- (1). Regular wages for all hours worked up to the time of termination which have not already been paid.
- (2). Any overtime and holiday pay due.
- (3). A lump sum payment of any accrued but unused vacation and compensatory time.

CHAPTER 6

PERFORMANCE EVALUATIONS AND TRAINING

6.1 PERFORMANCE EVALUATIONS

To achieve the Town's goal to train, promote, and retain the best-qualified employee for every job, the Town conducts periodic performance evaluations for all positions. The Mayor is responsible for developing and maintaining the Town's performance evaluation program. Employees are to be evaluated by their supervisors prior to completion of their trial period and usually once every 12 months thereafter.

The evaluation is part of an employee's personnel record and may be a factor in determining the employee's conversion to regular status, whether the employee receives a wage ~~increase~~ adjustment, or is to be promoted, transferred, demoted, laid off, or terminated.

6.2 TRAINING POLICY

The Town seeks, within the limits of available resources, to offer training to increase an employee's skill, knowledge and abilities directly related to Town employment, to obtain or maintain required licenses and certifications, and to develop staff resources. Opportunities may include, but are not limited to, on-the-job training, in-house workshops, and seminars sponsored by other agencies or organizations.

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CHAPTER 7 BENEFITS

7.1 RETIREMENT BENEFITS

The Town makes contributions on behalf of all eligible employees to the Social Security system in addition to those contributions made by the employee through FICA payroll deductions.

All regular full-time and eligible part-time employees are covered under the Public Employees Retirement System (PERS). Eligibility, benefit levels and contribution rates are determined by the State of Washington.

Employees intending to retire should notify their supervisor of their intent to retire at least 3 months prior to the date of retirement.

7.2 DISABILITY BENEFITS (WORKERS' COMPENSATION)

All employees, other than police and fire employees in the LEOFF I retirement system, are covered by the State Workers' Compensation Program. This insurance covers employees in case of on-the-job injuries or job-related illnesses. For qualifying cases, State Industrial Insurance will pay the employee for workdays lost and medical costs due to job-related injuries or illnesses. All job-related accidents should be reported immediately to the supervisor.

When an employee is absent for one or more days due to an on-the-job accident, he/she is required to file a claim for Workers' Compensation. If the employee files a claim, the Town will continue to pay (by use of the employee's unused sick leave) the employee's regular salary pending receipt of Workers' Compensation benefits.

Coordination of Benefits: When the employee receives Workers' Compensation benefits, he/she is required to repay to the Town the amount covered by Workers' Compensation and previously advanced by the Town. This policy is to ensure that the employee will receive prompt and regular payment during periods of injury or disability so long as accrued sick leave is available, while ensuring that no employee receives more than he/she would have received had the injury not occurred. Upon the repayment of funds advanced, the appropriate amount of sick leave shall be restored to the employee's account.

The Town may require an examination at its expense, performed by a physician of its choice, to determine when the employee can return to work and if he/she will be capable of performing the duties of the position.

7.3 HEALTH INSURANCE BENEFITS

The Town of Yacolt is not required to provide its employees with medical or other health insurance benefits, but provides such benefits to qualifying employees as the Town Council

determines appropriate from time to time. Information and summaries intended to explain the Town's health insurance benefit plans will be furnished to all plan participants and beneficiaries upon hire and on a timely and continuing basis.

The Town reserves the right to modify, amend, or terminate its health and welfare benefits as they apply to all current, former, and retired employees. The Town reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable, with prior notice to affected employees. Additionally, the administrator of any benefit plan provided by the Town typically has the authority to determine eligibility for benefits and to interpret the plan's terms.

The benefits, terms, and conditions of the Town's health insurance benefits plan, including required contributions of eligible employees, are explained in the periodic resolutions or other decisions of the Council and/or in separate plan documents. If there are conflicts between the Town's benefit plan and any third-party administrative plan documents, mandatory requirements stated in the third-party administrative plan documents shall control.

Effective Date of Coverage. All qualifying regular employees (other than Temporary Employees) are eligible to participate in the Town's health insurance benefits plan upon the completion of the employee's trial period of employment, or sooner if otherwise eligible according to the Town's then-current health insurance benefit plan. An earlier enrollment date may also be required by the Town's agreement with a third-party insurance plan carrier. Please note that the timing for enrollment of eligible employees and dependents may be limited by law or the terms of a third-party administrative agreement with an insurance plan carrier.

Definitions and Classifications

Full-Time Employees: Full-time employees are eligible for health coverage as may be described by the Town's then-current health insurance benefits plan. As of the time of this update, full-time employees pay 10% of the premium for health, dental and vision insurance, and the Town contributes 90%.

Part-Time Employees: Part-time employees are subject to monthly and annual hours limitations and are generally not eligible for health coverage, unless they are eligible according to the Town's then-current health insurance benefits plan. Part-time employees will be eligible for prorated contribution by the Town toward the employee's health insurance premiums, unless otherwise stated by the Town's then-current health insurance benefits plan. As of the time of this update, part-time employees pay 20% of the premium for health, dental and vision insurance, and the Town contributes 80%.

Spouse/Dependent Coverage: The Town may provide a health insurance benefit for spouses and dependents of qualifying employees under the Town's then-current health insurance benefits plan. The time for enrollment of dependents may be limited by law or the terms of third-party administrative agreements with a plan's insurance carrier. As of the time of this update, the employee's and Town's contribution toward the premium for their spouse or domestic partner

will match the employee's own.

Temporary Employees: Temporary employees are not eligible for the Town's health insurance benefit unless otherwise stated by the Town's then-current health insurance benefits plan.

Eligibility at the Employee's Expense: Regular full-time employees, regular part-time employees, and their dependents may be eligible to participate in the Town's then-current health insurance plan. If the Town has not otherwise specifically agreed to contribute to the premiums of employees or their dependents, then the employee shall be responsible for such premium payments. Any premium payments or contributions that are the responsibility of an employee shall be paid by the employee through payroll deduction.

7.4 CONTINUATION OF INSURANCE COVERAGE

Workers' Compensation Leave: An employee receiving Workers' Compensation benefits continues to accrue vacation leave and sick leave for up to six (6) months. The Town also continues to pay for the employer's portion of any health insurance premiums, provided that the employee continues to pay their share of premiums, if any. After six (6) months, the employee's benefits shall cease unless the Mayor makes an exception based on criteria stated in Section 1.4 of these policies. The employee may continue any health care benefits by self-paying insurance premiums for the remainder of the time he/she receives Workers' Compensation benefits. The employee may be entitled to an increase in temporary total disability payments (also called "time loss") from the Department of Labor & Industries to help offset the cost of health insurance premiums.

COBRA Rights: Upon an employee's termination from Town employment or upon an unpaid leave of absence, the employee may be eligible to continue Town health insurance benefits at the employee's option and expense, to the extent provided under the federal COBRA regulations. An administrative handling fee over and above the cost of the insurance premium may be charged the employee or his/her dependents who elect to exercise their COBRA continuation rights.

Termination, Retirement, Leave of Absence: For eligible employees who terminate, retire, or are on an approved leave of absence, the Town will pay the premium for the month the employee is leaving, provided the employee is on paid status for the first ten (10) days of the month.

7.5 UNEMPLOYMENT COMPENSATION

Town employees may qualify for State Unemployment Compensation after termination from Town employment depending on the reason for termination and if certain qualifications are met.

7.6 CLOTHING ALLOWANCE

The Town's Budget may allow for reimbursement of certain costs for Public Works employees' purchases of work and protective clothing (ie: work/rain boots, rain gear). The budgeted amount

is to be reimbursed to those employees in equal measure after presentation of receipts. The total budgeted amount may vary from year to year, as Council deems appropriate.

