

SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING

May 17, 2023

Anticipated start time is 9:30 a.m. following the Transportation Policy Board meeting

In Person: [Burlington City Council Chambers](#), 833 South Spruce Street, Burlington, WA 98233

Remote: [GoToMeeting](#)

Dial In: 1 (866) 899-4679

Access Code: 161-285-413

AGENDA

1. Call to Order and Roll Call
2. Written Public Comments – *Mark Hamilton*
3. Consent Agenda
 - a. Approval of [February 15, 2023 Board of Directors Meeting Minutes](#)
 - b. Approval of [Accounts Payable Vouchers](#) and Payroll Certification
AP voucher batch #144732 and AP voucher batch #144905 in an amount totaling \$18,655.65; and payroll certification for February 2023 in the amount of \$37,261.42. AP voucher batch #145053 and AP voucher batch #145280 in an amount totaling \$14,670.02; and payroll certification for March 2023 in the amount of \$35,260.23. AP voucher batch #145469, #145573 and #145624 in an amount totaling \$16,986.97; and payroll certification for April 2023 in the amount of \$35,343.72.
4. Discussion Items
 - a. [Personnel Handbook Update](#) – *Kevin Murphy*
 - b. 2024 Dues – *Kevin Murphy*
 - c. Comprehensive Economic Development Strategy Update – *Kevin Murphy*
5. Chair's Report
6. Executive Director's Report
7. Roundtable and Open Topic Discussion
8. Next Meeting: August 16, 2023, 9:30 a.m., [Burlington City Council Chambers and GoToMeeting](#)
9. Adjourned

Information Items:

[Year to Date Actual vs. Budget – January through March 2023](#)

[Quarterly Financial Update](#)

[Washington Intergovernmental Review Process Uniform Notification Forms](#)

[Meeting Packet](#)

BOARD OF DIRECTORS OFFICERS

Commissioner Ron Wesen..... Chair

Mayor Steve Sexton..... Vice-Chair

BOARD OF DIRECTORS MEMBERSHIP AND VOTES

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Burlington 1
Concrete..... 1
Hamilton..... 1
La Conner..... 1
Lyman 1
Mount Vernon 1

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Port of Skagit1
Samish Indian Nation.....1
Sedro-Woolley1
Skagit County3
Skagit Public Utility District.....1
Swinomish Indian Tribal Community.....1

QUORUM REQUIREMENT

A quorum consists of a simple majority (9) of the total votes (16).

Title VI Notice to the Public: The Skagit Council of Governments fully complies with Title VI of the federal Civil Rights Act of 1964 and related statutes, and does not discriminate on the basis of race, color or national origin. For more information, or to obtain a Title VI Complaint Form, visit SCOG's website at <http://scog.net/about/nondiscrimination/>.

Aviso resumido del Título VI al público: El Consejo de gobiernos de Skagit cumple plenamente con el Título VI de la Ley federal de derechos civiles de 1964 y los estatutos relacionados, y no discrimina por motivos de raza, color u origen nacional. Para mayor información, o para obtener un Formulario de queja del Título VI, visite el sitio web del SCOG en <http://scog.net/about/nondiscrimination/>.

ADA Notice to the Public: The Skagit Council of Governments fully complies with Section 504 of the Rehabilitation act of 1973 and the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability. For more information, or to file a grievance contact the ADA Coordinator, Kevin Murphy at 360-416-7871 or kmurphy@scog.net.

Aviso de la ADA para el público: El Consejo de Gobiernos de Skagit cumple plenamente con la Sección 504 de la Ley de Rehabilitación de 1973 y la Ley de Americanos con Discapacidades de 1990 (ADA) y no discrimina por motivos de discapacidad. Para obtener más información, o para presentar una queja, póngase en contacto con el Coordinador de la ADA, Kevin Murphy en 360-416-7871 or kmurphy@scog.net.

SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING MINUTES

February 15, 2023
Burlington City Council Chambers and GoToMeeting

MEMBERS PRESENT

Mayor Jill Boudreau, City of Mount Vernon; Commissioner Peter Browning, Skagit County; Treasurer Jackie Brunson, Skagit County; Commissioner Lisa Janicki, Skagit County; Mayor Julia Johnson, City of Sedro-Woolley; Mayor Ramon Hayes, Town of La Conner; Mayor Matt Miller, City of Anacortes; Commissioner Jon Ronngren, Port of Anacortes; Mayor Marla Reed, Town of Concrete; and Chairman Tom Wooten, Samish Indian Nation.

STAFF PRESENT

Kevin Murphy, Executive Director; Debbie Carter, Executive Assistant and Clerk of the Board; Mark Hamilton, Senior Transportation Planner; and Grant Johnson, Associate Planner.

OTHERS PRESENT

Ron Cubellis, Whatcom Council of Governments; Mary Wohleb, Greg Whiting, Terry Nelson, Mason Rolph, Skagit Valley Clean Energy Cooperative. Two members of the public attended the meeting.

MINUTES

1. Call to Order: Commissioner Browning called the meeting to order at 9:30 a.m. in the absence of Commissioner Ron Wesen, Chair.

Roll Call: Roll was taken with a quorum present.

2. Written Public Comments: Mr. Hamilton said there was a written public comment period from February 8-14 for the Board meeting, and no comments were received during that timeframe.
3. Consent Agenda

- a. Approval of November 16, 2022, Board of Directors Meeting Minutes

Commissioner Janicki moved to approve the November 16, 2022 Board of Directors Meeting Minutes, with Mayor Boudreau seconding the motion. The motion carried unanimously.

- b. Approval of Accounts Payable Vouchers and Payroll Certification

AP voucher batch #143645 and AP voucher batch #143784 in an amount totaling \$11,704.83; and payroll certification for November 2022 in the amount of \$32,542.58. AP voucher batch

#143943 and AP voucher batch #144122 in an amount totaling \$25,407.22; and payroll certification for December 2022 in the amount of \$32,310.67. AP voucher batch #144181, #144246 and #144534 in an amount totaling \$25,226.28; and payroll certification for January 2023 in the amount of \$32,078.76.

Commissioner Janicki moved to approve the Accounts Payable Vouchers and Payroll Certification, with Mayor Hayes seconding the motion. The motion carried unanimously.

4. Action Items

- a. Election of 2023 Vice-Chair: Commissioner Browning introduced this agenda item. Mr. Murphy provided an overview of the election process, noting that the Vice-Chair automatically becomes Chair in 2024.

Mayor Boudreau moved to nominate Mayor Sexton to fill the seat of Vice-Chair for the Board of Directors, with Mayor Hayes seconding the motion. The motion carried unanimously.

- b. Resolution 2023-02 To Approve 2023 Cost Allocation Plan: Mr. Cubellis presented the proposed 2023 Cost Allocation Plan and described its relationship to SCOG's annual budgets. He said that for 2023, it is adjusted for under recovery of indirect costs and under recovery of fringe benefits costs during 2022. Mr. Cubellis noted that SCOG has used the fixed-rate method of recouping indirect and fringe benefit costs since 2011.

Commissioner Janicki moved to approve Resolution 2023-02 To Approve 2023 Cost Allocation Plan as presented, and Chairman Wooten seconded the motion. The motion carried unanimously.

- c. Comprehensive Economic Development Strategy: Mr. Murphy presented two actions proposed by SCOG staff: (1) to amend the 2023 SCOG Budget to include \$120,000 for consulting services and staff time for the preparation of a new Comprehensive Economic Development Strategy (CEDS) for Skagit County; and (2) to authorize the Executive Director to release a request for qualifications and enter into a professional services agreement for planning services upon completion of the competitive consultant-selection process.

Mr. Murphy provided some CEDS background information. He said the Board first mentioned wanting to develop a new regional economic strategy during the May 2022 meeting. At another meeting, in November 2022, the Board created an ad-hoc committee, now referred to as the "CEDS Steering Committee", to make recommendations to the Board on if and how to pursue preparing a new CEDS. Since the 1970s, SCOG has prepared and updated the federally compliant CEDS, and its former iteration the Overall Economic Development Plan. SCOG's Governance Agreement also states SCOG will maintain a CEDS. The CEDS Steering Committee met on January 31, 2023 to discuss whether or not to prepare a CEDS, scope of the CEDS, funding options and how best to proceed. Mr. Murphy said that next steps, if the Board agrees to proceed, would be for SCOG staff to prepare a request for qualifications with review by the CEDS Steering Committee.

Board members discussed the benefits of moving forward on a new CEDS and expectations for the process.

Mayor Hayes moved to amend the 2023 SCOG Budget to include \$120,000 for consulting services for the preparation of a new Comprehensive Economic Development Strategy in Skagit County as presented, and Mayor Boudreau seconded the motion. The motion carried unanimously.

Commissioner Janicki moved to authorize the Executive Director to release a request for qualifications and enter into a professional services agreement for planning services upon completion of the competitive consultant-selection process as presented, and Mayor Miller seconded the motion. The motion carried unanimously.

5. Discussion Items

- a. Skagit County Clean Energy Cooperative: Mayor Hayes introduced Skagit County Clean Energy Cooperative, which is headquartered in La Conner. Ms. Wohleb and Mr. Whiting staff the organization and spoke to the structure of the cooperative and the benefits of membership. The presentation included: overview of the Skagit County Clean Energy Cooperative, a not-for-profit organization working to steward an equitable and accessible transition to clean energy; the Solarize Campaign; grants for public buildings; support for clean energy legislation; and educating the public about clean energy. A goal of the project is to support 50 homes and/or businesses install solar in Skagit County this year. The Campaign Timeline includes: securing group purchasing contracts and confirm community partnerships in February; campaign launch in March; outreach and enrollment from March through July; and installation March through December.

Board members asked several questions about the project and asked that this presentation be provided to their individual jurisdictions. Ms. Wohleb said she would follow up with jurisdiction contacts to provide these presentations and other information about the project.

6. Chair's Report: Board Chair, Commissioner Wesen, did not attend the meeting.
7. Executive Director's Report: Mr. Murphy discussed House Bill 1220 and the countywide growth projections and allocations process that SCOG is supporting. He also mentioned that he was asked to join North Star Housing Group to assist on a work plan.
8. Roundtable and Open Topic Discussion: Commissioner Janicki said she just returned from a national conference where sits on the Public Land Steering Committee. Various presentations were discussed including wildfire and how it impacts housing and wildlife. Discussion also included a soft release on a book called Governing from the Ground.
9. Next Meeting: The next meeting is May 17, 2023, with the time to be determined, in person at the Burlington City Council Chambers and remotely via GoToMeeting.
10. Adjourned: Commissioner Browning adjourned the meeting at 10:40 a.m.

Information Items: The Board was provided with the Year to Date Actual vs. Budget – January through December 2022, and Quarterly Financial Update.

Approved,

Kevin Murphy, Executive Director
Skagit Council of Governments

Date: _____

Commissioner Ron Wesen, Skagit County
Board of Directors Chair
Skagit Council of Governments

Date: _____

DRAFT

FEBRUARY BATCH 144732

No	Vendor Name/Description	Description	Vendor No	Invoice Number	Invoice Date	Invoice Amount
2023013	A-1 Shredding	Professional Services	31010	28810	1/5/2023	\$25.00
2023014	AWC Membership	Professional Services	A0657	112402	1/1/2023	\$959.93
2023015	City of Mount Vernon	Utiilities	12360	1312023	1/31/2023	\$22.68
2023016	Green Valley Clean	Professional Services	31182	798	1/31/2023	\$265.00
2023017	NECA	Rent	31094	23-Feb	1/1/2023	\$3,200.00
2023018	NECA	Rent	31094	Mar-23	2/1/2023	\$3,200.00
2023019	Puget Sound Energy	Utiilities	14036	Suite 100	1/4/2023	\$150.98
2023020	Puget Sound Energy	Utiilities	14036	Suite 101	1/4/2023	\$58.51
2023021	Puget Sound Energy	Utiilities	14036	Suite 100	2/2/2023	\$98.06
2023022	Puget Sound Energy	Utiilities	14036	Suite 101	2/2/2023	\$56.51
2023023	Ricoh Images	Printing	27592	5066430284	12/27/2022	\$24.19
2023024	Ricoh Images	Printing	27592	5066623209	1/25/2023	\$3.55
2023025	Skagit Publishing	Advertising	13375	29638	1/3/2023	\$285.01
2023026	Skagit Publishing	Advertising	13375	30314	1/24/2023	\$335.30
2023027	Waste Management	Utiilities	26387	0760263-0043-4	2/1/2023	\$123.55
2023028	Whatcom Council of Governments	Professional Services	23714	593	12/31/2022	\$889.55
2023029	US Bank Visa	Supplies	25459	1062023	1/6/2023	\$27.13
2023030	US Bank Visa	Travel	25459	1192023	1/19/2023	\$487.80
2023031	US Bank Visa	Travel	25459	JAN192023	1/19/2023	\$174.68
Feb-23	BATCH 144732 Total					\$10,387.43
2023032	Associataion of WA Cities	Employee Healthcare Benefits	A0657	41355	2/18/2023	\$8,268.22
MEDICAL	BATCH 144905 Total					\$8,268.22

MARCH BATCH 145053

No	Vendor Name/Description	Description	Vendor No	Invoice Number	Invoice Date	Invoice Amount
2023033	City of Mount Vernon	Utiilities	12360	3252023	2/28/2023	\$22.68
2023034	Green Valley Clean	Professional Services	31182	815	2/28/2023	\$265.00
2023035	NECA	Rent	31094	April 2023 Rent	3/1/2023	\$3,200.00
2023036	Puget Sound Energy	Utiilities	14036	Suite 100	3/3/2023	\$112.59
2023037	Puget Sound Energy	Utiilities	14036	Suite 101	3/3/2023	\$57.59
2023038	Ricoh Images	Printing	27592	5066848915	2/25/2023	\$45.06
2023039	Waste Management	Utiilities	26387	0766253-0043-9	3/1/2023	\$145.48
2023040	Whatcom Council of Governments	Professional Services	23714	625	1/31/2023	\$1,764.76
2023041	US Bank Visa	Supplies	25459	21623	2/16/2023	\$23.62
2023042	US Bank Visa	Travel	25459	2162023	2/16/2023	\$833.00
Mar-23	BATCH 145053 Total					\$6,469.78

