

SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING

August 19, 2026

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: 895-621-277

AGENDA

1. Call to Order and Roll Call
2. Written Public Comments – *Mark Hamilton*
3. Verbal Public Comments
4. Consent Agenda
 - a. Approval of [May 20, 2026 Board of Directors Meeting Minutes](#)
 - b. Approval of [Accounts Payable Vouchers, Inter Governmental Transfer \(IGT\), and Payroll Certification](#)
5. Action Items
 - a. [2027 Proposed Dues](#) – *Jill Boudreau*
6. Discussion Items
 - a. [2027 Initial Budget](#) – *Jill Boudreau*
 - b. [Personnel Handbook](#) – *Jill Boudreau*
 - c. [Skagit County Comprehensive Economic Development Strategy Update and Discussion](#) – *Jill Boudreau*
7. Chair's Report
8. Roundtable and Open Topic Discussion
9. Next Meeting: October 21, 2026, Time TBD, *Burlington City Council Chambers and Remote*
10. Adjourned

Information Items:

[Year to Date Actual vs. Budget – January through June 2026](#)

[Quarterly Financial Update](#)

[Washington Intergovernmental Review Process – Uniform Notification Form](#)

[SCOG Dues History](#)

[Meeting Packet](#)

BOARD OF DIRECTORS OFFICERS

Mayor Peter Donovan Chair

Mayor Bill Aslett Vice Chair

BOARD OF DIRECTORS MEMBERSHIP AND VOTES

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

Port of Anacortes1
Port of Skagit1
Samish Indian Nation.....1
Sedro-Woolley1
Skagit County.....3
Skagit Public Utility District.....1
Swinomish Indian Tribal Community1

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, Jill Boudreau at 360-416-7871 or jillb@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, Jill Boudreau en 360-416-7871 or jillb@scog.net.

SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING MINUTES

May 20, 2026
Burlington City Council Chambers and Remote

MEMBERS PRESENT

Mayor Peter Donovan, City of Mount Vernon, Chair; Mayor Bill Aslett, City of Burlington; Commissioner Peter Browning, Skagit County; Commissioner Joe Burns, Skagit County; Commissioner Corrin Hamburg, Skagit PUD; Mayor Marna Hanneman, Town of La Conner; Mayor JoEllen Kesit, City of Sedro-Woolley; Commissioner Bob Papadakis, Port of Anacortes; Commissioner Ron Wesen, Skagit County; and Mayor Ryan Walters, City of Anacortes

STAFF PRESENT

Jill Boudreau, Executive Director; Debbie Carter, Executive Assistant and Clerk of the Board; Mark Hamilton, Senior Transportation Planner; and Sarah Ruether, Associate Planner

OTHERS PRESENT

Kristen Keltz, CEO, Skagit Tourism Bureau

AGENDA

1. Call to Order: Mayor Donovan called the meeting to order at 9:43 a.m.
Roll Call: Roll was taken with a quorum present.
2. Written Public Comments: Mr. Hamilton stated that a public comment period was held from May 13-19 prior to the meeting and no public comments were received.
3. Verbal Public Comments: Verbal public comments were provided at the meeting and received one from Mr. Clyde Halstead representing the Swinomish Indian Tribal Community regarding the Lead Entity issue.
4. Consent Agenda
 - a. Approval of February 18, 2026, Board of Directors Meeting Minutes
 - b. Approval of Accounts Payable Vouchers, Inter Governmental (IGT), and Payroll Certification
Commissioner Browning moved to approve the consent agenda as presented and Mayor Kesti seconded the motion, and it carried unanimously.

5. Action Items

- a. Limited Term Assistant Planner Position: Ms. Boudreau addressed this action item. Discussion included how on June 6, 2025, Skagit Council of Governments received notification of a 2025-2027 WSDOT Consolidated Grant Program Award of \$356,724. This grant award funds a Regional Mobility Coordination and Outreach Project that works to provide mobility management coordination across transportation service providers to create greater efficiency in human services transportation services in Skagit County. The contract was finalized on October 9, 2025. Due to delays in contracting, and actual billing to date there is available grant funding to hire an assistant planner to fulfill the work program. There is no financial impact due to the work hours being absorbed into the original grant funding and local match amounts.

Commissioner Wesen commented on how hiring for this position would fulfill the requirements of the grant.

Mayor Hanneman moved to approve a Limited Term Assistant Planner Position as presented and Commissioner Burns seconded the motion, and it carried unanimously.

Commissioner Hamburg asked a question regarding deliverables and intent to extend this position. Ms. Boudreau answered the extension of position and Ms. Ruether addressed the deliverable's part including discussion on the resource guide.