CHAPTER 8 LEAVES

8.1 VACATION LEAVE

Each regular full-time employee is entitled to vacation leave as follows:

<u>Years of Employment</u>	<u>Vacation Hours Earned</u>
0-4 years	6.67 hours/month
5-9 years	10 hours/month
10+ years	13.33 hours/month

All new employees must satisfactorily complete their trial period to be entitled to use accrued vacation leave. Regular part-time employees will receive vacation on a pro-rata basis. Temporary employees are not eligible for any vacation benefits. Employees do not accrue vacation benefits during a leave without pay.

The Mayor is responsible for scheduling employees' vacations. Leave requests shall be submitted at least two weeks prior to taking vacation leave.

The maximum number of vacation hours that may be carried over from one year to the next is 80 hours. ~~Once a year, on the anniversary of the employee's start date, a~~ Accrued vacation hours in excess of ~~80~~ 160 hours will be cashed out at that employee's pay rate for the immediately preceding pay period, and paid with the employee's next regular pay check. Employees will be paid for unused vacation time upon termination of employment.

8.2 SICK LEAVE

All full-time regular employees, except LEOFF I employees, accrue sick leave benefits at the rate of eight (8) hours for each calendar month of continuous employment. Regular part-time employees accrue sick leave benefits based on the Full Time Employee (FTE) accrual rate of eight (8) hours for each calendar month of continuous employment, but pro-rated for that portion of a 40-hour work week regularly scheduled for the regular part-time employee. All other employees, including temporary employees, accrue sick leave at the rate of one hour for every forty hours worked. [Notwithstanding the above, in no event shall the rate of accrual of paid sick leave for any Town employee be less than one hour for every forty hours worked.]

All employees, including Temporary Employees, accrue sick leave from the commencement of employment, but may not use paid sick leave until their 90th day of employment with the Town.

Employees do not accrue sick leave benefits during a leave without pay.

Allowable Uses of Sick Leave: Sick leave covers those situations in which an employee is absent from work due to:

- 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 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;
- Use of a prescription drug which impairs job performance or safety;
- Additional leave beyond bereavement for death in the employee's immediate family, to be authorized by the Mayor;
- Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others;
- If the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking, as described in more detail below.

For purposes of this sick leave policy, a "family member" includes an employee's child (including stepchild); parent (including stepparent and spouse's parent); spouse; registered domestic partner; grandparent; grandchild; and sibling.

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.

Reasonable Notice for 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 themselves or a family member. Such notice must be provided to the Mayor and, if applicable, the employee's immediate 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 at least ten (10) days, or as early as possible, before the first day paid sick leave is used.

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 the Mayor and the employee's 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.

Verification Requirements:

If an employee is seeking to use or has used paid sick leave 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 that the use of paid sick leave is for an authorized purpose. When the absence is due to illness or injury of an employee or family member, acceptable verification may include a doctor's note or signed statement by a health care provider indicating that the use of paid sick leave is necessary to take care of the employee or family member. The Town will not require that the verification provide information regarding the nature of the condition necessitating the use of sick leave and will treat any health information about an employee or an employee's family member in a confidential manner consistent with applicable privacy laws.

When the absence is due to circumstances falling under the Domestic Violence, Sexual Assault, and Stalking leave provisions, the employee's choice of any of the following documents, or any combination thereof, will 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.

Verification must be provided to your supervisor within ten (10) calendar days of the first day employee used paid sick leave.

Unreasonable Burden of Expense for Verification:

The verification required under this provision will not result in an unreasonable burden and expense on the employee. If an employee anticipates that the required verification will result in an unreasonable burden or expense, he or she will be permitted to provide an oral or written explanation to the Mayor which asserts:

- That the employee's use of paid sick leave was for an authorized purpose; and,
- How the verification requirement creates an unreasonable burden or expense on the employee.

Within ten calendar days of the employee providing an explanation to the Mayor about the existence of an unreasonable burden or expense, the Mayor must either accept the employee's oral or written verification that the use of leave was for an authorized purpose or he/she must make a reasonable effort to identify alternatives for the employee to meet the Town's verification requirement in a manner which does not result in an unreasonable burden or expense on the employee.

Additional Policies Regarding Paid Sick Leave:

The maximum number of sick leave hours that may be carried over from one year to the next is 800 hours. Employees who use all their accumulated sick leave and require time off work due to illness or injury may, with their supervisor's prior approval, request a leave without pay. (See Leave Without Pay Policy.)

Employees will not be paid for any unused sick leave upon leaving Town service for any reason.

When there is a separation from employment and the employee is rehired within twelve months of separation, that employee's previously accrued and unused paid sick leave shall be reinstated in full. The re-hired employee's previous period of employment shall be counted for purposes of determining the employee's eligibility to use paid sick leave in the event the employee was still in the first 90 days of the employee's Trial period.

8.3 LEAVE WITHOUT PAY

The Mayor may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as prolonged illness, parenting, caring for an ill relative, or pursuing an education.

8.4 JURY AND WITNESS LEAVE

Jury Duty. The Town provides all employees leave for the full period of jury duty service. Regular full-time and part-time employees who have completed their trial period receive paid jury duty leave of up to two weeks each time they are called for jury service. In general, if jury duty extends beyond two weeks in any one instance the additional leave will be unpaid. Exempt salaried employees who are asked to serve longer than two weeks should contact the Mayor to discuss whether further paid leave will be provided. Payment provided by the courts during periods of paid jury duty leave must be turned over to the Town, excluding expense reimbursements, such as mileage. You must provide your supervisor with a copy of the jury duty summons as soon as possible after receiving it. Upon completion of jury duty, you are required to provide your supervisor with proof of jury service.

Witness Duty. All employees summoned to testify in court are allowed time off for the period they serve as witnesses. In general, witness duty leave is unpaid unless you are a witness in a case involving the Town. For exempt salaried employees, however, salary payment will continue except for full-day absences caused because the employee is a party in a lawsuit.

8.5 ADMINISTRATIVE LEAVE

On a case-by-case basis, the Town may place an employee on administrative leave with or without pay for an indefinite period of time. Administrative leave may be used in the best interests of the Town (as determined by the Mayor) during the pendency of an investigation or other administrative proceeding or for any reason as may be determined by the Mayor.

8.6 MILITARY LEAVE FOR ACTIVE DUTY IN THE ARMED FORCES.

Reemployment Following Military Leave:

The Town will comply with the requirements of RCW 73.16 and the Uniformed Services

Employment and Reemployment Rights Act of 1994 (USERRA), as amended, with respect to unpaid leave of absence and return rights for employees who leave Town service to serve in the Armed Forces of the United States.

- (a). "Day" shall mean the employee's normal workday for purposes of paid military leave, except that when a normal workday begins before midnight and ends after midnight, the hours before midnight count as 1 day and the hours after count as another.
- (b). An employee who takes a military leave of absence from Town employment may choose to run out his or her unused vacation balance, compensatory time off, and personal holidays, as applicable, prior to going on unpaid status.
- (c). An employee who leaves a job, voluntarily or involuntarily, to enter active duty in the United States armed forces, shall be granted a military leave of absence with guaranteed restoration to his or her position upon release from active duty as long as:
 - (1). The position is a regularly budgeted, non-temporary position;
 - (2). The reason the employee leaves the position is to report for active duty;
 - (3). The length of the employee's military leave of absence does not exceed five (5) years except at the request of the federal government;
 - (4). The employee is honorably discharged from the military; and,
 - (5). The employee applies for reemployment within a reasonable period of time following separation from active duty. The USERRA defines a reasonable period of time as:
 - (A). For service less than 31 days, the beginning of the first regularly scheduled work day after release from active duty, allowing time to travel from the duty arena to the employee's residence, to rest, and to travel to the place of employment;
 - (B). For service between 31 and 180 days, no more than 14 days following release from active duty; and,
 - (C). For service longer than 180 days, no more than 90 days following release from active duty.
- (6). An employee on military leave of absence shall continue to accrue service credit for purposes of any salary step increments and seniority, but will not accrue sick leave, vacation leave, or other types of leave while on military

leave of absence.