2023043	Associataion of WA Cities	Employee Healthcare Benefits	A0657	42348	3/18/2023	\$8,200.24
MEDICAL	BATCH 145280 Total					\$8,200.24

APRIL BATCH 145469

No	Vendor Name/Description	Description	Vendor No	Invoice Number	Invoice Date	Invoice Amount
2023044	City of Mount Vernon	Utiilities	12360	4252023	3/31/2023	\$22.68
2023045	Green Valley Clean	Professional Services	31182	832	3/31/2023	\$265.00
2023046	NECA	Rent	31094	May 2023 Rent	4/1/2023	\$3,200.00
2023047	Puget Sound Energy	Utiilities	14036	Suite 100	4/4/2023	\$101.18
2023048	Puget Sound Energy	Utiilities	14036	Suite 101	4/4/2023	\$38.55
2023049	Ricoh Images	Printing	27592	5067030802	3/25/2023	\$18.16
2023050	Skagit Publishing	SCOG - Other local direct	13375	32593	3/28/2023	\$318.54
2023051	Waste Management	Utiilities	26387	0768636-0043-3	4/1/2023	\$143.85
2023052	Whatcom Council of Governments	Professional Services	23714	649	2/28/2023	\$3,533.06
2023053	US Bank Visa	Supplies	25459	3222023	3/22/2023	\$62.77
Apr-23	BATCH 145469 Total					\$7,703.79

2023054	WA Department of Labor & Industries	Payroll tax	22900	2023 Q1	3/31/2023	\$422.19
2023055	WA Employment Security Dept. (unemployment)	Payroll tax	20765	2023 Q1	3/31/2023	\$239.26
2023056	WA Employment Security Dept. (paid famil & medical leave)	Payroll tax	32166	2023 Q1	3/31/2023	\$520.49
Apr-23	BATCH 145573 Total					\$1,181.94
2023057	Associataion of WA Cities	Employee Healthcare Benefits	A0657	43379	4/19/2023	\$8,101.24
Apr-23	BATCH 145624 Total					\$8,101.24

DISCUSSION ITEM 4.A. – PERSONNEL HANDBOOK UPDATE

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Board of Directors	05/17/2023	Discussion	Kevin Murphy	360-416-7871

FISCAL IMPACT

There would not be a direct cost impact to SCOG. The increase in maximum accumulation of vacation leave from 240 to 320 hours could have an impact on SCOG's fringe benefit costs in the Cost Allocation Plan (CAP), which is approved annually by the Board of Directors. The CAP accounts for over/under recovery the previous year. An increase in maximum vacation leave accrual from 240 to 320 hours could result in higher fringe benefit costs the year after accrued vacation leave is used by a SCOG employee.

DISCUSSION

SCOG's Board of Directors adopts and amends the [Personnel Handbook](#) for the agency. The handbook was adopted on December 21, 2016, and was most recently amended on May 18, 2022.

Several updates to the Handbook are proposed by SCOG staff, which are summarized below:

- Several revisions are proposed for consistency of language used (e.g. referring to SCOG as an "Agency", not a "Company");
- Removes references to Revolving Loan Funds, Annual Dinner, Finance Manager and other dated terms no longer applicable to SCOG;
- Revises the Personal Appearance and Conduct section to update the dress code, removing references to specific types of clothing;
- Revises the Credit Card Policy section to increase credit limits from \$2,500 to \$5,000 due to increased costs, and expands approved uses of credit card;
- Introduces flexible work arrangements into Work Week & Pay Periods section;
- Increases maximum accumulation of vacation leave from 240 to 320 hours;
- Revises names of holidays for consistency with the Revised Code of Washington, which is referenced in the handbook for holidays that SCOG recognizes; and
- Removes "release time" requirement from Types of Training section, as all training must be approved by the Executive Director and also having the Executive Director release an employee to attend the training is redundant.



PERSONNEL HANDBOOK

~~January 1, 2018~~ August 16, 2023

SKAGIT COUNCIL OF GOVERNMENTS
315 S. 3rd Street
Mount Vernon, WA 98273

Adopted December 21, 2016
Resolution #2016-11

Amended March 21, 2018
Resolution ~~#~~2018-04

Amended May 18, 2022
Resolution ~~#~~2022-04

Amended August 16, 2023
Resolution #2023-XX

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1.0 INTRODUCTION

1.01 ABOUT SKAGIT COUNCIL OF GOVERNMENTS

Welcome to the Skagit Council of Governments hereafter referred to as SCOG. SCOG has been serving our community ~~for over 40 years and issince 1967 as~~ a voluntary organization of ~~local~~ governments whose purpose is to foster a cooperative effort in resolving problems, policies and plans that are common and regional. SCOG works in two major emphasis areas: Transportation and Economic Development ~~through its four Revolving Loan Funds (RLF).~~

SCOG is a regional transportation planning resource that facilitates, advocates, and educates through technical and professional expertise, public outreach, grants and other funding opportunities. SCOG serves as the lead agency for the Regional Transportation Planning Organization ~~(RTPO)~~ as enabled by Washington State law, and the ~~Skagit~~ Metropolitan Planning Organization ~~(SMPO)~~ as enabled by federal law. The SCOG Board of Directors and Transportation Policy Board are the governing bodies for SCOG, and are comprised of elected officials and staff from local, state and tribal public jurisdictions.

1.02 PURPOSE AND INTENT

This ~~H~~handbook is meant to be a resource for you, setting forth the General Guidelines for SCOG Personnel Policies and Practices. This Handbook is not a contract of employment and, does not promise specific treatment in specific situations. With the exception of the At-Will nature of your employment, the policies stated in this Handbook may change from time to time at SCOG's discretion. Circumstances may require a change in SCOG policies, practices, and benefits. SCOG reserves the right to interpret, change, or rescind this manual or any part of it, with or without notice subject to state and federal laws.

Should you need further information or have any questions concerning these policies or your employment, please speak to your supervisor.

1.03 AT-WILL EMPLOYMENT

We sincerely hope our employment relationship will be long and mutually beneficial.

All SCOG employees are employed on an "At-Will" basis. At-will means that both you and SCOG have the right to terminate your employment at any time, for any reason, with or without prior notice or cause. There is not an expressed or implied contract limiting your right to resign, or SCOG's right to terminate your employment, at any time, for any reason, or for no reason. Furthermore, SCOG may change your duties or compensation, or transfer, reassign, promote, demote, suspend, or otherwise change the terms and conditions of your employment (other than the At-Will relationship), with or without cause or prior notice. The At-Will relationship may not be changed by any person, statement or conduct other than an expressed written agreement signed by you and the Executive Director. You must understand and accept this At-Will relationship as part of your employment with SCOG. If you have any questions regarding this policy or your employment with SCOG, please speak to your supervisor.

In addition, no one can enter into a verbal or written agreement confirming employment for a limited term position or an internship other than through the Executive Director or the SCOG Board; any such agreement must refer to a specific employee and be in writing to be enforceable. Otherwise, SCOG does not promise or guarantee that you will be employed for any specified length of time.

1.04 EQUAL EMPLOYMENT OPPORTUNITY

SCOG is an equal opportunity employer. When making hiring and employment decisions, SCOG does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, gender, gender identity, sexual orientation, marital status, pregnancy, age, military service, physical or mental disability, genetic information, or any other legally protected category. Our management is dedicated to ensuring the fulfillment of this policy with respect to recruitment, hiring, training, placement, transfer, promotion, demotion, layoff, termination, compensation, working conditions, and the general treatment of all employees.

1.05 DISABILITY ACCOMMODATION

SCOG does not discriminate on the basis of physical or mental disability, or any other legally protected category. SCOG is also committed to providing reasonable accommodation to qualified individuals with disabilities if doing so does not cause an undue burden to the Agency. Any employee who is unable to perform one or more functions of his or her position due to a disability or medical condition is encouraged to request and discuss appropriate reasonable accommodations with SCOG. Should you need further information or have any questions concerning this policy, please speak to your supervisor.

1.06 RELIGIOUS ACCOMMODATION

The Agency provides reasonable accommodation for sincerely held religious observances, practices, or beliefs that conflict with work requirements unless doing so creates an undue hardship. Individuals requesting a religious accommodation are to contact the Executive Director.

2.0 EMPLOYMENT

2.01 EMPLOYEE CLASSIFICATIONS

Job Classifications determine whether you are eligible for various employment benefits. The following classifications have been established:

Regular Full-time Employee: An employee who is regularly scheduled to work at least forty (40) hours per week and who maintains continuous employment status. Regular full-time employees are eligible for employment benefits including paid time off, holidays, and health insurance.

Regular Part-time Employee: An employee who is regularly scheduled to work less than forty (40) hours per week and who maintains continuous employment status. Regular part-time employees are eligible for employment benefits including paid time off, holidays, and health insurance as, applicable. Employees who work a regular schedule of less than twenty (20) hours per week are not eligible for benefits as outlined in this Handbook.

Temporary Employees: Individuals hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Such individuals are hired for a limited period of time. Temporary employees, whether full-time or part-time, are ineligible for benefits, unless required by law.

Exempt Employee: Exempt employees are, (but not limited to), professional, executive or administrative, employees who are paid on a salary basis, and whose work duties exempt them from the overtime provisions of state and federal wage and hour laws.

Non-Exempt Employee: Non-exempt employees are hourly or salary employees who, by the nature of their positions, are not exempt from overtime laws. Non-exempt employees are entitled to be paid one and one half times their regular rate of pay for all hours worked in excess of forty (40) hours in a workweek in accordance with current state and federal law. All overtime worked by non-exempt employees must be authorized in advance by the Executive Director.

There are other types of employment definitions:

Contractor/Consultant: An individual whose services are retained on a contract basis, not as an employee, and documented through the contract process containing an appropriate scope of work. The benefits herein do not apply to contractors/consultants

Student Intern/Work Study: Temporary work assignment which allows a student to gain work experience in the field. The benefits herein do not apply to these interns other than as required by law.

Volunteer: Non-paid staff assigned to assist with specific programs/services. Volunteers are not eligible for benefits, except those required by law.

2.02 CHANGES IN EMPLOYMENT STATUS

SCOG may change the employment classification of any employee at any time based on the nature of the employment assignment. The Executive Director will notify each employee in writing upon any changes in his/her employment status.

2.03 HIRING & EMPLOYMENT

Individuals who want to be considered for employment with SCOG must provide all requested application materials. Viable candidates will be those individuals applying for particular position openings. SCOG relies upon the accuracy of information contained in the employment application materials, as well as accuracy of other data provided throughout the hiring process and employment relationship. Any misrepresentation, falsification, or material omission will result in exclusion of the individual from consideration for employment or, if hired, termination of employment.

Employees whose work requires a state or national license, registration, certification, or permit, will be required to present proof of such applicable document prior to employment and at each renewal period. It is the employee's responsibility to provide SCOG with proof of current required license, registration, certification, or permit within two (2) weeks of the issue date.

SCOG employees whose job responsibilities require them to drive will be required to provide a copy of a valid Washington driver's license at the time of hire and proof of active auto insurance. These employees are also responsible to advise SCOG of any change in driver's licensing or insurance status. Additionally, SCOG may request a copy of any employee's or applicant's driving abstract for review at any time.

2.04 REHIRES

When former employees apply to be rehired, they will be evaluated on the same basis as all other applicants. Consideration will be given to past job performance and the circumstances surrounding the termination of previous employment.

Employees rehired within thirty (30) consecutive days after separation will have their service bridged. This means the employee may retain the original date of hire and may continue to accrue time-off benefits at the previous rate. Insurance benefits will continue as stipulated in the Plan Documents. Employees rehired after a break of service of more than thirty (30) consecutive days will receive a new date of hire. They will be considered the same as new employees for all benefits.

2.05 EMPLOYMENT OF RELATIVES

To avoid the reality or appearance of improper influence, favor or conflict of interest, and for reasons relating to supervision, safety, and security, ~~the~~ SCOG does not allow individuals related by blood, marriage, or domestic partners or employees who co-habitate, to be employed where:

- a. One of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other;
- b. Where one party would be responsible for auditing the work of the other; or
- c. Where there is potential for conflict between the parties or between the interest of one or both parties and the best interest of ~~the~~ SCOG.

If two employees marry, become related, or begin sharing living quarters with one another, and in ~~the~~ SCOG's judgment the potential problems noted above exist or reasonably could exist, only one employee will be permitted to remain in ~~the~~ SCOG's employment unless reasonable accommodations, as determined by the Executive Director, can be made to eliminate the possibility of any potential conflict as stated above. The decision as to which employee will remain with ~~the~~ SCOG will be made by the two employees within thirty (30) calendar days of the date they marry, become related, or begin sharing living quarters with each other. If no decision is made during this time, ~~the~~ SCOG reserves the right to terminate either employee.

2.06 OUTSIDE EMPLOYMENT

SCOG expects employees to place a priority on their employment and avoid other employment or activities that interfere with the employee's ability to do his/her job, meet his/her work schedule or otherwise create a conflict of interest. Examples include, but are not limited to, outside employment which:

- a. 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;
- b. Is conducted during the employee's work hours;
- c. Utilizes SCOG telephones, computers, supplies, or another resources, facilities, or equipment;
- d. Is employed with a firm which has contacts with or does business with SCOG; or
- e. 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 Executive Director. Should outside employment or activities become a conflict, it must be discontinued or the employee will be separated.

2.07 CONFLICT OF INTEREST

SCOG employees shall not participate in the selection, award or administration of any contract or purchase of goods or services, if a conflict of interest, real or apparent, exists. Such a conflict of interest would arise when the employee, any member of his/her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. SCOG employees shall not solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. (2 CFR 200.318)

Areas where a conflict of interest might exist include, but are not limited to, the following situations:

- a. You or an immediate family member have a substantial financial interest in, or are involved directly or indirectly in the management of an organization which deals directly with SCOG as a supplier, contractor, purchaser or distributor of SCOG's products;
- b. You are employed outside SCOG and such employment interferes with the proper and efficient performance of your duties for SCOG;
- c. You or an immediate family member buys, sells, or leases any kind of property, facility or equipment from or to SCOG or renders service to SCOG other than as an employee;
- d. You provide services to another organization as an employee or consultant for an organization doing or seeking to do business with SCOG or competing with SCOG or its members;
- e. You use confidential information about SCOG or its customers to derive personal financial gain;
- f. You accept, directly or indirectly, any gift, favor, loan, retainer, entertainment, travel expense, compensation, or other thing of value from any person doing business or seeking to do business with SCOG. Employees may accept food and beverages consumed at hosted receptions where attendance is related to their official duties and where food and beverages consumed at these events are sponsored by or in conjunction with, a civic, charitable, governmental, or community organization.