6. Discussion Items

- a. Request for Letter of Support: Ms. Kristen Keltz, CEO, Skagit Tourism Board addressed this discussion item. Ms. Keltz gave an update of the work and successes of the Skagit Tourism Bureau including how Washington's film industry represents a substantial opportunity for local communities as it provides a wide array of benefits to our jurisdiction. Ms. Keltz requested a letter of support from SCOG to the Washington State Parks and Recreation Commission for consideration regarding the permitting process and enabling timely access for legitimate productions.
- b. 2027 Dues: Ms. Boudreau presented this discussion item. In preparation for the annual adoption of SCOG dues in August, this item provides members with information for upcoming budget development. In consultation with the Chair, staff are considering using the same method as recent dues setting, which is applying the Seattle Consumer Price (CPI) to last year's (2026) dues. The current CPI is at 3.9% as of the February 2026 report. Background information along with the due's allocation formula is included in a table with the meeting materials. Commissioner Wesen commented on a sales tax formula calculation regarding final dues amount.
- c. Lead Entity Issue Update: Ms. Boudreau presented this discussion item. This item was before the Board on May 13, 2025, and July 16, 2025, The current state and Update to Lead Entity Issue is outlined in a memo with meeting materials. County and Treaty Tribes MOU/Resolution proposals have been made and moving forward. There are currently remaining questions around the Lead Entity governance structure and Governance decision process. The Board then had discussion surrounding this issue.

Commissioner Wesen moved to approve continuing the current state with the Lead Entity and Commissioner Hamburg seconded the motion, and it carried unanimously.

7. Chair's Report: Mayor Donovan had nothing to report.
8. Roundtable and Open Topic Discussion: Commissioner Hamburg thanked Ms. Boudreau for her vision and taking the time for better understanding. Ms. Boudreau commented on how SCOG will have an upcoming audit.
9. Next Meeting: The next regular meeting is August 19, 2026, with the meeting time to be determined, in person at the Burlington City Council Chambers and remote.
10. Adjourned: Mayor Donovan adjourned the meeting at 10:40 a.m.

Information Items: Annual Report; Year to Date Actual vs. Budget – January through March 2026; Skagit PUD Letter of Support; and Quarterly Financial Update.

Approved,

Jill Boudreau, Executive Director
Skagit Council of Governments

Date: _____

Mayor Peter Donovan
Board of Directors Chair
Skagit Council of Governments

Date: _____

Month	Summary - AP Voucher Batch Payroll Certification IGT	Total
May	Batch #158758	49,404.51
	Batch #158944	11,249.33
	Total	60,653.84
	Payroll Certification 09 - Batch #112828	20,647.36
	Payroll Certification 10 - Batch #112964	20,537.20
	Total	41,184.56
June	Batch #159107	29,213.96
	Batch #159247	11,249.33
	Total	40,463.29
	Payroll Certification 11 - Batch #113066	20,406.40
	Payroll Certification 12 - Batch #113211	21,082.33
	Total	41,488.73
July	Batch #159440	26,156.37
	Batch #159445	2,147.56
	Batch #159551	11,249.33
	IGT-2026Q2SCOG	4,669.03
	Total	44,222.29
	Payroll Certification 13 - Batch #113343	21,331.15
	Payroll Certification 14 - Batch #113476	21,659.43
	Total	42,990.58

	May-26					
2026122	Boudreau, Jill	Travel	32201	4202026	4/20/2026	\$311.81
2026123	City of Mount Vernon (enc)	Utilities	12360	4302026	4/30/2026	\$32.58
2026124	EDASC (enc)	Dues & Subscription	11059	1333	5/1/2026	\$500.00
2026125	Green Valley Clean	Professional Services	31182	1579	4/30/2026	\$305.00
2026126	Megabyte Design	Professional Services	35939	825	5/1/2026	\$588.06
2026127	NECA	Rent	31094	June 2026 Rent	6/1/2026	\$3,200.00
2026128	Puget Sound Energy Suite100 (enc)	Utilities	14036	5012026	5/1/2026	\$79.78
2026129	Puget Sound Energy Suite 101 (enc)	Utilities	14036	5012026	5/1/2026	\$74.64
2026130	Ricoh (enc)	Printing	27592	9033674895	4/29/2026	\$337.93
2026131	Ruether, Sarah	Travel	34220	3312026	3/31/2026	\$50.75
2026132	Skagit County Public Works	Professional Services	20644	20260302	3/31/2026	\$4,981.54
2026133	Skagit Publishing (enc)	Printing	35013	46669	4/30/2026	\$56.86
2026134	Skagit Publishing (enc)	Advertising/Legal Notices	35013	46669	4/30/2026	\$620.31
2026135	DRS State of WA Department of Retirement Systems (enc)	Fees	23312	1721627	4/1/2026	\$25.00
2026136	US Bank VISA - Rightworks/DC (enc)	Computer & Software	25459	INV04342551	4/10/2026	\$85.00
2026137	US Bank VISA - PlanAssocOfWA/JB (enc)	Office Supplies	25459	1543-1460	3/26/2026	\$100.00
2026138	US Bank VISA - American Planning Assoc/JB (enc)	Professional Services	25459	3262026	3/26/2026	\$195.00
2026139	US Bank VISA - Docusign/JB (enc)	Dues and Subscriptions	25459	111100660449	4/3/2026	\$1,878.53
2026140	US Bank VISA - Office Depot/JB (enc)	Office Supplies	25459	4072026	4/7/2026	\$64.54
2026141	US Bank VISA - Amazon/JB (enc)	Office Supplies	25459	111-4981031-5241846	4/14/2026	\$21.88
2026142	US Bank VISA - Amazon/JB (enc)	Office Supplies	25459	111-7363230-5757027	4/14/2026	\$83.89
2026143	US Bank VISA - Blink Amazon/JB (enc)	Dues and Subscriptions	25459	4202026	4/20/2026	\$4.35
2026144	US Bank VISA - ESRI/MH (enc)	Conferences & Training	25459	900241305	4/23/2026	\$2,319.57
2026145	Waste Management (enc)	Utilities	26387	0889316-0043-6	5/1/2026	\$112.76
2026146	WSP Transportation PROTECT	Professional Services	34241	40363427	5/6/2026	\$13,567.89
2026147	WSP Transportation PROTECT	Professional Services	34241	40346901	4/7/2026	\$17,961.11
2026148	Whatcom Council of Governments	Professional Services	23714	1539	3/31/2026	\$1,845.73
	Batch 158758 Total					\$49,404.51