- (7). An employee's vacation accrual rate and unused vacation and sick leave balances accrued prior to taking military leave shall be restored upon return from military leave of absence.
 - (8). An employee who interrupts his or her probation or trial service with a military leave of absence shall complete the remainder of the probationary or trial service period upon return. However, an employee returning from military leave of absence cannot be discharged except for cause for 1 year following his or her return if the military leave of absence was for 181 days or longer, or for 6 months following his or her return if the military leave of absence was at least 30 days but less than 181 days.
 - (9). An employee on unpaid military leave of absence may continue to make his or her normal contributions to their retirement system (as allowed by that system), or may, upon return from such leave, make full or monthly payments equal to the amount of contributions missed while on leave, in order that the leave shall count as creditable service (as allowed by that system).
- (d). The provisions of this rule apply to full-time and part-time employees but not to temporary employees.

Paid Military Leave:

State law (RCW 38.40.060) requires that Town employees be granted up to twenty-one (21) working days, exclusive of normal days off, of paid leave per year without loss of service credit for required military duty, training, or drills. Such military leave of absence shall be in addition to any vacation or sick leave to which the employee might otherwise be entitled, and shall not involve any loss of efficiency rating, privileges, or pay. The twenty-one (21) days are counted on an annual basis, October 1st through September 30th inclusive, and need not be used consecutively.

Each day of paid military leave is the equivalent of a regularly scheduled workday, except when an employee's regularly scheduled workday spans 2 calendar days (i.e., third or "graveyard" shift" or firefighter shifts). In those instances, one workday ends at midnight and the next begins at 12:01 a.m. (For an employee who works 10 p.m. to 6:30 a.m., for example, 10 p.m. to midnight would be day 1 of his or her military leave, and 12:01 a.m. to 6:30 a.m. and 10 p.m. to midnight the following day would constitute day 2 of his or her military leave.)

Military service includes active military duty and Reserve or National Guard training. You are required to provide your supervisor with copies of your military orders as soon as possible after they are received. Reinstatement upon return from military service will be determined in accordance with applicable federal and state law. See also "Reemployment Following Military

Leave” above.

8.7 BEREAVEMENT LEAVE

The Town provides regular, full-time and part-time employees with paid leave for up to three (3) days in the event of the death of an Immediate Family member.

8.8 SHARED LEAVE PROGRAM

The Mayor may authorize employees to donate their accrued leave to another Town employee who is suffering from or who has an immediate family member suffering from an extraordinary or severe illness, injury, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate his/her employment. The donating employee may donate accrued vacation leave, compensatory time, sick leave, and/or Personal Holiday time. All donations of leave are strictly voluntary. The following conditions apply:

- **Leave Donation Requirements:**

Employees may donate four (4) or more hours of accrued vacation leave, four (4) or more hours of accrued compensatory time, and four (4) or more hours of accrued Personal Holiday time.

Employees may donate four (4) or more hours of accrued sick leave, as long as they retain a balance of sick leave of at least ten (10) days after the donation is made.

- The employee receiving donated leave shall have exhausted all his/her accumulated vacation leave, sick leave, compensatory time, and Personal Holiday time.
- While an employee is using shared leave, he or she will continue to receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive if using vacation or sick leave.
- **Returning Unused Shared Leave:** Any unused shared leave must be returned at its original value to the donor(s) when the leave is no longer needed. Unused shared leave hours donated to an individual employee will be returned to the donor(s) on a pro rata basis.
- **Administrative Considerations.** Leave donation value is calculated as follows:

$(\text{Donor's hourly salary rate}) \times (\text{total leave hours donated}) = \text{total donation value}$

The hours of shared leave credited to the shared leave recipient is calculated as follows:

(Total donation value)/(recipient's hourly salary rate) = total shared leave hours received

8.9 HOLIDAYS

~~The following~~ All Federally recognized holidays are recognized as paid holidays for all regular full-time and part-time employees:

New Year's Day	January 1
Martin Luther King's Birthday	3rd Monday in January
Presidents' Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Day	December 25
Personal Holiday	Two (2) additional days during each year of service for regular full-time employees. One (1) additional day during each year of service for regular part-time employees.

Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday.

Non-exempt regular full-time or part-time employees will be paid for the holiday plus one and one-half times their regular rate of pay for any time worked on the holiday, (other than a Personal Holiday). Such time must be pre-authorized by the Mayor except in the case of an emergency that requires action to prevent a loss of life or damage to property. Temporary employees will be paid at their regular hourly rate for hours worked on a holiday.

All new employees must satisfactorily complete their Trial Period to be entitled to use Personal Holiday time.

8.10 PERSONAL HOLIDAYS

On or about January 1st of each year, Personal Holiday hours are added to an employee's record, (16 hours for regular full-time employees, and 8 hours for regular part-time employees). Each employee may select the day on which the employee desires to take the additional holiday provided for in this Section after consultation with and approval of the Mayor. If possible, the employee should make his or her request for the Personal Holiday(s) at least 14 calendar days before the date requested.

The employee will be allowed to take the Personal Holiday(s) on the dates he or she has selected

unless the absence would unduly disrupt the Town's operations, impose an undue hardship on the Town, or the employee is necessary to maintain public safety. The term "undue hardship" has the meaning contained in the rule established by the Office of Financial Management.

Personal Holiday hours are not carried over from one year to the next. At the end of the year, unused Personal Holiday hours are forfeited.

8.11 RELIGIOUS HOLIDAYS

Employees are entitled to two (2) 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.

Employees may select the days on which the employee desires to take the two unpaid holidays after consultation with the Mayor. If possible, the employee should make his or her request for the unpaid holidays at least 14 calendar days before the date(s) requested. The request may be deemed granted by the Mayor when authorized in writing by the Mayor or the Mayor's designee.

The employee will be allowed to take the unpaid holiday(s) on the dates he or she has selected unless the absence would unduly disrupt the Town's operations, impose an undue hardship on the Town, or the employee is necessary to maintain public safety. The term "undue hardship" has the meaning contained in the rule established by the Office of Financial Management.

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.

8.12 BENEFITS FOR PART-TIME AND TEMPORARY EMPLOYEES

Unless noted otherwise in these policies, benefits for regular part-time and temporary employees are as follows:

Regular Part-Time Employees: Compensation in the form of all leaves and paid holidays are pro-rated unless otherwise specifically stated in these Policies. Pro-rated means the ratio between the number of hours in the employee's normal work schedule and forty (40) hours per week.

Temporary Employees: Temporary employees are eligible to receive paid sick leave in accordance with Section 8.2 of these policies. Temporary employees are not normally eligible to receive other benefits, including leaves, holidays, and insurance, unless such benefits and leaves are otherwise required by law.

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CHAPTER 9 EMPLOYEE RESPONSIBILITIES AND CONDUCT

9.1 GENERAL CODE OF CONDUCT

All Town employees are expected to represent the Town to the public in a professional manner, which is courteous, efficient, and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and the Mayor.