A conflict of interest shall be deemed to exist where a reasonable and prudent person would believe that the gift, compensation, thing of value, or more favorable terms was given for the purpose of obtaining special consideration or to influence SCOG action.

Violation of any of the conflict-of-interest provisions will lead to disciplinary action, up to and including termination.

2.08 EMPLOYEE PRIVACY AND PERSONNEL FILES

SCOG maintains employment-related files for its employees. These files are property of the agency. Personnel files contain the following type of information:

- a. Address, telephone number, and emergency contacts;
- b. Application and/or resume, reference letters, or other materials applicable for employment consideration;
- c. Employment history information, including titles and dates of positions held, salaries/wages, dates and amounts of raises, changes in status (e.g., full-time, part-time, or temporary), and reasons for termination of previous employment;
- d. Copies of Washington State licensure and vehicle insurance;
- e. Training records;
- f. Performance evaluations;
- g. Records of corrective counseling, due process, or disciplinary action;
- h. Personnel action items such as insurance enrollment/change records and personal information changes; and
- i. Documents pertaining to employment, including but not limited to, letters of commendation and additional training records.

All medically-related information will be maintained by the Executive Director or designee in a separate employee medical file. Information in the medical file may be disclosed only to the employee, to a supervisor on a need-to-know basis, individuals given access by the employee's written consent, or as otherwise required or allowed by state and federal law.

An employee who wishes to review his/her personnel records should contact the Executive Director or designee to arrange a time. These records may be reviewed only in the presence of a designated SCOG official during normal business hours. Where an employee disputes information contained in his/her personnel file, the employee may submit a written request to the Executive Director that the information be changed. If this request is denied, the employee may request that a statement containing his/her correction or rebuttal be placed in the file.

It is each employee's responsibility to notify the Executive Director or designee of changes in personal information that would affect payroll and insurance processes such as address, phone number, marital status, and dependent status.

2.09 INTERNSHIPS

To assist in the development of future workforces, SCOG may choose to participate in school-related internship programs. These programs must be affiliated with an educational institution and provide practical application of what the student is learning in school. All internships will receive approval from the Executive Director prior to commencement. Work will be performed under the supervision of an assigned appropriate mentor. The assigned supervisor will be responsible for completing school-related progress reports as necessary.

Interns are required to comply with the processes, policies, and procedures required of regular employees in similar positions, whether the internship is a paid or non-paid position. Internship programs are considered stand-alone programs and in no way insinuate or entitle the student to a position during or at the conclusion of an internship period.

2.10 VOLUNTEERS

SCOG may, from time-to-time, utilize volunteers to assist within the organization. All volunteer assignments will receive approval from the Executive Director prior to commencement. Volunteers may receive reimbursement for specific expenses associated with their volunteer service, such as mileage reimbursement. A current employee may not volunteer in any capacity related to his/her paid position. While volunteer positions are unpaid, volunteers are required to comply with the processes, policies, and procedures required of regular employees in similar positions.

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3.0 GENERAL POLICIES

3.01 GENERAL EMPLOYEE CONDUCT

Employees are expected to use good judgment in performing their job and in representing the Agency. Conduct that interferes with Agency operations, is detrimental to the Agency, and/or is offensive to coworkers or the public will not be tolerated and will lead to disciplinary action up to and including termination. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace.

In addition to the policies set forth in this Handbook, the following is a non-exhaustive list of general guidelines for employee conduct:

- a. Ensure that our interactions and communications with each other, clients, community partners, and the general public present a professional and caring image;
- b. Demonstrate mutual respect toward co-workers, colleagues, community partners, clients, and the general public;
- c. Comply with SCOG's anti-harassment, discrimination and retaliation policy;
- d. Comply with SCOG's workplace hostility and violence policy;
- e. Be at work on time and for the scheduled duration of the work day;
- f. Recognize that each work assignment is important and worthy of our best efforts;
- g. Accomplish work in a timely, accurate, and professional manner;
- h. Present a neat, professional, and business-like appearance at all times;
- i. Report immediately to your supervisor problems with a client, community partner, colleague, or member of the general public;
- j. Abide by all confidentiality standards when handling client information;
- k. Exercise good judgment by limiting personal calls, texting, conversations, and visiting to a di minimus amount or to non-working hours;
- l. Adhere to policies, procedures, safety rules, and safe working practices;
- m. Comply with directions from supervisors;
- n. Preserve and protect SCOG's equipment, grounds, facilities, and resources; and
- o. Follow SCOG's ethics and conflict of interest standards.

The above are examples only and are not all-inclusive. At management's discretion, any violation of Agency policies or any conduct considered inappropriate or unsatisfactory may subject an employee to disciplinary action, up to and including termination. Disciplinary action may include, but is not limited to, verbal warning, written warning, suspension, demotion and termination. The choice of disciplinary action in any particular case is solely within the discretion of the Agency.

3.02 POLICY ~~AA~~AGAINST UNLAWFUL DISCRIMINATION

3.02.01 POLICY AGAINST DISCRIMINATION

Every employee, intern, and volunteer has the right to work in surroundings that are free from unlawful discrimination. SCOG strictly prohibits unlawful discrimination based on race, color, national origin, ancestry, religion, sex, age, military service, physical or mental disability, medical condition, gender, gender identity, sexual orientation, marital status, pregnancy, military service, veteran status, physical or mental disability, or any other legally-protected classification. SCOG also prohibits the harassment of any individual based on these protected classifications. SCOG requires its employees to abide by this policy in practice and in spirit. SCOG encourages its employees to promptly address any questions or concerns about this policy directly to the Executive Director or a Board Member who is not alleged to have been involved in the conduct, to investigate any reports of harassment. Employees may do so without concern of reprisal.

3.02.02 POLICY AGAINST HARASSMENT OR SEXUAL HARASSMENT

Sexual harassment is a form of sexual discrimination and SCOG will not tolerate it in the workplace. Sexual harassment comes in many forms including verbal, physical, visual, or written (including e-mail) and may include, but is not limited to, conduct which may include unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Sexual harassment may also include unwelcome sexual attention, verbal abuse of a sexual nature, unnecessary touching, blocking, a display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes or objects, or engaging in any sexually-oriented conduct. An employee may not engage in any activity which unreasonably interferes with another's work performance or creates a work environment that is intimidating, hostile, or offensive. SCOG specifically prohibits any employee from:

- a. Making unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature, a condition of an employee's continued employment, ~~or~~
- b. Making submission to or rejection of such conduct the basis for employment decisions affecting the employee, ~~or~~ or
- c. Engaging in conduct that creates an intimidating, hostile, or offensive working environment.

The above list is not all-inclusive, but is intended to illustrate the type of conduct that is inappropriate. Harassment based on sex, or any other protected category, is unlawful and will not be tolerated.

3.02.03 EMPLOYEE'S RESPONSE TO MISCONDUCT

SCOG requires any employee who thinks he or she has been the subject of discrimination or harassment to report the conduct. Employees who think they or others may have been subject to discrimination or harassment, including but not limited to any of the conduct listed above, by any supervisor, management official, other employee, customer, or other any person in connection with their employment, should bring the matter to the immediate attention of the Executive Director, or a ~~board~~ Board officer ~~Officer~~ who is not alleged to have been involved in the conduct. Allegations of harassment will be promptly investigated and appropriate corrective action will be taken. To assist in the prompt resolution of the complaint, employees should provide any supporting documents and identify any person who may have knowledge regarding the allegations. The Executive Director needs to be immediately notified of any complaints. Again, if the employee is not comfortable with taking the allegations to the Executive Director they can bring the matter to one of ~~the~~ SCOG's Board Members.

SCOG's Investigation

SCOG will take all reports seriously and conduct an appropriate investigation. SCOG will require employees to cooperate in any investigation, whether or not they are directly involved. SCOG will keep the facts and results of its investigation as confidential as possible and disclose such information only as necessary to conduct a full investigation or comply with state or federal law. Additionally, employees are prohibited from discussing investigatory matters with other individuals who may have knowledge or be involved in the investigation to protect the integrity of the investigation. SCOG will take appropriate disciplinary and corrective action against an employee found to have violated the policy, including termination of employment.

3.02.04 NON-RETALIATION

SCOG prohibits retaliation because of an employee's good faith report of discrimination or harassment, or participation in an investigation of such a claim. Any individual who is found to have engaged in retaliatory conduct will be subject to appropriate corrective action, up to and including termination. Employees who believe they have experienced such retaliation should promptly notify the Executive Director. If an employee isn't comfortable with discussing the retaliation with the Executive Director, they can bring the matter to one of SCOG's Board Members.

3.03 DRUG FREE WORKPLACE

3.03.01 GENERAL

SCOG is concerned about the effects that drugs and alcohol may have on safe and productive job performance. We also recognize that employees who are affected in their ability to perform their jobs safely and productively jeopardize the integrity of the workplace and the achievement

of our mission. Therefore, abiding by the provisions of this policy is a condition of employment with SCOG.

For the purposes of this policy, drug includes any substance prohibited under state or federal law, or any legal drug not taken in accordance with a valid prescription.

3.03.02 PROHIBITIONS

This policy strictly prohibits the following:

- a. Performing work with the presence of drugs or alcohol in an employee's system (other than medically prescribed, approved by a physician and without impairing the employee's ability to perform job duties);
- b. The unlawful use, possession, manufacture, distribution, dispensing, transfer or trafficking of alcohol, drugs or controlled substances in any amount or in any manner on SCOG property at any time, whether or not engaged in SCOG business;
- c. The use, in any way, of SCOG property, equipment or the employee's position to make or traffic alcohol, drugs or controlled substances;
- d. Any other use, possession or trafficking of alcohol, drugs or controlled substances in a manner which is detrimental to the interest of the organization, creates a safety concern or unduly interferes with job performance;
- e. Refusing to submit to a drug or alcohol test requested by SCOG; and
- f. Tampering with a test sample or obstruction of the test process.

Employees may use or consume prescription drugs while on the job when taken pursuant to a valid physician's order, or over-the-counter drugs when taken as appropriate, only when there is no possibility that such use may impair the employee's ability to perform his or her job duties; or may adversely affect his or her safety, public safety, or the safety of other employees. It is the employee's responsibility to be aware of the effects of any medication that he or she may be taking and to be alert for any evidence of impairment. Employees taking medication which may affect their performance or abilities must advise their supervisor of this fact.

Violations of these prohibitions will lead to disciplinary action, including termination.

3.03.03 TESTING

1) REASONABLE SUSPICION TESTING

SCOG may require drug and/or alcohol testing when it has a reasonable suspicion of violation of this policy. Reasonable suspicion is suspicion based on specific personal observations of the employee's appearance, behavior, speech or odor. The following is a non-exhaustive list of examples of when SCOG may conclude there is reasonable suspicion that an employee is in violation of this policy:

- a. Erratic job performance coupled with additional evidence suggesting a policy violation, e.g., slurred speech, stumbling, disheveled appearance, etc.;
- b. Physical symptoms consistent with illegal or unauthorized substance use;
- c. Evidence of illegal substance use, possession, sale or delivery;
- d. Fights (meaning physical contact) or physical assaults; or
- e. Flagrant violations of established security, safety, or other operating procedures.

2) REQUESTS FOR RETESTING

An employee who tests positive will not be paid for the time lost from work during the period of testing and receiving the test results. Should a positive test be disputed, the employee may request a re-test of the same sample. The request must be made within forty-eight (48) hours of receiving the test results. The expense for re-testing must be pre-paid by the employee. Employees who test negative will be paid for time lost from work and reimbursed for the cost of the retest.

3) TYPE OF TESTS

Any SCOG-designated lab has the discretion to determine its testing methods and the standards for determining whether a test is “positive” or “negative.” SCOG and the laboratory will provide quality control procedures while assuring the maximum confidentiality and chain of custody.

3.03.04 CONFIDENTIALITY/PRIVACY

The fact that a drug and/or alcohol test has been requested or administered, the results of that test, and communications with the employee regarding substance use and abuse, are considered private and confidential.

3.03.05 POLICY VIOLATIONS

Employees are subject to appropriate discipline and/or termination for violating this policy as described earlier. Policy violations also include:

- a. Refusal to Allow Test. SCOG may request an employee to consent to testing, to permit the test results to be analyzed, and to release such results to authorized company-Agency representatives, subject to any applicable state or local laws and regulations. An employee’s failure to consent and submit to the requested testing will subject the employee to disciplinary action including termination.
- b. Positive Test Results. An employee who tests positive for illegal or unauthorized substances will be subject to disciplinary action including termination.

c. Off-The-Job Conduct.

- An employee's off-the-job use of illegal drugs or unlawful or unauthorized substances which adversely affects the employee's job performance, jeopardizes the safety of other employees, or jeopardizes the security of the ~~company's~~ Agency's premises, also violates this policy;
- An employee who is convicted of or pleads guilty or no contest to off-the-job manufacture, sale, purchase, transfer, use, or possession of illegal drugs or unauthorized substances must inform the Executive Director and will be subject to disciplinary action including termination if, in the view of management, there is a sufficient nexus to the job based upon the nature of the conviction and the employee's job responsibilities, and
- Any employee convicted of a violation of a criminal drug statute that is workplace-related must notify the Executive Director within five working days of the conviction.

3.03.06 EMPLOYEE ASSISTANCE AND REHABILITATION

SCOG offers an Employee Assistance Program (EAP) to its employees as an additional benefit. The EAP provides professional, confidential counseling to employees experiencing personal issues. SCOG will not discipline or terminate an employee who voluntarily seeks EAP assistance before there is a performance problem or positive drug or alcohol test result. For more information on SCOG's EAP program or benefit coverage for rehabilitation, please see your benefit information or contact your HR representative.

All employees (including those seeking EAP assistance or rehabilitation) must be free of drugs and alcohol at work, and comply with SCOG's other work policies and performance standards.

3.04 WORKPLACE HOSTILITY AND VIOLENCE

SCOG prohibits hostility and violence in the workplace and is committed to maintaining an environment free of all forms of hostility and violence, including verbal or physical threats, intimidation, abusive statements, or any conduct that causes others to feel intimidated or unsafe.