Since the proper working relationship between employees and the Town depends on each employee's on-going job performance, professional conduct and behavior, the Town has established certain minimum standards of personal conduct. Among the Town's expectations are: Basic tact and courtesy towards the public and fellow employees; adherence to Town policies, procedures, safety rules and safe work practices; compliance with directions from supervisors; preserving and protecting the Town's equipment, grounds, facilities, and resources; and providing orderly and cost-efficient services to its citizens.

Employees should not engage in conduct or activity that may raise questions as to the Town's honesty, impartiality, or reputation or otherwise cause embarrassment to the Town. Employees will avoid any action, whether or not specifically prohibited in the personnel policies, which might result in or reasonably be expected to create the appearance of:

- (a) Use of public office or public position for private gain;
- (b) Giving preferential treatment to any person or entity;
- (c) Losing impartiality;
- (d) Adversely affecting the confidence of the public in the integrity of the Town.

The Town is a relatively small organization. To function as efficiently as possible, we may ask you to perform seemingly "menial" duties outside your regular assignments. It is no reflection on your worth to the Town, but a necessary arrangement for most small organizations.

To make the most efficient use of personnel, the Town also reserves the right to change your work conditions and the duties originally assigned. If these arrangements become necessary, the Town expects your full cooperation.

9.2 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST

Employees shall not, directly or indirectly, engage in any outside employment or financial interest that may conflict, in the Town's opinion, with the best interests of the Town or interfere with the employee's ability to perform his/her assigned Town job. Examples include, but are not limited to, outside employment which:

- (1) Prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job;
- (2) Is conducted during the employee's work hours;
- (3) Utilizes Town telephones, computers, supplies, or any other resources, facilities or equipment;
- (4) Is with a firm which has contracts with or does business with the Town; or,
- (5) May reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.

An employee, who chooses to have an additional job, contractual commitment, or self-employment, may do so only after obtaining prior approval from the Mayor.

9.3 REPORTING IMPROPER GOVERNMENTAL ACTION

General Policy:

In compliance with the Local Government Employee Whistleblower Protection Act, Chapter 42.41 RCW, this policy is created to encourage employees to disclose any improper governmental action taken by Town officials or employees without fear of retaliation. This policy also safeguards legitimate employer interests by encouraging complaints to be made first to the Town, with a process provided for speedy dispute resolution.

Key Definitions:

“Improper Governmental Action” includes any action by a Town officer or employee that is undertaken in the performance of the official's or employee's official duties, whether or not the action is within the scope of the employee's employment, and is in violation of any federal, state, or local law or rule, is an abuse of authority, is of substantial and specific danger to the public health or safety, or is a gross waste of public funds. “Improper Governmental Action” does not include personnel actions (hiring, firing, complaints, promotions, and reassignment, for example). In addition, employees are not free to disclose matters that would affect a person's right to legally protected confidential communications.

Retaliatory Action: Any material adverse change in the terms and conditions of an employee's employment.

Emergency: A circumstance that if not immediately changed may cause damage to persons or property.

Procedure for Reporting Improper Government Action: Town employees who become aware of improper governmental action should follow this procedure:

- (1) Bring the matter to the attention of his/her supervisor, if non-involved, in writing, stating in detail the basis for the employee's belief that an improper action has occurred. This should be done as soon as the employee becomes aware of the improper action.
- (2) Where the employee believes the improper action involves the supervisor, the employee may raise the issue directly with the Mayor.
- (3) The Mayor or his designee, as the case may be, shall promptly investigate the report of improper government action. After the investigation is completed, (within thirty (30) days of the employee's report), the employee shall be advised of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.

An employee who fails to make a good faith effort to follow this policy shall not be entitled to the protection of this policy against retaliation, pursuant to RCW 42.41.030.

In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may bypass the above procedure and report the improper action directly to the appropriate government agency responsible for investigating the improper action.

Employees may report information about improper governmental action directly to an outside agency if the employee reasonably believes that an adequate investigation was not undertaken by the Town to determine whether an improper government action occurred, or that insufficient action was taken by the Town to address the improper action or that for other reasons the improper action is likely to recur.

In accordance with RCW 42.41.030(3), the following is a list of appropriate agencies to whom reports of improper governmental actions may be made. Employees having questions about these agencies or the procedures for reporting improper governmental action are encouraged to contact the Mayor.

Clark County Prosecutor
1013 Franklin Street
Vancouver, WA 98660
360.249.3951

State Department of Ecology
Northwest Regional Office
3190 - 160th Ave SE
Bellevue, WA 98008-5452
425.649.7000

Attorney General's Office
Consumer Protection
800 5th Ave, Suite 2000

State Auditor's Office
Capital Campus
302 Sid Snyder Ave SW

Seattle, WA 98104
206.464.6684

P.O. Box 40021
Olympia, WA 98504-0021
360.902.0370

State Department of Health
Health Consumer Assistance
P.O. Box 47890
Olympia, WA 98504-7890
360.236.4030

Washington State
Human Rights Commission
711 South Capitol Way, Suite 402
Olympia, WA 98504-2490
360.753.6770

Department of Labor & Industries
P O Box 44000
Olympia, WA 98504
360.902.5800

Washington State
Department of Natural Resources
P.O. Box 47000
Olympia, WA 98504-7000
360.902.1000

Protection Against Retaliation: It is unlawful for a local government to take retaliatory action because an employee, in good faith, provided information that improper government action occurred. Employees who believe they have been retaliated against for reporting an improper government action should follow this procedure:

Procedure for Seeking Relief Against Retaliation:

- (1) Employees must provide a written complaint to the supervisor within thirty (30) days of the occurrence of the alleged retaliatory action. If the supervisor is involved, the notice should go to the Mayor. If the Mayor is involved, the notice should go to the Town Council. The written charge shall specify the alleged retaliatory action and the relief requested.
- (2) The Mayor or appropriate official, as the case may be, shall investigate the complaint and respond in writing within thirty (30) days of receipt of the written charge.
- (3) After receiving the Town's response, the employee may request a hearing before a state administrative law judge (ALJ) to establish that a retaliatory action occurred and to obtain appropriate relief under the law. The request for hearing must be delivered within the earlier of either fifteen (15) days of receipt of the Town's response to the charge of retaliatory action or forty-five (45) days of receipt of the charge of retaliation to the Mayor or Council for response.
- (4) Within five (5) working days of receipt of a request of hearing the Town shall apply to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge. At the hearing, the employee must prove that a retaliatory action occurred by a preponderance of the evidence in the hearing. The ALJ will issue a final decision not later than forty-five (45)

days after the date of the request for hearing, unless an extension is granted.

Policy Implementation: The Mayor (or designee) is responsible for implementing these policies and procedures. This includes posting the policy on the Town's bulletin board, making the policy available to any employee upon request, and providing the policy to all newly hired employees. Officers, managers, and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility.

Violations of this policy and these procedures may result in appropriate disciplinary action, up to and including dismissal.

9.4 POLITICAL ACTIVITIES

Town employees may participate in political or partisan activities of their choosing provided that Town resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on Town time or in a Town uniform or while representing the Town in any way. Employees may not allow others to use Town facilities or funds for political activities.

Any Town employee who meets with or may be observed by the public or otherwise represents the Town to the public, while performing his/her regular duties, may not wear or display any button, badge, or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on Town property or Town time, for a contribution for a partisan political cause.

Except as noted in this policy, Town employees are otherwise free to fully exercise their constitutional First Amendment rights.

9.5 NO SMOKING POLICY

For health and safety considerations, the Town prohibits smoking by employees in all Town facilities, including Town-owned buildings, vehicles, and offices or other facilities rented or leased by the Town, including individual employee offices.

9.6 PERSONAL POSSESSIONS AND ELECTRONIC COMMUNICATIONS

The Town furnishes desks, closets, and/or lockers for security of employee coats, purses, and other personal possessions. The Town does not assume responsibility for any theft or damage to the personal belongings of employees. The Town reserves the right to search employee desks, lockers, and personal belongings brought onto Town premises.

The Town also furnishes computers for use in conducting Town business. Because the computers are for Town business, the Town reserves the right to review the contents of any files or documents on the computer, including contents of any electronic mail. Town computers are not for personal use.

9.7 USE OF TOWN VEHICLES AND EQUIPMENT

Use of Town phones for local personal phone calls should be kept to a minimum; long distance personal use is prohibited. Other Town equipment, including vehicles, should be used by employees for Town business only. An employee's misuse of Town services, telephones, vehicles, equipment or supplies can result in disciplinary action including termination.

9.8 BULLETIN BOARDS

Information of special interest to all employees is posted regularly on the Town bulletin boards. Employees may not post any information on these bulletin boards without the authorization of the Mayor.

9.9 CONTACT WITH THE NEWS MEDIA

The Mayor shall be responsible for all official contacts with the news media during working hours, including answering of questions from the media. The Mayor may designate specific employees to give out procedural, factual, or historical information on particular subjects.

9.10 SEAT BELT POLICY

Per Washington law, anyone operating or riding in Town vehicles must wear seat belts at all times.

9.11 DRIVER'S LICENSE REQUIREMENTS

As part of the requirements for certain specific Town positions, an employee may be required to hold a valid Washington State Driver's license. If an employee's license is revoked, suspended, or lost, or is in any way not current, valid, and in the employee's possession, the employee shall promptly notify his/her supervisor and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to his/her supervisor. Depending on the duration of license suspension, revocation, or other inability to drive, an employee may be subject to disciplinary action, including termination.

9.12 SOLICITATIONS

Most forms of selling and solicitations are inappropriate in the workplace. They can be an intrusion on employees and citizens and may present a risk to employee safety or to the security of Town or employee property. The following limitations apply:

- (1) Persons not employed by the Town may not solicit, survey, petition, or distribute literature on Town premises at any time. This includes persons soliciting for charities, salespersons, questionnaire surveyors, labor union organizers, or any other solicitor or distributor. Exceptions to this rule may be made in special

circumstances where the Town determines that an exception would serve the best interests of the Town and its employees. An example of an exception might be the United Way campaign or a similar, community-based fund raising effort.

- (2) Employees may not solicit for any purpose during work time. Reasonable forms of solicitation are permitted during non-work time, such as before or after work or during meal or break periods. Soliciting employees who are on non-work time may not solicit other employees who are on work time. Employees may not distribute literature for any purpose during work time or in work areas.

9.13 SAFETY

Every employee is responsible for maintaining a safe work environment and following the Town's safety rules. Each employee shall promptly report all unsafe or potentially hazardous conditions to his/her supervisor. The Town will make every effort to remedy problems as quickly as possible.

In case of an accident involving a personal injury, regardless of how serious, employees shall immediately notify the Mayor.

Since being exposed to a blood-borne pathogen may lead to sickness such as hepatitis, AIDS, or malaria, and since the Town wants to assure our employees as safe and healthy work environment as possible, it is the policy of the Town to comply with all statutory obligations for the prevention of exposure to blood-borne pathogens.

Employee safety depends on the safety consciousness of everyone. In order to facilitate a safe work environment, employees may not bring dangerous weapons to the workplace. This includes, but is not limited to, weapons for which employees have a valid permit. The only exception to this rule involves law enforcement positions for which the job requires possession of dangerous weapons.

9.14 SUBSTANCE ABUSE

The Town philosophy on substance abuse has two focuses: (1) a concern for the well being of the employee and (2) a concern for the safety of other employees and members of the public.

Availability of Rehabilitation or Treatment: As part of our employee assistance program, we encourage employees who are concerned about their alcohol or drug use to seek counseling, treatment, and rehabilitation. Although the decision to seek diagnosis and accept treatment is completely voluntary, the Town is fully committed to helping employees who voluntarily come forward overcome substance abuse problems. In most cases, the expense of treatment may be fully or partially covered by the Town's benefit program. In recognition of the sensitive nature of these matters, all discussions will be kept confidential. Employees who seek advice or treatment will not be subject to retaliation or discrimination.

When Job Performance is Affected: Although the Town is concerned with rehabilitation, it must be understood that disciplinary action may be taken when an employee's job performance is impaired because he/she is under the influence of drugs or alcohol on the job. The Town may discipline or terminate an employee possessing, consuming, selling, or using alcohol, or controlled substances (other than legally prescribed) during work hours. The Town may also discipline or terminate an employee who reports for duty or works under the influence of alcohol or controlled substances. An employee may be required to submit to alcohol or controlled substance testing when the Town has reasonable suspicion that the employee is under the influence of controlled substances or alcohol. Refusal to submit to testing, when requested, may result in immediate disciplinary action, including termination.

Drug-Free Workplace: Based on the federal Drug-Free Workplace Act, the manufacturing, distribution, dispensation, possession, and use of unlawful drugs or alcohol on Town premises or during work hours by Town employees is strictly prohibited. Employees also must notify the Town within five (5) days of any conviction for a drug violation in the workplace. Violation of this policy can result in disciplinary action, including termination. Continued poor performance or failure to successfully complete a rehabilitation program is grounds for termination.

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CHAPTER 10

DISCIPLINE AND TERMINATIONS

10.1 TERMINATIONS

The Town of Yacolt may terminate employment because of an employee's resignation, discharge, or retirement; the expiration of an employment contract; or a permanent reduction in the workforce. Termination can be for any reason not prohibited by law. In the absence of a specific written agreement, employees are free to resign at any time and for any reason, and the Town of Yacolt reserves the right to terminate employment for cause or for convenience.

10.2 ACTIONS SUBJECT TO DISCIPLINARY ACTION

All employees are expected to perform their job duties and to exercise good judgment, loyalty, common sense, dedication and courtesy in the performance of those duties, and to comply with the provisions of these guidelines, department directives, policies and procedures, and the Town's Code of Conduct. The primary mission of each employee is to provide courteous, orderly, efficient and economic delivery of services to the citizens consistent with the Town's rules, regulations, applicable laws and the general goals and targets of the Town. Failure to meet these expectations may establish cause for discipline.

The following are examples of types of behavior which may result in discipline. This is by no means an exhaustive list, but merely illustrates the type of behavior not consistent with the general code of conduct expected of employees.

- (1) Misrepresentation or withholding of pertinent facts in securing employment.
- (2) Unauthorized use or possession of the Town facilities/property.
- (3) Unauthorized use of position for personal gain or advantage. Accepting unlawful gratuities or bribes.
- (4) Lying or dishonesty of any kind, on or off the job.
- (5) Smoking in any unauthorized posted area or creating fire hazards in any area.
- (6) Violation of dress standards.
- (7) Violation of the Town's telephone use policy.
- (8) Violation of the Town's Electronic Communications policy.
- (9) Failure to report an occurrence causing damage to the Town, a customer, or public property. Failure to properly secure the Town's facilities or property.