Employees are prohibited from bringing weapons to work or on SCOG premises. SCOG reserves the right to inspect, with or without notice, all persons' packages, and other items that come on to SCOG property. SCOG further reserves the right to inspect all SCOG property with or without notice. SCOG encourages its employees to raise workplace concerns with their immediate supervisor. If the supervisor is unavailable or if the complaints remain unresolved after talking with the supervisor; or if the nature of the complaint is such that the employee does not feel he or she can discuss the complaint with his or her supervisor, the employee may make a complaint to the Executive Director. If the employee is not comfortable with taking the complaint to the Executive Director they can bring the matter to ~~the Chair or Vice Chair of the SCOG~~ a Board Officer.

SCOG prohibits the following by way of example:

- a. Any act or threat of violence made by an employee against another person's life, health, well-being, family or property;
- b. Any act or threat of violence, including, but not limited to, intimidation, harassment, or coercion;
- c. Any act or threat of violence that endangers the safety of employees, clients, vendors, contractors, or the general public;
- d. Any act or threat of violence made directly or indirectly by words, gestures, or symbols; or
- e. Use or possession of a weapon on the organization's premises.

Upon receiving a complaint, SCOG will promptly investigate the matter to determine relevant facts and circumstances. Information about any complaint will be treated as confidentially as possible, consistent with the law and proper investigation and responsive action. Based on its investigation, SCOG will take immediate and appropriate corrective action. Individuals who lodge good faith complaints or who participate in a SCOG investigation will not be retaliated against or otherwise treated adversely.

3.05 WHISTLE BLOWER

It is the policy of SCOG to: (1) encourage reporting by its employees of improper governmental action taken by SCOG Board or employees; and (2) not to retaliate against SCOG employees who have reported improper governmental actions in accordance with SCOG policies and procedures.

3.05.01 DEFINITIONS

Improper governmental action - any action by a SCOG Board Member or employee:

- a. That is undertaken in the performance of the Board Member's or employee's employment whether or not the action is within the scope of the employee's employment; and
- b. That 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 government action" does not include personnel actions, which include but are not limited to, employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, re-employments, performance evaluations, reductions in pay, dismissal, suspensions, demotions, violations of collective bargaining or civil service laws, alleged violations of labor agreements, or reprimands.

Retaliatory action – means (a) any adverse change in the employee's employment status, or the terms and conditions of employment including denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal, or any other disciplinary action; or (b) hostile actions by another employee towards another employee that were encouraged by a supervisor or senior manager or official.

Emergency - means a circumstance that if not immediately changed may cause damage to persons or property.

3.05.02 PROCEDURES FOR REPORTING

SCOG employees who become aware of improper governmental action are required to notify the Executive Director as soon as they become aware of the alleged improper governmental action. The employee will submit a written report to the Executive Director or his/her designee, stating in detail the basis for the employee's belief that an improper governmental action has occurred. In the case of an emergency, where the employee believes that personal injury or property damage may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate government agency responsible for investigating the improper action before initiating the other steps described in this policy.

The Executive Director or his/her designee will promptly initiate an investigation. The Executive Director or his/her designee will provide the employee with a written summary of the results of the investigation as soon as reasonably possible. Personnel actions taken as a result of the investigation may be kept confidential as allowed by law. SCOG Board Members and employees involved in the investigation will keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizes disclosure of his or her identity in writing.

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 Agency to determine whether an improper government action occurred, or that insufficient action was taken by the Agency to address the improper action or that for other reasons the improper action is likely to recur. Whistleblower actions can be reported to the Washington State Auditor's Office, the Washington State Attorney General's Office, as well as other state and federal offices.

Employees who fail to make a good faith attempt to follow this policy and its procedures in reporting improper governmental action shall not be entitled to the protection of this policy against retaliation, pursuant to RCW 42.41.030. "Good faith" includes a requirement that, except in an emergency, before an employee provides information of an improper governmental action to a person or an entity who is not a person listed above, the employee shall submit a written report to the Agency. The employee is also charged with the responsibility to reasonably ascertain correctness of the information furnished and may be subject to disciplinary action,

including but not limited to termination, for knowingly furnishing false information as determined by the appointing authority.

3.05.03 PROTECTION AGAINST RETALIATORY ACTIONS

It is unlawful for any local government official or employee to take retaliatory action against a local government employee because the employee provided information in good faith that an improper governmental action occurred. SCOG officials and employees who report improper governmental actions are protected from retaliation pursuant to RCW 42.41.040.

- a. In order to seek relief, the employee will provide a written notice of the charge of retaliatory action to the governing body (SCOG Board) of the local government that specifies the alleged retaliatory action and the relief requested.
- b. The charge will be delivered to the local government no later than thirty days after the occurrence of the alleged retaliatory action. The Agency will strive to complete investigations as soon as possible after receiving notice of the complaint.
- c. After an investigation has been completed, the employee who reported the alleged retaliatory action shall be advised of a summary of the results of the investigation; however, personnel actions taken as a result of the investigation may be kept confidential to the extent permitted by law.
- d. Within fifteen (15) days of delivery of the Agency's response to the retaliation complaint, or within forty-five (45) days after the delivery of the complaint to the Agency, the employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and obtain appropriate relief provided by law. The employee must deliver the request for hearing within the time frames outlined above to the Executive Director.
- e. Within five (5) working days of receipt of the request for hearing, the Agency shall apply to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge.

3.05.04 RESPONSIBILITIES

The Executive Director will be responsible for insuring that SCOG's Personnel Handbook outlining the ~~company's~~ Agency's policies and procedures: (1) is permanently posted where all employees will have reasonable access to it; (2) is made available to any employee upon request; and (3) is provided to all newly hired employees with employee signatures confirming the receipt of the Handbook, understanding of the ~~H~~ Handbook, and commitment to comply with the policies therein. Violations of the ~~agency's~~ Agency's policies and procedures may result in due process disciplinary action, including dismissal.

3.06 NON-SMOKING

Smoking is prohibited in all ~~agency~~ Agency facilities and ~~agency~~ Agency-related vehicles. To comply with Washington State law, employees wishing to smoke during their breaks or lunch

periods must do so at least 25 feet from any public entrances, exits, windows, and ventilation intakes. Please properly dispose of cigarette butts.

3.07 SELLING AND SOLICITATION

It is ~~our~~ a SCOG objective to provide a comfortable work environment that allows employees to complete their tasks with the least amount of interruptions or disruptions. Non-employees are not allowed at any time to come upon ~~agency~~ Agency premises for the purpose of any form of solicitation or literature distribution. This policy is to restrain third parties or strangers from soliciting or handing out materials for political, union, charitable, or similar activities.

Reasonable employee solicitation is permitted during non-working time, in non-working areas used only by employees. Employees should utilize non-obtrusive methods of solicitation such as notices on employee bulletin boards and placing items in the kitchen area/snack bar. Employees may not solicit for any purpose during their own or another employee's work time. Work time is defined as the time an employee spends performing his/her duties and does not include break periods or meal periods. SCOG reserves the right to disallow specific employee solicitations which it believes to be inappropriate or otherwise a violation of SCOG policies.

3.08 PROPERTY USE & THEFT

SCOG property may not be removed from ~~company~~ Agency premises except in the ordinary course of performing duties. Taking SCOG property without permission is considered theft. Any employee who is aware of another employee stealing is expected to immediately report such behavior to the Executive Director.

Employees wishing to use ~~company~~ Agency equipment for personal use must specifically seek supervisory approval in advance. Violation of this policy is a serious offense and will result in the appropriate disciplinary action, including termination.

In addition, when an employee leaves employment with SCOG, the employee must return all SCOG-related information, property and equipment the employee has in his/her possession, both on and off ~~agency~~ Agency premises. Violation of this policy may result in appropriate legal action.

3.09 PERSONAL APPEARANCE AND CONDUCT

SCOG strives to establish and maintain a professional business atmosphere sensitive to the needs and perspectives of our community. The image and conduct of the agency's employees play a key role in establishing a professional business atmosphere. Employees are, therefore, expected to be neat and professional at all times. Employees are expected to use good judgment and dress according to the assignment of the day (i.e., more casual dress for labor intensive duties and business attire for meeting settings). ~~Inappropriate attire includes such clothing items as spaghetti-strapped tops, shirts with low necklines or exposed midriff, casual T-shirts with logos, shorts, sweat pants, and short mini-skirts. Blue jeans in good condition are allowed on Casual Fridays.~~ Employees are expected to observe good habits of grooming and hygiene at all

times, and to avoid personal practices that may prove offensive to others, including the excessive use of scented products.

If there are questions as to what constitutes proper attire, employees should consult the Executive Director. Employees who are inappropriately dressed may receive corrective counseling regarding their attire and may be sent home to change their attire. Employees who are directed to leave work to correct their attire will not be paid for such time away from work.

3.10 CONFIDENTIALITY

SCOG obtains confidential information about its constituents and certain community members by virtue of its functions. SCOG notes that its employees are privy to this confidential information. SCOG requires its employees to safeguard this confidential information by abiding to the following strict rules of conduct:

- a. Employees may not disclose confidential information (including that which the employees themselves create) either during or after their employment to any person or entity who is not a SCOG employee or who is not confidentially bound to SCOG without first obtaining the Executive Director's written authorization;
- b. SCOG employees may not use confidential information either during or after their employment for any purpose not directly related to their job functions, including for their own personal benefit or for the benefit of any third party without first obtaining the Executive Director's written authorization; and
- c. SCOG employees must return all SCOG properties in their possession or control upon SCOG demand, including but not limited to, all documents, files, data, information sources, or work product (including that which the employees themselves create) which contain or are derived from confidential information.

3.11 ELECTRONIC MAIL

SCOG's electronic mail system is for official ~~job-related~~ job-related business. Use of SCOG's electronic mail system other than for business purposes should be kept strictly to a minimum and must not interfere with job responsibilities. Employees should understand that e-mail is not private or confidential. E-mail that has been deleted is retrievable. All messages are records of the ~~company~~ Agency and are the property of SCOG. SCOG reserves the right to read, use, and disclose e-mail messages. For these reasons, employees should not have an expectation of privacy in anything created, stored, sent, or received on the ~~company~~ Agency computer system.

Additionally, when using the e-mail system, keep correspondence to a professional, business tone. Special care should be shown not to make comments or jokes that may be in violation of policies, including discrimination and harassment. Employees are prohibited from using the email system to forward chain e-mails, jokes, cartoons, or any similar material.

3.12 COMPUTER & INTERNET USE

Employees are required to comply with all software licenses, copyrights, and other state and federal laws governing intellectual property. Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, or other inappropriate material may not be displayed, sent, or stored on SCOG computers. Employees encountering or receiving such material should report the incident to the Executive Director.

The internet is filled with a wide variety of information. SCOG believes that some of the material found on the internet is inappropriate for the workplace and therefore, during work hours the internet will be used primarily for business purposes. Use of SCOG's computer and internet other than for business purposes should be kept strictly to a minimum, must not interfere with job responsibilities, and must not create an additional cost to the Agency. At any time, the internet should not be used to access ~~web-sites~~websites and inappropriate information as described above. SCOG computer systems are monitored so employees should not have an expectation of privacy in anything created, stored, sent or received on the ~~company~~Agency computer system. Use of ~~agency~~Agency equipment for inappropriate internet use, as outlined in this policy, will be subject to discipline, including termination.

The following additional guidelines apply to all use of the ~~Company's~~Agency's electronic and telephonic systems:

- a. No information of a confidential, sensitive, or otherwise proprietary nature may be placed or posted on the Internet or otherwise be disclosed to anyone outside of the ~~Company~~Agency;
- b. The electronic mail system may not be used in ways that are disruptive or offensive to others, or in ways that are inconsistent with the professional image of SCOG;
- c. Display or transmission of sexually explicit images, messages, cartoons, or any communication that can be construed as harassing or disparaging of others based on their race, national origin, sex, age, disability, or other protected class is strictly prohibited;
- d. Any use of the electronic mail system to solicit outside business ventures, to leak confidential, sensitive, or proprietary information, or for any other inappropriate purpose, is prohibited;
- e. The information systems may not be used to solicit or address others regarding commercial, religious, or political causes, or for any other solicitations that are not work related, except as approved by the Executive Director; and
- f. Any attempts at destruction or theft of data or an attempt to access a secure system are strictly prohibited.

Violation of this policy may result in discipline up to and including termination of employment.

SCOG employees are provided laptops to check out and conduct approved work at home. For public disclosure reasons, employees should not use their personal computers to conduct SCOG work.

3.13 ELECTRONIC MEDIA

SCOG respects an employee's right to utilize electronic media such as blogging, [LinkedIn](#), Facebook, [Instagram](#), ~~twitter~~ [Twitter](#), chat rooms, etc. during their own personal time, using their personal equipment, as long as it does not adversely affect the workplace. Employees are prohibited from using work time or ~~company~~ [Agency](#) equipment to access or participate in such activities for personal reasons. Access and use of the above electronic media may be authorized to perform job duties related to official SCOG marketing.

Employees must follow these guidelines when communicating through the internet and/or utilizing social media:

- a. Agency information will not be broadcast without expressed authorization from management;
- b. News of Agency activities, information about coworkers, and ~~agency~~ [Agency](#) event pictures will not be shared without expressed authorization;
- c. Customer names and information are confidential and will not be broadcast;
- d. Since we represent the Agency in the community, employees are expected to be respectful and will not post derogatory, defamatory, or other negative comments about the ~~agency~~ [Agency](#) or its employees when doing so will adversely affect the workplace; and
- e. If you have any questions or concerns regarding the use of electronic media, please consult your supervisor.

3.14 BUILDING SECURITY

Based on job responsibilities, employees may be issued keys, [key cards](#) or building security system passwords. The ~~agency~~ [Agency](#) prohibits its employees from allowing unauthorized third parties access to the building for non-business purposes. Employees are not to lend or duplicate their keys or give out their security codes for any reason.

3.15 CONTACT WITH NEWS MEDIA AND OTHER ORGANIZATIONS

The Executive Director will be responsible for all official contacts with news media regarding SCOG business matters. The Executive Director may designate specific employees to give out procedural, factual, or historical information on particular subjects. Any employee receiving calls or requests from the media must refer such calls to the Executive Director or the designated media representative.