- (10) Loitering after completing day's work that results in the disruption of the Town's business or the work effort of other employees. Vending, soliciting, or collecting contributions for any purpose whatsoever during working time on the premises without the permission of the supervisor.
- (11) Unauthorized operation or use of machines, tools, or equipment to which the employee has not been specifically assigned.
- (12) Unauthorized recording of another employee's time record. Both employees can be subject to disciplinary action.
- (13) Habitual lateness for work. Absence without proper notification to immediate supervisor, excessive absenteeism, or insufficient reasons for absenteeism. Loitering, goofing off, failing to assist others in a work situation.
- (14) Making malicious, false, or derogatory statements that are intended or could reasonably be expected to damage the integrity or reputation of the Town or Town employees, on or off premises.
- (15) Disorderly conduct, including fighting on the premises. Rudeness, discrimination, intimidation, coercion, use of obscene language or gestures or lack of courtesy to the public or fellow employees. Immoral conduct while on duty.
- (16) Intentional falsification of records/paperwork in the performance of the Town's business.
- (17) Inability, inefficiency, negligence, or insubordination, including a refusal or failure to perform assigned work or follow reasonable instructions or directions. Concealing defective work.
- (18) Failure to observe safety practices, rules, regulations, and instructions. Negligence that results in or creates the risk of injury to others. Failure to wear required safety clothing and equipment.
- (19) Failure to promptly report to your immediate supervisor an on-the-job injury or accident involving an employee, equipment, property, or visitor.
- (20) Dishonesty or theft, including deliberate destruction, damage, or removal of the Town's or other's property from the premises, or any job site. Misappropriation or illegal use of the Town's supplies, equipment, or time for personal use or gain.
- (21) Possession, use, sale, or being under the influence of alcohol and controlled substances while on the Town's business (including standby duty). The only exception to this rule shall be for an employee using or possessing a controlled

substance prescribed by a doctor if such employee has given his/her supervisor prior notice of such use and/or possession and such use does not impair safe and/or efficient work performance.

- (22) Possession of explosives or weapons on the premises or any job site.
- (23) Conviction of a felony or misdemeanor.
- (24) Sexual harassment.
- (25) Discrimination, in the conduct of the Town's business on the basis of race, religion, sex, color, national origin, sexual orientation, or disability, age, marital status, pregnancy, or political ideology.
- (26) Disclosure of confidential information gained by reason of the employee's position or use of such information for the employee's personal gain or benefit.
- (27) Off-duty conduct of the employee that impairs an employee's work performance or the Town's reputation or interests.
- (28) Failure of the employee to meet his or her financial obligations in a timely manner such that they adversely affect job performance or the Town of Yacolt's image in the community.
- (29) Violation of the duties or rules imposed by this Manual or any other Town rule, regulation, administrative order, applicable state law or other lawful duty.

10.3 POSSIBLE DISCIPLINARY ACTION

In the event that discipline is necessary, the following types of disciplinary actions may be used, depending on the particular situation:

- (1) Oral Warning.
- (2) Written Reprimand.
- (3) Suspension.
- (4) Demotion.
- (5) Termination.

The choice of what discipline to apply in any particular case is solely the Town's. The existence of these disciplinary options in no way obligates the Town to follow the options and the Town in

its sole discretion may select any one of these options as its final decision. Any particular disciplinary action taken with respect to one employee in a given situation is not to be relied upon as an indication of future treatment in similar situations. Any disciplinary action taken by the Town short of termination is without waiver of the Town's rights under the at-will employment relationship.

10.4 LAYOFF

The Mayor may lay off employees for lack of work, budgetary restrictions, reorganization or other changes that have taken place.

Temporary employees or employees who have not completed their trial period will be laid off before regular employees are affected. In determining who is to be laid off, consideration will usually be given to individual performance and the qualifications required for remaining jobs. Seniority will be considered when performance and qualifications are equal, as determined by the Town. Employees who are laid off may be eligible to be re-employed if a vacancy occurs in a position for which they are qualified.

10.5 RESIGNATION

An employee should provide four (4) weeks' notice of resignation. This time limit may be waived by the Mayor.

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CHAPTER 11 COMPLAINT PROCEDURES

11.1 COMPLAINT PROCEDURES

The Town recognizes that sometime situations arise in which employees feel that they have not been treated fairly or in accordance with Town policies. For this reason the Town provides its employees with procedures for resolving complaints, including but not limited to job terminations.

Step 1: Employees should first try to resolve any problem or complaint with their supervisor.

Step 2: When normal communications between an employee and the supervisor are not successful, or when an employee disagrees with the application of Town policies and procedures, the employee should attempt to resolve the problem with the Mayor.

Step 3: If the employee is not satisfied with the response from the Mayor, the employee may submit the problem, in writing, to the Town Council. The written complaint must contain, at a minimum:

- (1) A description of the problem;
- (2) A specific policy or procedure which the employee believes has been violated or misapplied;
- (3) The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;
- (4) The remedy sought by the employee to resolve the complaint.

The written complaint must be filed within fifteen (15) working days of the occurrence leading to the complaint.

The Town Council may determine that a special meeting or workshop is required to address the issue. The special meeting will be held within thirty (30) days of the date the complaint was filed. The Council's response and decision shall be final and binding.

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CHAPTER 12

EMPLOYMENT CLASSIFICATION

12.1 JOB DESCRIPTIONS AND SUPERVISION

All Town employees work under the supervision and at the discretion of the Mayor. The job descriptions, duties, hours and schedule of any employee of the Town may be established or changed at any time in the Mayor's discretion and without prior notice to the employee. The duties and responsibilities of the Town's employees evolve and change as circumstances change within the Town. The following examples of job duties, abilities, qualifications and responsibilities are illustrative and not comprehensive. Changes in the job descriptions and/or duties of any employee of the Town may be made at any time without formal amendment of this Personnel Policies & Procedures Manual.

12.2 TOWN CLERK

Position Summary:

The Town Clerk performs a variety of routine and complex supervisory, clerical, accounting, finance and administrative work involving custody and safekeeping of Town funds and monies, accounting records, personnel records, and public records conforming to Town and State Laws. This is a full-time non-union position.

Supervision Received:

The Town Clerk works under the direction of the Mayor.

Supervision Exercised:

The Town Clerk supervises the Assistant Clerk and /or Administrative Assistant and works cooperatively with the other Town personnel.

Duties and Responsibilities:

The Clerk shall have all of the abilities and duties permitted by statute (RCW 35.27.170 and RCW 35.27.220 as currently enacted or hereafter amended). The Clerk shall maintain all of the records required by statute (RCW 35.27.230 as currently enacted or hereafter amended).

In addition, the Town Clerk will conduct or engage in the activities listed below. The following examples are not intended to supplant or remove the statutory duties of the Town Clerk.

Council Support:

- Prepares agenda for Mayor's review.