Employees, who are contacted by local, state, or federal agencies and asked to provide information on behalf of SCOG, should consult with their supervisor prior to releasing information outside the normal scope of their duties. Additionally, employees contacted by attorneys, paralegals, or other similar individuals/organizations should note the information being requested and inform the caller that they or another SCOG representative will get back to them. Such inquiries should be documented and reviewed with supervisory personnel prior to releasing SCOG information.

3.16 BREASTFEEDING/LACTATION

As part of our family-friendly policies and benefits, SCOG supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child. The provisions of this policy meet the requirements of the Fair Labor Standards Act as it relates to breaks for nursing mothers.

For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her newborn. Breaks of more than a total of 20 minutes will be unpaid and the employee must make up this time during the ~~work~~ dayworkday or indicate the time on her time record. SCOG will designate a private room for this purpose, if necessary.

3.17 POLITICAL ACTIVITY

SCOG recognizes the rights of its employees, as private citizens, to express their political views, to pursue legitimate involvement in the political system, and to vote as they please, provided that all this occurs during the employee's non-working time. No SCOG employee shall expend public funds, supplies, or work towards the campaign of any candidate or issue while on SCOG time.

Since politics can be very divisive in the office, employees are asked to be respectful of all political views when discussing politics in the workplace.

3.18 GIFTS, GRATUITIES, & PAYMENTS

No employee of ~~the~~ SCOG shall accept any favors, gifts, or gratuities from persons, concerns, or businesses that have or seek to have contracts with ~~the~~ SCOG. Additionally, SCOG employees will not receive any outside payments for services provided as a SCOG employee.

3.19 CREDIT CARD POLICY

3.19.01 AUTHORIZATION TO ~~USE~~ USE CREDIT-CREDIT CARDSCARDS

The Skagit Council of Governments authorizes the use of SCOG issued credit cards for official SCOG purchases, acquisitions, and travel expenses. Credit cards may be used when the use of SCOG's purchasing system is not practicable.

3.19.02 DISTRIBUTION

Credit cards will be distributed to the Executive Director and other staff as determined by the Executive Director.

3.19.03 CREDIT ~~LIMITS~~ LIMITS

The credit limit on each card shall be two-five thousand ~~five-hundred~~ dollars (\$~~2,500~~5,000.00).

3.19.04 APPROVED ~~USES~~ USES OF CREDIT ~~CARD~~ CARD

Credit cards may be used for the following business purposes:

- a. Supplies and equipment - if an open charge account is not available;
- b. Registrations for training seminars and related conferences; ~~and~~
- c. Travel and/or training expenses including deposits to hold rooms, lodging, airline tickets, and parking;
- d. Membership and certification expenses; and
- e. Recurring expenses for digital services provided to SCOG (e.g., website hosting, website security certificate, website backup, digital Skagit Valley Herald subscription).

3.19.05 PURCHASING ~~RESTRICTIONS~~ RESTRICTIONS

The following credit card uses are not authorized:

- a. Cash advances;
- b. Alcohol or entertainment of any kind;
- c. Payment of invoices or statements received by SCOG, if not included as Approved Uses of Credit Card; or
- d. Personal purchases of any kind.

3.19.06 REPORTING ~~CREDIT ~~CARD~~ CARD CHARGES~~ CHARGES

After using the credit card for an approved purchase, the employee will submit itemized receipts to the ~~Finance Manager~~Executive Assistant within two (2) working days of the purchase or within two (2) working days of returning from travel.

3.19.07 USE OF ~~CARD~~ CARD FOR ~~UNAUTHORIZED~~ UNAUTHORIZED CHARGES

Any charges against the credit card not properly identified on the credit card report or not properly allowed, shall be paid by the employee responsible for the charge, by check, U.S. currency, or salary deduction. If, for any reason, disallowed charges are not repaid before the

credit card billing is due and payable, SCOG shall have a prior lien against, and a right to, withhold any and all funds payable, or to become payable to the official or employee, up to an amount of the disallowed charges, including interest at the same rate as charged by the company which issued the credit card.

3.19.08 RETURN OF ~~CARD~~CARD

The employee shall return the credit card at the request of the Executive Director ~~or Finance Manager~~ or upon separation of employment. Any amounts owing will be deducted from the final paycheck.

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4.0 HOURS OF WORK & COMPENSATION

4.01 ATTENDANCE

4.01.01 GENERAL STANDARD

Regular and dependable attendance is an essential element of employment at SCOG. Employees are expected, as a condition of employment, to be at work on time during their scheduled work-days and times. Additionally, employees are expected to remain at work through the duration of their shifts (with the exception of breaks and lunches) unless released by their supervisor.

4.01.02 ABSENCE NOTIFICATION

Employees unable to report to work or unable to report on time are required to notify their supervisor as soon as possible. While notifying a supervisor in person is the best option, sending an email or leaving a voicemail is acceptable. Notification should be provided before the employee's workday begins or, at a minimum, within one hour of the employee's usual starting time. If, at any time, an employee is incapacitated to the point they are unable to call in personally, they are responsible to have someone call in for them.

Employees are expected to identify the reason for their delay or absence (e.g., illness, injury, commute) and to call in or email daily until they return to work. If the employee is on a leave of absence for an extended period of time, daily notification is not required. In these situations, a doctor's expected return to work date is to be established. If there is a change in the expected date of return, an employee's supervisor should be notified as soon as possible.

Employees who experience an injury (whether on-the-job or away from work) will be asked to present a doctor's note verifying their ability to return to duty. SCOG may also require employees who are absent more than three (3) consecutive days due to an illness, to provide a doctor's note verifying the reason for their absence and their ability to return to work; provided that for non-exempt employees:

- a. An employee will have up to ten (10) calendar days to provide the required documentation:-
- b. If requested, documentation need not disclose the nature of the medical condition causing the need for leave; and
- c. ~~And, if~~ a requirement to provide documentation will result in unreasonable burden or expense to the employee, an employee may advise SCOG of this concern and SCOG will evaluate its request in light of the circumstances.

Any planned absences (paid or unpaid time off), must be arranged in advance with an employee's supervisor. If possible, employees are encouraged to arrange dentist and doctor appointments around their scheduled work times.

4.01.03 DISCIPLINE

Employees may receive attendance-related discipline for the following policy violations:

- a. Failing to be present at work on-time;
- b. Failing to regularly check in or out by phone or email as requested;
- c. Failing to properly report absences as described above;
- d. Failing to show up for work and provide notification (no show/no call/no email);
- e. Failing to provide proper documentation of illness when required; or
- f. Excessive and/or patterned absenteeism.

Any employee who is absent three consecutive days, without proper notification, will be considered to have voluntarily terminated his/her employment.

4.02 WORK WEEK & PAY PERIODS

SCOG's standard workweek is Monday – Friday from 8:00 am to 5:00 pm with a ~~one-hour~~one (1) hour unpaid lunch period. Due to the nature of SCOG'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 work week. Part-time and temporary employees work hours as specified by their supervisor. Flexible work arrangements are available with prior supervisory approval, including but not limited to, work schedules outside of SCOG's standard workweek (e.g., working four consecutive ten-hour days instead of five eight-hour days, beginning and ending the workday earlier, beginning and ending the workday later).

All employees will be paid twice per month. On the 10th of the month employees will be paid for the pay period beginning on the 16th of the previous month and ending on the last day of the previous month, during which services have been performed. On the 25th of the month employees will be paid for the pay period beginning on the 1st of the current month and ending on the 15th of the current month, during which services have been performed. If a regularly scheduled payday falls on a Saturday, Sunday, furlough, or holiday, paychecks will be paid on the previous day.

4.03 NON-EXEMPT EMPLOYEES

The following working hours and overtime pay provisions apply to hourly, ***non-exempt*** employees:

- a. The workweek will typically consist of five (5) eight-hour days. Any ongoing schedule variations will be permitted at the sole discretion and approval of the Executive Director;

- b. Employees typically receive a one-hour unpaid lunch period and will receive a 15-minute paid rest period for each four (4) hours worked. Employees cannot waive rest periods, combine the rest period with the lunch period, or use this time to shorten the work-day;
- c. Overtime will be paid at the rate of one-and-one-half times the regular rate of pay for hours worked in excess of forty (40) hours per week. Hours worked does not include vacation, sick leave and holidays taken in a pay period; therefore overtime is not applicable;
- d. No overtime will be worked without prior authorization from an employee's supervisor; and
- e. ~~It is our policy that office work is done in the office, not at home.~~ If you want to take work home, employees must receive prior approval from his/her/their supervisor.

4.04 EXEMPT EMPLOYEES

Employees in exempt positions as defined by the Fair Labor Standard Act (FLSA) are exempt from overtime pay for hours worked beyond forty (40) hours in a work week. Such employees will be paid on a salary and will generally not have their pay reduced for variations in the quantity or quality of work performed.

4.05 TIME RECORDS

Each employee is responsible for accurately reporting all hours worked and submitting this information to their supervisor by the day following the last day of the pay period. Employees failing to accurately record time worked are subject to discipline. The ~~Executive Directors~~supervisor shall review time records to verify hours, project numbers, tasks, appropriate signatures, and thereafter sign approval.

4.06 PAYROLL DEDUCTIONS

Some regular deductions from an employee's earnings are required by law; other deductions are specifically authorized by the employee. SCOG will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee.

4.07 REPORTING COMPENSATION CONCERNS

It is ~~the~~ SCOG's policy to comply with the requirements of the FLSA and Washington Minimum Wage Act and any other laws regarding compensation and deductions. If an employee believes that an improper deduction has been made to his/her paycheck, or believes that his/her pay has been calculated improperly, the employee should immediately report this information to the Executive Director.

Reports of improper deductions or improper payment will be promptly investigated. If SCOG determines that an improper deduction has occurred, the employee will be reimbursed for any improper deduction made, any correction in pay needed to remain consistent with the wage and

hour provisions, and any governing provision of a union contract or other legal obligation. Similarly, improper payments to employees will also be subject to reimbursement by the employee. In the event of overpayments in the amount of \$500.00 or more, the employee, with the approval of the Executive Director, may be allowed to enter into an agreement with SCOG to reimburse SCOG in a series of deductions or payments over a specified period of time until SCOG is fully repaid.

4.08 NEW APPOINTMENTS

New employees' starting salaries ~~will~~are commensurate with their experience and market conditions. When determining the placement of new employees into the salary range, SCOG will consider internal equity and will not hire above the advertised maximum for the range.

4.09 JOB DESCRIPTIONS AND RECLASSIFICATION

Job descriptions are the official description of the representative duties, responsibilities and supervisory relationships of a classification. The job description sets forth the following information for each position: title; summary of nature of work; essential duties and responsibilities; minimum requirements; and qualifications, including knowledge, skills and abilities essential for satisfactory performance in the position. The descriptions may also include a summary of the physical demands, work environment, and key relationships an employee may encounter while performing the essential functions of the position.

The content of any job description is intended to be descriptive rather than restrictive. It will not be construed to limit or modify the authority of the Executive Director to take from, add to, eliminate entirely, or change the job content of any position. To make the most efficient use of personnel, SCOG reserves the right to change an employee's work conditions and duties as originally assigned either on a temporary or regular basis. If these arrangements become necessary, SCOG expects the employee's best cooperation.

~~The~~A goal of SCOG is to assure that employees are working within the scope of their assigned job descriptions. Changes to an employee's job responsibilities, and subsequent changes to the job description, are the assigned supervisor's responsibility. Before significant changes to the scope of an employee's job are made, supervisors are to consult with and receive approval from the Executive Director.

An employee who thinks that his/her tasks and responsibilities do not match the assigned job description, should talk with his/her supervisor. In such circumstances, the ~~SCOG-Executive~~Director may choose to update the employee's job description or reassign tasks.

Changes to an employee's position that have a significant impact on the scope of the job may be cause for the position to be reevaluated and reclassified. Reclassifications include promotions/upgrades, downward reclassification, lateral position change within job classification, and interim assignments.

4.10 PAY PLAN & ADJUSTMENTS

SCOG has established its compensation program to attract and retain qualified employees and to motivate its employees to perform their duties and tasks in the most effective manner. To meet these objectives, SCOG strives to achieve internal equity and external competitiveness (compensation that is competitive with other ~~similarly-situated~~similarly situated agencies) in evaluating and setting compensation. SCOG will use the following methods to adjust an employees pay:

4.10.01 SALARY STEP INCREASE

A new step within the salary range schedule is considered at the anniversary date of employment for all employees following an evaluation of successful performance with the approval of the Executive Director. Such step increases, if approved by the Executive Director, will commence on the first of the month following an employee's anniversary date of hire or reclassification.

If an employee's overall performance is below the satisfactory rating category of "Meets Expectations," the Executive Director will defer the step increase until the employee's job performance is at a level of "Meets Expectations" or above. Any increase in compensation will be effective at the time performance meets expectations and will not be retroactive.

4.10.02 COST OF LIVING ADJUSTMENTS (COLA)

Based upon the market and the Agency's budget, the Executive Director may propose the SCOG Board consider a pay adjustment for a cost ~~of~~ living increase. Any cost ~~of~~ living increase is discretionary and would be paid by a specified amount for all positions.

4.10.03 MARKET REVIEW

From time to time, comparative studies of all factors affecting salary levels may be requested by the Executive Director or the Chair of the SCOG Board of Directors. The SCOG Board of Directors may approve a salary range adjustment based on the outcome of the study.

4.11 EMERGENCY CONDITIONS

Occasionally adverse weather or other emergencies might interfere with normal arrival and departure times from the office. Every reasonable effort will be made to open the SCOG office. The Executive Director will determine if conditions warrant SCOG offices to be closed. SCOG will make reasonable effort to notify employees if the offices will be closed, including email and phone calls.

If the office is closed for the day or closed early or opened late, employees will receive regular pay for that day(s) unless they were otherwise absent that day.

If the office is open during adverse conditions, any employee not reporting to work must notify their supervisor and may elect to take vacation pay, personal holiday, or leave without pay. In some circumstances with eligible positions, if the employee is unable to get to work due to adverse conditions, the employee may be allowed to work from home with prior approval from

their supervisor. Employees shall consult with their supervisor regarding specific applications of this policy.