- Distributes Town Council agendas and agenda material.
- Oversees the preparation and advertising of Council meeting agendas and legal notices of regular and special public meetings of the Town Council.
- Attends all regular and special Town Council meetings and study sessions. Performs accurate recording of the proceedings, including equipment set-up and removal.
- Prepares Council minutes using proper legislative terminology, grammar and business writing, and updates minute books.
- Prepares reports for Council meetings as directed.
- Provides support for Council committees.
- Prepares annual budget.
- Monitors actual revenues and expenditures in accordance with the adopted budget for all funds.
- Oversees, balances, and accounts for the cash drawer, including receipts and cash.
- Codes receipts with appropriate BARS code number, and keeps records as needed to verify cash balances.
- Prepares bank deposits as needed.
- Reconciles bank statements.
- Maintains auxiliary cash controls for balancing and other related accounting activities.
- Maintains accounts receivable and accounts payable records with appropriate BARS code numbers and follow-up on necessary collections.
- Maintains investments for all funds. Purchases and withdraws investments as needed.
- Reconciles investment statements with investment reports.
- Prepares draw payroll and monthly payroll and all associated payroll reports.
- Prepares quarterly financial reports.
- Prepares periodic financial, statistical or operational reports as assigned.
- Prepares annual financial reports; works with state auditors during periodic audits of Town finances, procedures and policies.
- ~~Receives monies & issues receipts for Clark Public Utilities & remits payments to CPU.~~
- Maintains Community Development Block Grant Program.
- Communicates official plans, policies and procedures to staff, Mayor, Council and the general public.
- Communicates with public and staff on Council action.
- Provides public records and information to citizens, civic groups, the media and other agencies per public disclosure regulations.
- Provide public information on Town Codes, Ordinances, Council meetings and Council actions taken.
- Serves as custodian of official Town records and public documents; performs certifications and arranges recording of legal documents and other records; seals and attests by signature to ordinances, resolutions, contracts, easements, deeds, bonds or other documents requiring Town certification; maintain tapes of public hearings by labeling, storing and recording in books as appropriate; maintains tapes of Council meetings; files all Town records.
- Issues written and oral instructions; assigns duties and examines work for exactness,

- neatness and conformance to policies and procedures.
- Performs and/or assists Assistant Clerk and/or Administrative Assistant in performing duties; adjusts errors and complaints.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- ~~Receives and issues Town business licenses; answers business license inquiries by phone and in person; maintains business license records; prepares renewal letters and license applications for annual business license.~~
- Coordinates special event licenses and paperwork with event promoters.
- Administers the issuance of municipal peddler's licenses, including business, various regulatory licenses as assigned, etc., in accordance with applicable Town ordinances and other regulations.
- Maintains bond coverage of employees as specified by state law and local Codes; obtains signed oaths from Mayor and Town Council to administer oath of office to public officials.
- Prepares surveys and other reports as directed.
- Administers contracts and agreements with private and public entities.
- Develops ordinances, resolutions and proclamations as needed or as directed.
- Obtains signatures on ordinances and resolutions; publishes notice of ordinances and other legal notices in newspaper as required and files originals.
- Oversees updates and revisions of the Yacolt Municipal Code.
- Researches issues for compliance with state and local laws and with the State Auditor.
- May serve as a notary public.
- Issues deeds for sale of Cemetery plots and maintains records of Cemetery plots.
- Other duties as assigned.

Contract Administration:

- Determine and follow proper procurement procedures, (for example, whether published request for bids, or other procurement process applies).
- Coordinate with engineering consulting firm to:
 - Arrange bid call advertisement.
 - Provide bid documents to contractors and vendors.
 - Collect plan fees and issue receipts.
 - Maintain bidders list.
 - Track bid openings and assure proper submittal of bid and performance bonds.
 - Record bids and notify bidders of apparent lowest bid.
 - Prepare and mail award and rejection letters after bid acceptance.
 - Assemble contract, obtain signatures and forward final documents to contractor.
 - Return bid bonds to unsuccessful bidders.
 - Obtain clearances from Department of Revenue, Employment Security, Department of Labor and Industries.
 - Provide timely return of retainage and bid on performance bond.

Insurance Claims:

- Receive insurance claims against Town.
- Coordinate in-house insurance claims.
- Submit all damage claims to AWC RMSA pool.
- Answer questions from people filing claims and about status of payments.

Building Permits:

- Assist customers with identifying and completing building permit applications.
- Receive permit applications and payments.
- Enter permit information into computer, including calendared deadlines.
- Enter payment information into computer.
- Issue permits.

Land Use Requirements:

- Prepare legal notices for annexations, rezones and street vacations.
- Complete and forward state annexation forms and census information.
- File original annexation documents upon approval.
- File certified copies of annexations, rezones and street vacations with County Auditor.
- Update record books.

Miscellaneous Duties:

- Coordinate response to dog complaints with Clark County Animal Control.
- ~~Receive monies and issue receipts for Clark Public Utilities' payments; report and remit payments to CPU.~~
- Maintain records and files on various ordinance compliance matters.

Peripheral Duties:

- Attends seminars, workshops and meetings related to the Town Clerk's duties and responsibilities.
- Accepts claims for damages and other legal papers served on the Town.
- Provides clerical and/or technical support to other Town personnel as required or needed.

Knowledge, Skills and Abilities:

- Working knowledge of the principles and practices of modern public administration.
- Extensive knowledge of office practices and procedures.
- Thorough knowledge of modern records management techniques, including legal requirements of recording, retention and disclosure.

- Working knowledge of computers.
- Working knowledge of governmental accounting principles and practices (BARS).
- Knowledge of applicable federal, state and local law, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Skill in operation of listed equipment.
- Ability to accurately record and maintain records.
- Ability to establish and maintain effective working relationships with employees, officials and the public.
- Ability to communicate effectively verbally and in writing.
- Ability to plan and organize Town events.
- Ability to plan, organize and direct operations of the Town Clerk.
- Ability to maintain confidentiality of politically sensitive materials and information.
- Ability to work independently with little direction.
- Research, analyze, interpret, organize and report on data.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Ability to perform arithmetic computations accurately and quickly.

Education and Experience:

Bachelor's degree in Accounting, Finance, Economics, Public Administration or a closely related field plus four (4) years of progressively responsible finance or accounting experience, including one year in a lead capacity; or any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year-by-year basis.

Special Requirements:

- Must be bondable.
- Must have a valid Washington State Driver's License, or the ability to obtain one.
- Must obtain Notary Public certification.

Equipment Used:

Computer (including printer and scanner), calculator, multi-line phone, copy machine, fax machine.

12.3 PUBLIC WORKS DIRECTOR

The Public Works Director is responsible for regular maintenance of the Town infrastructure, including, but not limited to the following:

- Operates Town equipment including backhoes, small graders, street sweepers, dump

trucks and loaders, lawn mowers, snow plows, sanders, chain saws, leveling vibrators, jack hammers, shovels, pick axes, crow bars, road graders, tractor mowers, etc.

- Performs routine equipment maintenance and minor field repairs such as lubrication, checking fluid levels and replacing belts and other components as required.
- Performs work in accordance with all federal, state and local laws, rules and regulations and within mandated and appropriate safety standards.
- Operates and services heavy road and construction equipment and light motor vehicles.
- Cleans roadside ditches, culverts and catch basins.
- Repairs streets, guardrails, and sidewalks.
- Installs and repairs street and traffic control signs.
- Performs brush cutting.
- Coordinates with other agencies for pavement striping; street sweeping; clearing snow and ice from streets; and tree trimming.
- Performs upkeep of parks and cemetery including watering, mowing, fertilizing, weed control, trimming, and rodent control.
- Analyzes and troubleshoots problems such as street and sidewalk damages or obstructions.
- Plans and schedules work priorities; requisitions supplies and equipment; and periodically inspects tools and equipment to ensure that proper care and maintenance is being performed.
- Prepares periodic work progress reports; maintains required records and logs; and maintains employee time records.
- Provides on-site direction and guidance to employees during assignments, and inspects work in progress and upon completion to ensure compliance with work standards and local codes, and proper safety techniques and procedures.
- Responsible for approving construction change orders up to 0.5% of contract amount prior to the Town Council's approval.
- Plans and implements a comprehensive Public Works program for the Town; integrates public works programs and activities with other city, county, state, and federal departments and/or agencies.
- Prepares studies, reports, and recommendations relative to the Public Works programs and special projects; determines and recommends what Public Works programs or major projects should be initiated, dropped, or modified.
- Perpetuates Public Works improvements and projects by initiating and/or assisting in the acquisition of grants, easements, etc.; determines the resources need for approved projects; and reviews work activities to ensure efficient and safe operations and conformance with established state, county, and Town standards, regulations and policies.
- Prepares budget estimates and controls the expenditure of department funds; this includes the planning and budgeting for future Public Works activities; evaluating services rendered in relation to cost vs. benefits derived and continuing need.
- Initiates periodic study and analysis of street and pedestrian traffic flow, congestion, accidents, and other conditions affecting the safe and convenient use of streets and walkways.