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5.0 GENERAL BENEFITS

5.01 BENEFITS DISCLAIMER

SCOG strives to provide competitive and ~~cost-effective~~cost-effective benefits for employees as part of the employee's total compensation package. Employees should recognize that the total cost to provide the benefits programs described herein is a significant supplement to each employee's pay, and should therefore be viewed as additional compensation, paid in various benefit forms (including vacation and holidays) on behalf of each employee.

This portion of the Handbook contains a very general description of the benefits to which you may be entitled as an employee of SCOG. Please understand, this general explanation is not intended to, and does not provide you, with all the details of these benefits. This Handbook does not change or otherwise interpret the terms of the official Plan Documents. SCOG refers its employees to the official Plan Documents for a complete description of the available benefits, as well as any pre-requisites, limitations, or conditions of the receipt of those benefits.

SCOG reserves the right, in its sole discretion, to amend, modify, or terminate, in whole or in part, all or any component of its benefit program.

All regular full-time employees, regular part-time employees who work a regular schedule of 20 or more hours per week, and their eligible dependents are provided the following coverage: medical, dental, vision, long-term disability, and life insurance.

5.02 MEDICAL, DENTAL & VISION

Regular full-time and eligible part-time employees including their eligible dependents are provided medical coverage. The extent of coverage and the percentage of the premium paid by ~~the~~ SCOG are determined annually through the budget process and will be identified in the Plan Information Documents.

5.03 LONG-TERM DISABILITY INSURANCE

Regular full-time and eligible part-time employees are provided with long-term disability insurance. For plan details and required hours to qualify, please refer to the Plan Information Documents.

5.04 LIFE INSURANCE

Regular full-time and eligible part-time employees are provided with a life insurance policy. For plan details and required hours to qualify, please refer to the Plan Information Documents.

5.05 WELLNESS PROGRAM

SCOG recognizes employees are critical to the quality and efficiency of its services. The health of its employees directly affects their ability to perform their job duties and provide services to its members. SCOG recognizes its need to contribute in a positive way to the health and wellbeing

of its employees; therefore, SCOG will strive to provide information and activities to SCOG employees with the goal of encouraging health and safety in the work environment.

5.06 RETIREMENT

All regular, full-time and eligible part-time employees are covered under the Public Employees Retirement System (PERS). Benefit levels and contribution rates are set by the State of Washington Department of Retirement Systems (DRS). Employees intending to retire should notify the Executive Director of their intent at least three months prior to the date of retirement, when feasible, to begin processing the appropriate retirement paperwork.

5.07 SOCIAL SECURITY

SCOG participates in the Federal Old-Age, Survivors and Disability Insurance (Social Security) program. SCOG makes contributions on behalf of eligible employees and monthly deductions are made from employees' paychecks based upon current rates and salary levels.

5.08 WORKER'S COMPENSATION

All employees and volunteers are covered by the State of Washington's Worker's Compensation Program. This insurance covers employees in the case of an on-the-job injury or job-related illness and is funded by an employee and employer-paid premium. For qualifying cases, the State Industrial Insurance will pay the employee for medical costs and lost compensation when certain criteria are met.

Employees must report all job-related accidents or injuries to their supervisor and complete an Employee Injury/Accident Report immediately. Employees seeking professional medical attention for job-related injuries or illnesses, should inform their health care professional as to the nature of their injury/illness (e.g., that it is job-related) so the appropriate paperwork can be completed to open a claim.

5.09 COBRA

Upon termination, (for reasons other than employee gross misconduct), of employment or reduction of hours of employment, the employee along with their spouse and eligible dependents, are entitled to continuation coverage through COBRA at their expense. If the employee dies, is divorced, becomes eligible for Medicare, or a dependent child ceases to be eligible under the plan, the spouse and dependent children are entitled to continuation coverage through COBRA at their expense.

If an employee is a participant in a plan but did not elect to receive dependent coverage and the employee terminates, his/her spouse and children are not entitled to coverage.

It is the responsibility of the employee to notify the plan administrator of his/her intent to have continuation of coverage through COBRA. This request must be in writing within sixty (60) days of the date of termination. Notice must be in writing to be binding.

5.10 UNEMPLOYMENT COMPENSATION

Employees may qualify for Washington State Unemployment Compensation after separation from SCOG employment depending on the reason for separation and if certain qualifications are met. For more information on these benefits, contact your local Employment Security [Department](#) office and/or website.

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6.0 LEAVE BENEFITS

6.01 VACATION

Regular, full-time employees working forty (40) hours per week will accrue vacation leave as follows:

Service Period	Vacation Hours per Month	Vacation Hours per Year
First month through 48 months	8	96
Months 49 through 108	12	144
Over 108 months	16	192

Regular part-time employees working between twenty (20) and thirty-nine (39) hours per week, will accrue pro-rata vacation leave based on the percentage of hours worked. The percentage of hours worked shall be computed by dividing the number of hours per week in the employee's regular schedule by forty (40) hours. Employees do not accrue vacation benefits during a leave without pay.

Vacation is not considered worked time for the calculation of overtime. Vacation leave is charged on an hourly basis as taken for non-exempt employees. Exempt employees charge vacation leave for a full day of work based upon their work schedule up to a maximum charge of eight (8) hours for a full day. A full day may involve use of less than eight (8) hours depending on the employee's approved work schedule.

6.01.01 MAXIMUM ACCUMULATION

A maximum of two-three hundred and forty-twenty (240320-hours) hours accumulated vacation leave is authorized. Once the maximum is achieved, vacation accrual will cease until the amount of accumulated vacation leave falls below the maximum. Greater accumulation of vacation leave must be specifically approved by the Executive Director and also may be granted in unusual circumstances arising out of program or personal needs.

6.01.02 SCHEDULING VACATIONS

~~The Executive Director~~Supervisors will approve vacation time for staff members in such a manner as to maintain efficient operation, yet to the maximum extent possible, to accommodate employee requests. SCOG reserves the right at all times to restrict the taking of vacations during peak business periods or to determine the number of employees that may be on vacation at any one time.

6.02 SICK LEAVE

Regular, full-time employees will accrue paid sick leave at the rate of eight (8) hours per month of continuous employment. Regular part-time employees working between twenty (20) and thirty-nine (39) hours per week will accrue pro-rata sick leave based on the percentage of hours

worked. Temporary employees, including paid interns, will accrue one hour of paid sick leave for every forty (40) hours worked. Employees do not accrue sick leave benefits during a leave without pay. The maximum number of hours of sick leave an employee can carry over from one year to the next is nine hundred sixty (960) hours. Except as stated in Section 11.04 below, unused sick leave will not be paid out upon separation from SCOG. However, if a separated employee is rehired by SCOG within twelve (12) months, the accrued sick leave balance that existed as of the separation date will be reinstated (excluding any portion that was paid out under Section 11.04).

Sick leave shall be taken and recorded in increments of not less than fifteen (15) minutes for non-exempt employees and not less than four (4) hours for exempt employees.

Sick leave notification will be according to Personnel Policy 4.01: Attendance.

6.02.01 USE OF SICK LEAVE

Accrued sick leave may be used for:

- a. The employee's own illness, injury or health condition; to accommodate the need for medical diagnosis, care or treatment of a health condition; or preventative medical care.
- b. The employee's care for a family member with illness, injury or health conditions; care for family member who needs medical diagnosis, care or treatment; care for family member who needs preventative medical care. Family members include an employee's child (whether biological, adoptive, foster, step-child, or child for whom employee stands in loco parentis, is a legal guardian for, or is a de facto parent and regardless of age or dependency status); parent (whether biological, adoptive, in-law, de facto, step-parent, legal guardian or person who stood in loco parentis to employee when employee was a child); spouse or registered domestic partner; grandparent; grandchild; or sibling.
- c. An absence due to closure of SCOG's offices by order of public official for any health-related reason, or where the employee's child's school or day care is closed for such a reason.
- d. Absences covered by the Domestic Violence/Sexual Assault Leave Policy below.

6.02.02 USE OF ACCRUED LEAVE TO CARE FOR FAMILY MEMBERS

Under the Washington Family Care Act, an employee may also use sick leave or other paid time off to care for themselves or to attend to the needs of an employee's immediate family member as follows:

- a. To care for a child of the employee with a health condition that requires treatment or supervision or where the child needs preventive care (such as medical, dental, optical or immunization services), which is the:
 - **Child of the employee:** Biological, adopted, foster child, stepchild, legal ward, or child of a person standing in loco parentis who is under 18 years of age; or

18 years or older and incapable of self-care because of a mental or physical disability.

- b. To care for an ill or injured spouse who is incapacitated.
- c. To care for the following family members who have a serious health condition or an emergency condition, including:
 - **Spouse of the employee:** Husband or wife of the employee;
 - **State-registered Domestic Partner of the employee;**
 - **Parent of the employee:** Biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child;
 - **Parent-in-law of the employee:** Parent of the spouse or state-registered domestic partner of an employee; or
 - **Grandparent of the employee:** Parent of a parent of an employee.

A “serious or emergency health condition”, is defined as conditions:

- a. Requiring an overnight stay in a hospital or other medical-care facility;
- b. Resulting in a period of incapacity or treatment or recovery following inpatient care;
- c. Involving continuing treatment under the care of a health care services provider that includes any period of incapacity to work or attend to regular daily activities; or
- d. Involving an emergency (i.e., demanding immediate action).

Employees are required to notify their supervisor of the need to take time off to care for a family member as soon as the need for leave becomes known. SCOG reserves the right to require verification or documentation confirming a family member’s health condition when available leave is used to care for that family member.

Employees on an approved Medical Leave of Absence will be required to use all paid sick leave and other forms of paid leave prior to taking leave without pay.

6.03 HOLIDAYS

SCOG recognizes all holidays in accordance with Washington State RCWs. As of May 2022, the following are recognized as holidays:

New Year’s Day	January 1
Martin Luther <u>King’s King Jr.’s</u> Birthday	Third Monday in January
President’s’ Day	Third Monday in February
Memorial Day	Last Monday in May

Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving <u>Native American Heritage Day</u>	Fourth Friday in November
Christmas <u>Day</u>	December 25

Regular full-time employees will receive eight (8) hours pay for each recognized holiday. Regular part-time employees working between twenty (20) and thirty-nine (39) hours per week, will receive a pro-rated portion of holiday pay based on hours worked. An employee must be on paid status, which includes paid vacation and sick leave, at the time of the holiday in order to receive holiday pay.

When a holiday falls on Saturday, the preceding Friday will be observed as the holiday; when the holiday falls on Sunday, the following Monday will be observed as the holiday.

6.03.01 PERSONAL HOLIDAYS

Regular full-time employees may select two (2) personal holidays each year. Regular part-time employees, working twenty (20) or more hours per week will receive pro-rated personal holidays based on hours worked. 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. New employees starting between January 1 and June 30 are entitled to two (2) personal holidays. New employees starting between July 1 and December are entitled to one (1) personal holiday.

6.04 COMPASSIONATE LEAVE SHARING

The Executive Director may authorize employees to donate their accrued vacation and/or sick leave to another employee who is 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 their employment. The following conditions apply:

- a. To be eligible to donate leave, the employee who donates leave must have at least ten (10) days of accrued vacation and/or sick leave. In no event shall a leave transfer result in the donor employee reducing his vacation and/or sick leave balances to less than ten (10) days. Transfer of leave will be increments of one (1) day of leave. All donations of leave are strictly voluntary;
- b. The employee receiving the donated leave shall have exhausted all of his/her accumulated vacation and sick leave and be on an approved Medical Leave of Absence;
- c. While an employee is using donated leave, he/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; and

- d. The employee who receives donated leave may return unused donated leave to the donor(s) in the event it is no longer needed.

6.05 FAMILY LEAVE

SCOG recognizes the value of employees taking time off for the birth, adoption, or placement of foster care of a new child. SCOG will grant family leave to female and male employees for these purposes. Employees must submit requests for family leave to the Executive Director as far in advance as possible for approval. Reasonable lengths of family leave will be approved based upon schedule needs and workloads.

Employees who are eligible, will utilize their paid time off (vacation, personal holidays, and eligible sick leave) during this time. When all eligible leave is exhausted, employees will be placed on a Leave of Absence without Pay. While an employee is on an unpaid leave of absence, benefits will be handled according to the Leave of Absence without Pay policy.

6.06 MATERNITY DISABILITY LEAVE

A female employee is eligible to take an unpaid leave of absence for the period of time that she is sick or temporarily disabled due to pregnancy or childbirth. Employees must submit requests for maternity disability leave in writing to the Executive Director with medical verification of the employee's need for and duration of leave. Employees who qualify for medical disability leave will utilize their own paid leave (such as vacation and sick leave) during this period. When an employee has exhausted her paid leave, she will be placed on a leave of absence without pay for the duration of the leave. While an employee is on an unpaid leave of absence, benefits will be handled according to the Leave of Absence without Pay policy.

6.07 BEREAVEMENT AND FUNERAL LEAVE

~~We provide~~SCOG provides regular, full-time employees with paid leave for up to three (3) days in the event of the death of an immediate family member. If additional time is necessary by reason of travel distance, an additional two (2) days may be authorized. Part-time employees will be provided Bereavement Leave on a pro-rata basis. For purposes of this Funeral Leave policy, immediate family includes parents, spouse, state-registered domestic partner, and children, including biological, adopted, "step," and in-law.

6.08 MILITARY LEAVE

SCOG provides military leave of absence for employees while performing military service in accordance with federal and state law. For public employers, this leave includes paid leave for up to twenty-one (21) working days per year for military service based on Washington state law. Military service includes active military duty, Reserve, or National Guard training. Employees are required to provide their supervisor with copies of their military orders as soon as possible, or within five (5) days after they are received. Reinstatement upon return from military service will also be determined in accordance with applicable federal and state law.

6.09 MILITARY SPOUSAL LEAVE

Any employee who works more than twenty (20) hours per week and whose spouse or state-registered domestic partner is deployed or about to be deployed or is on leave from deployment in a military conflict declared by Congress or the President, is entitled to up to fifteen (15) days of leave of absence per deployment. The leave is unpaid. The employee can use his/her vacation time. An employee wishing to take this leave must notify the Executive Director within five business days of receiving official notice that the spouse is being deployed or will be on leave from deployment. Upon conclusion of the leave, the employee will return to his/her position or an equivalent position unless the employee would otherwise have been terminated had he/she not taken the leave.

6.10 JURY DUTY & COURT APPEARANCES

SCOG considers jury duty an important civic responsibility. Regular full-time employees and regular part-time employees will be granted leave of absence with their regular full pay for the following:

- a. Jury duty; or
- b. If called as a witness or subpoenaed to testify in court on behalf of SCOG.

The employee shall submit a copy of the summons to the Executive Director for placement in the personnel file. The employee shall receive regular compensation for any performance of such service. In addition, an employee performing such services shall not lose any benefits he/she is duly entitled to during this period of service.

An employee is required to notify his/her supervisor promptly, or within two (2) days, when summoned for jury duty and subsequently upon selection as a juror while providing appropriate documentation. Additionally, employees will be required to produce evidence of daily attendance in court. When an employee is excused from jury duty, the employee is required to report back to work or immediately notify their supervisor they are able to return to work for the balance of their scheduled workday.

6.11 MEDICAL AND PERSONAL LEAVE WITHOUT PAY

Requests for a leave of absence without pay for medical or personal reasons will be submitted in writing to the Executive Director at least ten (10) days in advance or as soon as reasonably practicable if the leave is unforeseeable. Emergency requests may be submitted in writing to the Executive Director without advance notice. The leave request must be dated, signed by the employee, and state the reasons, circumstance, duration, and location of the employee during the leave. SCOG will accommodate qualified individuals with disabilities so long as the accommodation does not cause an undue burden. Leaves of absence for medical reasons will require medical verification from a physician as to the medical reason for the leave, the need for an accommodation, and the anticipated duration of the needed leave or other accommodation. During medical leaves of absence, employees will be required to submit a release to return to work from their physician.

SCOG is sensitive to employee needs and will make reasonable attempts to accommodate such requests if they do not disrupt the business operations of the ~~agency~~Agency. An employee who fails to report promptly for work at the expiration of a leave of absence, who accepts other employment during the leave, or who applies for unemployment insurance while on leave, will be considered to have voluntarily resigned.

Vacation leave may be adjusted based upon the duration of the unpaid leave of absences without pay.

6.12 DOMESTIC VIOLENCE/SEXUAL ASSAULT LEAVE

SCOG will provide a reasonable amount of leave to employees who are victims of domestic violence, sexual assault, or stalking in accordance with this policy and state law. This leave is also available to employees with a family member (child, spouse, registered domestic partner, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship) who is a victim of domestic violence, sexual assault, or stalking. The leave may be taken in blocks, intermittently, or on a reduced leave schedule. Domestic violence/sexual assault leave is unpaid, although an employee will be required to use eligible accrued paid time off (such as vacation leave). Domestic Violence/Sexual Assault Leave may be taken for the following purposes:

- a. To seek law enforcement or legal assistance or to prepare for or participate in any legal proceeding related to domestic violence, sexual assault, or stalking;
- b. To seek health care treatment for physical or mental injuries from domestic violence, sexual assault, or stalking, or attend to such health care treatment for a family member;
- c. To obtain (or assist a family member in obtaining) services from a domestic violence shelter, rape crisis center, or other social services;
- d. To obtain (or assist a family member in obtaining) mental health counseling related to domestic violence, sexual assault, or stalking; or
- e. To participate in safety planning, to temporarily or permanently relocate, or to take other actions to increase the safety of the employee or family member relating to domestic violence, sexual assault, or stalking.

Employees are required to provide advance notice in writing of the employee's need for leave. Such requests will be provided in writing accompanied with verification to support the need for leave (i.e., police report, court document, or a written statement from the employee). When advance notice cannot be given because of an emergency or unforeseen circumstance due to domestic violence, sexual assault, or stalking, the employee or his/her designee will notify the Executive Director of the need for leave no later than the end of the first day that leave is taken. Except where disclosure is authorized or required by law, SCOG will maintain confidentiality of all information provided by the employee in conjunction with Domestic Violence/Sexual Assault Leave.

6.13 ADMINISTRATIVE LEAVE WITHOUT PAY

On a case-by-case basis, SCOG may place an employee on an administrative leave with or without pay for a specified period of time, as determined by the Executive Director. This leave may be used to provide the ~~agency~~ Agency with time and opportunity to investigate matters, make decisions, or execute other administrative proceeding as needed.

6.14 UNPAID ABSENCES FOR REASON OF FAITH OR CONSCIENCE:

In accordance with RCW 1.16.050, full- and part-time regular employees may elect to take up to two (2) work-days off without pay each calendar year for “reasons 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 (2) unpaid holidays after consultation with their supervisor. If an employee prefers to take the two (2) unpaid holidays on specific days, then the employee will be allowed to take the unpaid holidays on the days he or she has selected unless the absence would unduly disrupt operations, impose an undue hardship, 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.

If possible, an employee should submit a written request for an unpaid holiday provided for by this section to the employee’s supervisor a minimum of fourteen (14) days prior to the requested day. Approval of the unpaid holiday shall not be deemed approved unless it has been authorized in writing by the employee’s supervisor. The employee’s supervisor shall evaluate requests by considering the desires of the employee, scheduled work, anticipated peak workloads, response to unexpected emergencies, the availability, if any, of a qualified substitute, and consideration of the meaning of “undue hardship” developed by rule of the Office of Financial Management. The two (2) 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.

7.0 STAFF TRAINING & DEVELOPMENT

It is ~~the~~ SCOG's policy to: (1) provide the opportunity and environment for the professional development of the staff; (2) ~~to charge the Executive Directors~~supervisors with the responsibility for encouraging and assisting in the development of the staff; (3) ~~to encourage~~ all staff members to assume the responsibility for competent performance in their present assignments; and, ~~(4) to develop their individual potential for future responsibility.~~

Where budget permits, ~~the Executive Directors~~supervisors will: (1) actively seek those training opportunities which will enable staff members to improve their job skills and abilities; (2) provide for the upgrading of current staff members through career advancement; and, (3) provide effective training to ensure staff professional development opportunity.

7.01 TYPES OF TRAINING

Training can be obtained through several means including participation in conferences, workshops, institutes, seminars, and direct enrollment in courses and classes offered by bona fide educational institutions and training agencies. Staff members are encouraged to voluntarily engage in training activities during non-working hours, ~~(but, "release time" for approved job related training courses and programs must be authorized by the Executive Director in advance of the training.)~~

7.02 TRAINING CRITERIA

Selection for participation in SCOG paid training sessions and courses will be based upon the following criteria and be consistent with the FLSA:

- a. Enhancement of the staff member's performance of ~~presently assigned~~presently assigned responsibilities, or increasing the potential for assignment of greater responsibilities;
- b. Assisting the staff member in removing any educational credential or basic skill deficiencies which impede employment opportunity; and
- c. Ability to fund the training within the current program budget.

7.03 ALLOWABLE COSTS

Reimbursement or prepayment by SCOG for costs associated with enrollment in courses and classes at educational and training institutions, workshops, institutes, and conferences must be preapproved by the Executive Director, and documented. The costs of books, manuals, and equipment shall be reimbursable if they become the property of ~~the~~ SCOG. Costs may be authorized by the Executive Director only so far as they do not exceed budget limitations.

7.04 COURSE REFUNDS

Any staff member enrolled in a course or class at an educational institution or training agency who does not achieve a passing grade (considered a C or above) or satisfactorily complete the course, will not be reimbursed (or employee must repay if prepaid by ~~the~~ SCOG) for tuition, incidental fees, or other eligible costs. If a staff member is subject to conditions that are beyond his/her control, such as illness, accident, or other problem which affects the staff member's ability to pass the course, reimbursement for related costs may be authorized by the Executive Director.

7.05 MEMBERSHIP AND CERTIFICATION

Employees are encouraged to actively participate in professional organizations pertaining to their area of expertise and to obtain-maintain professional certifications (e.g., CPA, AICP, PTP). Payment of costs associated with membership and certification may be authorized by the Executive Director only so far as they do not exceed budget limitations.

8.0 TRAVEL AND PERSONAL EXPENSES

SCOG Board ~~members~~Members, employees, and others as may be approved by the Executive Director (such as members of various SCOG based committees), may be reimbursed, or receive a per diem for necessary expenses incurred in the performance of official business. All ~~board~~Board ~~members~~Members, employees, or others shall receive approval from the Executive Director before conducting any official business that will incur travel or personal expenses.

8.01 TRAVEL

8.01.01 GENERAL

SCOG ~~board~~Board ~~members~~Members, employees, and others are considered to be in “travel status” when SCOG business requires attendance at any function away from the SCOG office.

The Executive Director shall authorize, in advance, any travel and/or attendance at any meetings, conventions, or conferences where expenses may be incurred by ~~board~~Board ~~members~~Members, employees, or others designated by the Executive Director.

Board ~~members~~Members, employees, and others traveling at the expense of ~~the~~ SCOG shall proceed by the most direct, economical, and available means consistent with the performance of the business of ~~the~~ SCOG.

8.01.02 USE OF VEHICLE

Use of a personal vehicle for business is preferred. Car rental may be utilized if approved in advance by the Executive Director. The ~~board~~Board ~~member~~Member, employee, or others shall be reimbursed for the use of the staff member’s automobile at the current State of Washington approved standard mileage rate.

Any ~~board~~Board ~~member~~Member, staff member, or others using their personal vehicle in the performance of SCOG business must comply with Washington State laws regarding mandatory automobile insurance and maintain a valid driver’s license. If using a rental vehicle that is being directly billed to ~~the~~ SCOG, the rental agency’s collision/damage and liability insurance and personal accident insurance may not be waived.

8.02 MEALS

Meals will be paid for under the following conditions: (1) they are incurred in carrying out official SCOG business; and (2) they are authorized, in advance, by the Executive Director. These two principles are to be used in all cases of meal expense involving ~~board~~Board ~~members~~Members, employees, designated others, and/or SCOG business guests (speakers, presenters, etc.).

8.03 PAYMENT OF EXPENSES & PER DIEM

SCOG ~~board~~Board ~~members~~Members, employees, or others may obtain a travel advance or use personal funds to pay for meals based on established per diem rates. The use of per diem

is determined on a per meal basis dependent on the departure and arrival time from Mount Vernon. Departures prior to 7:00 ~~AM~~a.m. qualifies for breakfast per diem, prior to 12:00 ~~PM~~p.m. qualifies for lunch per diem, prior to 5:00 ~~p.m.~~ qualifies for dinner per diem and return after 7:00 ~~PM~~p.m. qualifies for dinner per diem.

Food provided by the carrier during travel by airlines or rail, and snacks or “continental breakfasts” provided by hotels or conference sponsors is not considered a meal under this section. Breakfasts, lunches, and dinners provided as part of a conference, seminar, or meeting, however, are not eligible for per diem, reimbursement, or expenditure of advance travel funds. Under these circumstances, the entire cost of the event will be submitted for reimbursement, but not under the per diem plan.

8.03.01 PER DIEM RATES

~~The~~ SCOG will pay the State of Washington standard per diem meal rates for all meals that meet the criteria for reimbursement.

These standard per diem rates are inclusive of tax and gratuity. Receipts are not required when using per diem except as described below.

8.03.02 PER DIEM EXCEPTION

If a meal is included as part of a meeting’s agenda and has a fixed price, the “working meal” may exceed the above limits. As an exception, this situation shall require a receipt and an explanation attached to the expense reimbursement form.

Food service provided (e.g., ~~Nonnon~~Non-alcoholic beverages, snacks, lunch, dinner, etc.) for speakers and staff attending SCOG events (~~Annual dinner~~, SCOG sponsored workshops, etc.) will be paid for by SCOG to a maximum of \$30.00 per person per event.

8.03.03 REIMBURSEMENT

Expense reimbursement forms must be used for all claims for reimbursement of necessary business expenses incurred. Items shall be entered in order of payment with date and nature of expense indicated.

Under no circumstances may one employee claim expenses incurred by another employee. Each employee must submit separate reimbursement requests on the SCOG expense reimbursement form.

The signature of the Executive Director on a submitted expense reimbursement form acknowledges the official nature of the expense and constitutes specific authorization for the incurred expense(s).

8.04 RECEIPTS

Receipts are required for lodging, transportation (other than public transportation), meals that meet the “exception,” and for meeting fees. Receipts shall be submitted for miscellaneous

expenses exceeding \$5.00. Miscellaneous expenditures, such as small office supplies, document copies, etc. may be made while traveling and are eligible for reimbursement. Receipts shall be attached and submitted with the expense reimbursement form. Receipts must list details of purchase. If receipts are lost, an employee must complete an “unavailable receipt” form and submit with the expense reimbursement form.

8.05 LODGING

Reimbursement for lodging on authorized trips outside of Skagit County will be made only for the amount of actual expenses incurred during the performance of official duty as a SCOG ~~board~~ Board member~~Member~~, employee, or designee for ~~the~~ SCOG’s benefit.

~~The~~ SCOG shall pay the State of Washington standard per diem lodging rates for all lodging that meets the criteria for reimbursement.

Charges in excess of established rates must be pre-approved by the Executive Director. A receipt is required for all lodging reimbursement requests.

8.05.01 LODGING EXCEPTION

Lodging for ~~board~~ Board members~~Members~~ or employees may be authorized within Skagit County with approval of the Executive Director.

Lodging for speakers from outside the Skagit County area at SCOG events may be authorized with the prior approval of the Executive Director.

8.06 OTHER EXPENSES

Charges for entertainment, alcohol, valet service, and newspaper and/or magazines are not reimbursable expenses. Parking expense is reimbursable and only requires documentation if it exceeds \$5.00. Parking tickets, traffic citations, or any other fines associated with infractions of the law are not reimbursable.

9.0 CONCERN RESOLUTION AND DISCIPLINE GUIDELINES

9.01 CONCERN RESOLUTION PROCEDURES

SCOG recognizes that fostering a work environment which allows employees the opportunity to openly voice their concerns, suggestions, and problems can contribute significantly to creating a satisfying and productive work environment. SCOG encourages employees to share their concerns, suggestions, or problems directly with their supervisor (verbally or in writing) before they escalate to a more severe situation. Additionally, SCOG will support an “open door” management style.

Employees who feel their situation has not been sufficiently addressed with their supervisor are encouraged to submit their concerns or suggestions in writing to the Executive Director or a SCOG Board Member.