- Attends various hearings, seminars, and civic and business meetings on behalf of the Public Works Department.
- Establishes street logs to gauge effectiveness of maintenance programs.
- Reviews building permit applications for zoning compliance.
- Performs repairs and maintenance of Town buildings.
- Measures for the correct placement of graves; supervises excavation work and replacement of sod.
- Maintains public restrooms at Town park in a clean and sanitary condition.

12.4 PUBLIC WORKS MAINTENANCE SUPERVISOR TECHNICIAN

Desired Qualifications: A background in public works operations and duties. Highly responsible person who performs activities related to public works and equipment. A background in equipment operations and maintenance. The ability to work well with the public. Person must be organized and self-motivated.

The Public Works Maintenance Supervisor Technician is responsible for assisting with the regular maintenance of the Town infrastructure, including, but not limited to the following:

- Assists in planning and scheduling work priorities; assists in requisitioning supplies and equipment
- Operate Town equipment including backhoes, small graders, street sweepers, dump trucks and loaders, lawn mowers, snow plows, sanders, chain saws, leveling vibrators, jack hammers, road graders, tractor mowers, excavators, and various hand tools, etc.
- Performs upkeep of parks and cemetery including watering, mowing, fertilizing, weed control, trimming, and rodent control
- Perform work in accordance with all federal, state and local laws, rules and regulations and within mandated and appropriate safety standards
- Operate and service heavy road and construction equipment and light motor vehicles
- Cleans roadside ditches, culverts and catch basins
- Repairs streets, guardrails, and sidewalks
- Installs and repairs street and traffic control signs
- Performs brush cutting
- Perform routine equipment maintenance and minor field repairs such as lubrication, checking fluid levels and replacing belts and other components as required
- Perform and assist snow clearing and ice removal from streets; and tree trimming
- Assists in analyzing and troubleshooting problems such as street and sidewalk damages or obstructions
- Maintains street logs to gauge effectiveness of maintenance programs
- Performs repair and maintenance of Town buildings
- Measuring for the correct placement of graves; supervises excavation work and replacement of sod
- Maintain public restrooms at Town park in a clean and sanitary condition
- Assists with periodic studies and analysis of street and pedestrian traffic flow, congestion, accidents, and other conditions affecting the safe and convenient use of streets and

- walkways
- Minor welding and fabricating related to maintenance of facilities and equipment - Experience using an acetylene torch
- Organize and maintain the Town's maintenance shop and other storage and working areas
- Supervises seasonal employees and Correction Center work crews

12.5 ASSISTANT CLERK

The Assistant Clerk is responsible for assisting the Town Clerk with duties and responsibilities, including, but not limited to the following:

Business Licensing:

- Receive applications for and issue Town business peddler's licenses, ~~including permanent, home occupation, temporary merchant, and solicitors~~
- Answer business license inquiries by phone and in person
- Assist public in application process and receive license fees
- Refer home occupation conditional uses to Council
- Complete license and forward to applicant
- Maintain cross reference file on business and license number
- Enter information into computer database
- ~~Maintain business license records~~
- ~~Prepare renewal letter and license application for annual business license~~
- ~~Receive completed applications and manually validate with signature, date issued and receipt of payment~~
- ~~Update database with any new business information (i.e. out of business or no renewal)~~

Public Information:

- Provide public information on Town codes, ordinances, Council meetings, Council action taken and business licenses
- Provide public records and information to citizens, civic groups, the media and other agencies per public disclosure regulations
- Answer general questions (i.e. garbage service, transfer station, Chamber of Commerce, Department of Licensing, etc.)

Records Management:

- Serve as custodian of official Town records and public documents
- Cross-reference Council minutes, ordinances, resolutions, and agreements
- Enter information in computer database
- Prepare and file all records
- Maintain legal files, including records retention schedules

Secretarial Support:

- Type miscellaneous letters, agenda reports, and correspondence
- Complete various surveys and reports

Cemetery:

- Issue deeds for sale of cemetery plots
- Maintain records of cemetery plots

*Reconcile and Receipt Monies:

- Receive monies
- Verify accuracy of transmittals; issue receipt noting appropriate BARS code number

*Prepare Bank Deposit:

- Combine cash, coin, and checks from monies receipted
- Balance total cash and checks received to receipts
- Complete bank deposit slip; deposit with bank

*Process Payments on Various Accounts:

- Prepare vouchers noting appropriate fund and BARS code numbers
- Prepare Warrants/Claims and remit to vendors

Building Permits:

- Assist customers with identifying and completing building permit applications
- Receive permit applications and payments
- Enter permit information into computer, including calendared deadlines
- Enter payment information into computer
- Issue permits

*Miscellaneous Duties:

- Coordinate response to dog complaints with Clark County Animal Control
- ~~Receive monies and issue receipts for Clark Public Utilities' payments, report and remit payments to CPU~~
- Maintain records and files on various ordinance compliance matters
- Filing

*The Assistant Clerk is only to handle money transactions if bonded.

12.6 ADMINISTRATIVE ASSISTANT

The administrative assistant may be full-time or part-time, and is responsible for assisting the Mayor, Town Clerk, Assistant Clerk, and Public Works Director with clerical duties including, but not limited to the following:

- Create and maintain documents, letters, and forms
- File and maintain records
- Respond to inquiries by telephone or in person, in a friendly, professional manner
- Enter information into computer database
- Use copier, fax machine, scanner, multi-line telephone, computer, and adding machine
- Assist in researching and compiling records for Public Records Requests
- Issue cemetery deeds and maintain cemetery plot records
- Pick up mail from the Yacolt Post Office
- Maintain inventory of supplies and create supply “shopping” lists
- Relay messages to the appropriate persons
- Maintain inventory of equipment in Town Hall
- Perform research and other clerical duties as needed
- If bonded, may also handle cash and checks

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CHAPTER 13 SUMMARY

These policies are not intended to be a contract, express or implied, or any type of promise or guarantee of specific treatment upon which you may rely, or as a guarantee of employment for any specific duration. The employer has sole discretion whether to apply handbook policies in a particular case. The Town can and will exercise flexibility and discretion with regard to the policies described in this manual, and to act apart from any procedures described herein. The Town has the right to completely disregard the contents of this policy.

UNLESS SPECIFIC RIGHTS ARE GRANTED TO YOU IN EMPLOYMENT CONTRACTS, CIVIL SERVICE RULES, OR ELSEWHERE, ALL EMPLOYEES OF THE TOWN ARE CONSIDERED AT-WILL EMPLOYEES AND EITHER PARTY MAY TERMINATE THE RELATIONSHIP ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

No supervisor, manager, or representative of the Town other than the Mayor, with Town Council approval, has the authority to enter into any agreement with you for employment for any specific period or to make any written or verbal commitments contrary to the foregoing.

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