The written complaint should contain, at a minimum: a description of the complaint, any specific policy or procedure which is believed to be violated or misapplied, the date of the circumstances leading to the complaint or the date when the employee first became aware of the circumstances, and the remedy sought by the employee to resolve the complaint. The Executive Director or Board of Directors will usually respond in writing to the employee within thirty (30) working days. A longer period for response may be required when the situation warrants. The Executive Director or Board’s response and decision shall be final and binding.

9.02 DISCIPLINE GUIDELINES

SCOG adheres to the at-will doctrine of employment, meaning that either the Agency or the employee may end the parties’ employment relationship at any time, with or without cause or notice.

The level of disciplinary action will be evaluated on a case-by-case basis.

10.0 SAFETY AND ON-THE-JOB INJURIES

10.01 GENERAL SAFETY

SCOG strives to provide for a healthy and safe work environment. All employees are responsible to observe and practice the highest standard of safety at all times in performing their jobs. Employees who violate safety standards or who do not perform their duties in a safe manner will be subject to disciplinary action, including termination of employment.

10.02 REPORTING ON-THE-JOB INJURIES OR ACCIDENTS

Employees who are injured on the job, whose injuries are directly related to the performance of their job duties, have an on-the-job accident or motor vehicle accident while performing SCOG business, are required to report such injuries or accidents to their supervisor immediately, regardless of how minor the injury may be. Employees need to follow these steps when injured on the job or involved in a motor vehicle accident while on duty:

- a. The employee must complete an Accident Investigation Report and return it to their immediate supervisor for review and completion of the supervisory section;
- b. The employees will cooperate to their fullest extent on all accident investigation and injury inquiries;
- c. If medical treatment is necessary, the employee should notify the treating physician that the injury was work-related and the SCOG is covered under the State Worker's Compensation Fund program;
- d. The employee shall contact his/her supervisor as soon as possible, following a physician's visit, to provide an update on the employee's status and ability to return to work; and
- e. If the employee is injured, a return-to-work release from the treating physician will be required from the employee prior to returning to work.

11.0 SEPARATION OF EMPLOYMENT

11.01 NOTICE OF RESIGNATION

In case of voluntary resignation, the employee will give a minimum of two (2) weeks written notice to the Executive Director, unless there are extenuating circumstances and other arrangements have been made. Failure to comply with this provision, without other arrangements being made, may cause forfeiture of vacation balances.

On occasion, SCOG may deem it in the best interest of the organization to end the employment relationship at the time the employee provides his/her written notice. In such cases, SCOG reserves the right to accept the voluntary resignation at the time it is given and compensate the employee for the notice period (two weeks or less).

11.02 ABANDONMENT OF POSITION

When an employee is absent from work for three (3) consecutive days without notifying his/her supervisor, SCOG will consider the employee to have terminated his/her position.

11.03 LAYOFF

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

SCOG will decide which positions are affected by the layoff. In determining who is to be laid off, consideration will usually be given to a number of relevant factors, including individual performance, jobs and who is best able to perform the remaining jobs.

11.04 COMPENSATION AT SEPARATION

An employee's final paycheck will be available to the employee on the standard payday for the last pay period worked. An employee's final paycheck will include all wages for hours worked up to the time of separation and a lump sum payment for any accrued unused vacation as long as the employee is eligible for cash out of unused vacation.

An employee who retires from the Skagit Council of Governments employment and is eligible to receive Washington State Public Employees Retirement System (PERS) pension, or upon death may cash out a portion of their sick leave bank as follows:

- a. Employed with Skagit Council of Governments for five (5) consecutive years or more of service; and
- b. May cash out 50% of their sick leave bank. (Maximum cash out not to exceed 240 hours).

ACKNOWLEDGMENT OF AT-WILL STATUS AND AGENCY POLICIES

I have received, read, understand, and will comply with the Skagit Council of Governments ("Agency") Personnel Handbook. I understand and agree that:

- a. This Handbook does not create any express or implied contractual obligation on the part of the Agency or promise specific treatment in specific situations;
- b. Employment with the Agency is not for any specified term;
- c. These policies may be amended, modified or deleted, at any time by SCOG at its discretion;
- d. Employment with the Agency is strictly At-Will, and I may quit or be transferred, reassigned, promoted, suspended, demoted and/or discharged at any time, with or without cause and with or without prior notice; and
- e. This Acknowledgment of At-Will Status is an integrated agreement concerning my at-will employment status, which can be modified or amended only by a written agreement signed by me, the Executive Director, and a Board Officer.

I have read, understand, and will comply with the policies contained in the Skagit Council of Governments Personnel Handbook. I understand all of the provisions contained in the Policy against Harassment and Sexual Harassment, and the Drug and Alcohol-free Workplace Policy. I agree to abide by these and all other Agency policies. I understand that any violation of any Agency policy may result in serious disciplinary action, including termination.

I also understand that all Agency equipment, including computer systems, voice mail, e-mail, facsimile, and telephone equipment is intended primarily for business use and the Agency maintains the right to access and disclose any and all information contained in or communicated via these systems.

Date: _____

Print Name: _____

Signature: _____

Skagit Council of Governments
Year to Date Actual vs. Budget
January through March 2023

	Jan - Mar 23	Budget	% of Budget
Revenues			
333 · Federal Grants	\$ 178,234	\$ 680,511	26%
334 · State Grants	17,379	71,643	24%
337 · Local	16,716	50,000	33%
338.2 · Dues & Other Local	157,621	157,619	100%
361.11 · Investment Interest	2,524	-	0%
367 · Contributions&Donations Private	-	-	0%
369 · Non-Governmental & Misc. Income	-	-	0%
Total Revenues	\$ 372,474	\$ 959,773	39%
Expenses			
505 · Advertising / Legal Notices	\$ 620	\$ 6,500	10%
510 · Conferences & Training	833	15,000	6%
515 · Computer & Software Expenses	-	8,900	0%
520 · Dues and Subscriptions	-	5,135	0%
525 · Equipment & Furniture Purchases	-	1,000	0%
532 · Fees	-	1,025	0%
535 · Insurance Expense	6,358	5,700	112%
538 · Meeting Expenses	-	450	0%
550 · Postage	24		100%
555 · Payroll Salaries and Wages	89,824	367,385	24%
556 · Payroll Taxes & Benefits	38,287	164,747	23%
557 · Printing	73		100%
560 · Professional Services	28,082	397,750	7%
565 · Rent Expense	9,600	38,400	25%
570 · Repairs and Maintenance	-	500	0%
575 · Supplies	51	2,400	2%
580 · Travel	662	10,000	7%
585 · Utilities	995	2,400	41%
595 · Other Expenses	-	-	0%
Total Expenses	\$ 175,409	\$ 1,027,292	17%
Net Increase (Decrease) in Cash	\$ 197,065	\$ (67,519)	

Financial Position

For the Month Ended:	1/31/2023	2/28/2023	3/31/2023	4/30/2023	5/31/2023	6/30/2023	7/31/2023	8/31/2023	9/30/2023	10/31/2023	11/30/2023	12/31/2023
General Fund Balance	561,846	578,816	619,352	-	-	-	-	-	-	-	-	-
Accounts Receivable	155,877	135,880	97,337	-	-	-	-	-	-	-	-	-
Accounts Payable	(13,367)	(6,487)	(4,882)	-	-	-	-	-	-	-	-	-
Net Working Capital	704,356	708,209	711,807	-	-	-	-	-	-	-	-	-

**WASHINGTON INTERGOVERNMENTAL REVIEW PROCESS
UNIFORM NOTIFICATION FORM
(WIRP)**

	1. PROJECT IDENTIFICATION NUMBER:																		
2. APPLICANT: Unity Evaluation and Treatment Center, LLC	3. PROPOSED DATE OF SUBMITTAL: 04/06/2023																		
4. PROJECT TITLE: Unity Evaluation and Treatment Center																			
5. CONTACT PERSON: Felix Were 206-413-1332 unity@ubhealth.care	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">6. FUNDING:</th> <th style="text-align: left;">AMOUNT</th> <th style="text-align: left;">SOURCE</th> </tr> <tr> <td>Federal</td> <td>\$11440000</td> <td>USDA B&I</td> </tr> <tr> <td>State</td> <td>\$</td> <td></td> </tr> <tr> <td>Local</td> <td>\$4352200</td> <td></td> </tr> <tr> <td>Other</td> <td>\$</td> <td>Dept. of Commerce</td> </tr> <tr> <td>TOTAL</td> <td>\$14792200</td> <td></td> </tr> </table>	6. FUNDING:	AMOUNT	SOURCE	Federal	\$11440000	USDA B&I	State	\$		Local	\$4352200		Other	\$	Dept. of Commerce	TOTAL	\$14792200	
6. FUNDING:	AMOUNT	SOURCE																	
Federal	\$11440000	USDA B&I																	
State	\$																		
Local	\$4352200																		
Other	\$	Dept. of Commerce																	
TOTAL	\$14792200																		
7. DESCRIPTION Unity Evaluation and Treatment Center, LLC is a new entity that has plans to construct two 16-bed mental health facilities in Mount Vernon, WA. One facility will provide services for involuntary commitments of 90 to 180 days. The other facility will provide services for voluntary mental health patients. Nearly all of the business's revenue will come from state funded patients.																			
8. GEOGRAPHICAL AREA AFFECTED: (City, County, State, etc.) Mount Vernon, Skagit County, WA																			
9. DURATION OF PROJECT:	10. DATE COMMENTS ARE DUE:																		
11. CERTIFYING OFFICIAL: Name: _____ Signature: _____ Title: _____ Date _____																			

*Agency, Fed. CFDA No. (Catalog of Federal Domestic Assistance)

WASHINGTON INTERGOVERNMENTAL REVIEW PROCESS
UNIFORM NOTIFICATION FORM
(WIRP)

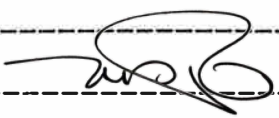
	1. PROJECT IDENTIFICATION NUMBER:
2. APPLICANT:	3. PROPOSED DATE OF SUBMITTAL:
4. PROJECT TITLE:	
5. CONTACT PERSON:	6. FUNDING: AMOUNT SOURCE Federal \$ _____ State \$ _____ Local \$ _____ Other \$ _____ TOTAL \$ _____
7. DESCRIPTION	
8. GEOGRAPHICAL AREA AFFECTED: (City, County, State, etc.)	
9. DURATION OF PROJECT:	10. DATE COMMENTS ARE DUE:
11. CERTIFYING OFFICIAL: Name: _____ Signature: _____ Title: _____ Date _____	

*Agency, Fed. CFDA No. (Catalog of Federal Domestic Assistance)

WASHINGTON INTERGOVERNMENTAL REVIEW PROCESS
UNIFORM NOTIFICATION FORM
(WIRP)

2. APPLICANT: Northwest Agriculture Business Center	1. PROJECT IDENTIFICATION NUMBER: 3. PROPOSED DATE OF SUBMITTAL: 2-28-23
4. PROJECT TITLE: San Juan Islands Innovation Center Feasibility Study	
5. CONTACT PERSON: Name: Michael Peroni Phone: (360) 336-3727 Address: P.O.Box 2924 Mount Vernon, WA 98273	6. FUNDING: AMOUNT SOURCE* Federal \$ 40,000 USDA -RBDG State _____ Local _____ Other 17000 MATCH TOTAL \$ 57,000 _____
7. DESCRIPTION	

The Innovation Center feasibility study will work with organization stakeholders and business owners to identify facility and business development needs and opportunities that support four predominant community values in San Juan County: sustainable food security, culture and education, resource wise technologies, and ecological protection for future generations.

8. GEOGRAPHICAL AREA AFFECTED: (City, County, State, etc.) San Juan County	
9. DURATION OF PROJECT: 6/1/23 - 5/31/24	10. DATE COMMENTS ARE DUE:
11. CERTIFYING OFFICIAL:	
Name: Michael Peroni	
Signature: 	
Title: Executive Director	Date: 2/28/23

Agency, Fed. CFDA No. (Catalog of Federal Domestic Assistance)

WASHINGTON INTERGOVERNMENTAL REVIEW PROCESS
UNIFORM NOTIFICATION FORM
(WIRP)

	1. PROJECT IDENTIFICATION NUMBER:																		
2. APPLICANT: Whispering Willows of Mount Vernon, LLC	3. PROPOSED DATE OF SUBMITTAL: 3/29/23																		
4. PROJECT TITLE: Memory Care Facility Renovation																			
5. CONTACT PERSON: Momodou Sowe (425) 790-9423 momodou@outlook.com	<table style="width: 100%; border-collapse: collapse;"><tr><th style="text-align: left;">6. FUNDING:</th><th style="text-align: left;">AMOUNT</th><th style="text-align: left;">SOURCE</th></tr><tr><td>Federal</td><td>\$ 6,375,000</td><td>B&I Guarantee</td></tr><tr><td>State</td><td>\$ 4,385,000</td><td>WA DOC</td></tr><tr><td>Local</td><td>\$</td><td></td></tr><tr><td>Other</td><td>\$ 298,206</td><td>Equity</td></tr><tr><td>TOTAL</td><td>\$</td><td></td></tr></table>	6. FUNDING:	AMOUNT	SOURCE	Federal	\$ 6,375,000	B&I Guarantee	State	\$ 4,385,000	WA DOC	Local	\$		Other	\$ 298,206	Equity	TOTAL	\$	
6. FUNDING:	AMOUNT	SOURCE																	
Federal	\$ 6,375,000	B&I Guarantee																	
State	\$ 4,385,000	WA DOC																	
Local	\$																		
Other	\$ 298,206	Equity																	
TOTAL	\$																		
7. DESCRIPTION Renovation of a former assisted living facility and provision of working capital for the start-up of a 56-unit dementia care facility located at 2311 Division Street, Mount Vernon, WA.																			
8. GEOGRAPHICAL AREA AFFECTED: (City, County, State, etc.) Mount Vernon, Skagit, WA																			
9. DURATION OF PROJECT: Six Month Renovation	10. DATE COMMENTS ARE DUE:																		
11. CERTIFYING OFFICIAL: Name: <u>Brandon Hoffman</u> Signature: <u>BRANDON HOFFMAN</u> <small>Digitally signed by BRANDON HOFFMAN Date: 2023.03.29 11:01:41 -07'00'</small> Title: <u>BCP Director</u> Date <u>3/29/23</u>																			

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USDA Rural Development
Business & Industry Guaranteed Loan
CFDA 10.768