2026149	Association of WA Cities (enc)	Employee Healthcare Benefits	A0657	83422	5/18/2026	\$11,249.33
	BATCH 158944 Total					\$11,249.33

	Jun-26					
2026150	Boudreau, Jill	Travel	32201	5152026	5/15/2026	\$173.16
2026151	City of Mount Vernon (enc)	Utilities	12360	5312026	5/31/2026	\$32.58
2026152	Green Valley Clean	Professional Services	31182	1599	5/31/2026	\$305.00
2026153	Hamilton, Mark	Travel	28427	5182026	5/18/2026	\$271.00
2026154	Megabite Design	Professional Services	35939	827	6/1/2026	\$2,499.26
2026155	NECA	Rent	31094	July 2026 Rent	7/1/2026	\$3,200.00
2026156	Puget Sound Energy Suite100 (enc)	Utilities	14036	622026	6/2/2026	\$66.39
2026157	Puget Sound Energy Suite 101 (enc)	Utilities	14036	6022026	6/2/2026	\$78.26
2026158	Ricoh (enc)	Printing	27592	9033731032	5/29/2026	\$85.25
2026159	RSG	Professional Services	32359	54758	4/20/2026	\$7,804.13
2026160	Ruether, Sarah	Travel	34220	5182026	5/18/2026	\$191.40
2026161	US Bank VISA - Rightworks/DC (enc)	Computer & Software	25459	INV04374586	5/10/2026	\$85.00
2026162	US Bank VISA -TST*Grassa 5/JB (enc)	Travel	25459	51126	5/11/2026	\$35.54
2026163	US Bank VISA -AC Hotel Vancouver WAT/JB (enc)	Travel	25459	5112026	5/11/2026	\$24.69
2026164	US Bank VISA -SQ Little Conejo/JB (enc)	Travel	25459	51226	5/12/2026	\$12.26
2026165	US Bank VISA - AC Hotel Vancouver WAT/JB (enc)	Travel	25459	72770	5/12/2026	\$173.90
2026166	US Bank VISA - AC Hotel Vancouver WAT/JB (enc)	Travel	25459	5122026	5/12/2026	\$27.60
2026167	US Bank VISA - Chef Store/JB (enc)	Office Supplies	25459	5202026	5/20/2026	\$33.18
2026168	US Bank VISA - Amazon/JB (enc)	Dues and Subscriptions	25459	D01-5644092-2349024	5/20/2026	\$4.35
2026169	US Bank VISA - Office Depot/JB (enc)	Office Supplies	25459	52026	5/20/2026	\$60.31
2026170	US Bank VISA - HGI Seattle/MH (enc)	Conferences & Training	25459	3442112819	5/6/2026	\$583.74
2026171	US Bank VISA -CANVA/SR (enc)	Conferences & Training	25459	04866-41081249	4/29/2026	\$156.82
2026172	US Bank VISA -Icicle Village Resort/SR (enc)	Travel	25459	108	5/19/2026	\$122.76
2026173	Waste Management (enc)	Utilities	26387	0893867-0043-2	6/1/2026	\$113.77
2026174	WSP Transportation PROTECT	Professional Services	34241	40380226	6/3/2026	\$6,444.46
2026175	Whatcom Council of Governments	Professional Services	23714	1559	4/30/2026	\$2,653.65
2026176	Whatcom Council of Governments	Professional Services	23714	1582	5/31/2026	\$3,975.50
	Batch 159107 Total					\$29,213.96

2026177	Association of WA Cities (enc)	Employee Healthcare Benefits	A0657	84574	6/18/2026	\$11,249.33
	BATCH 159247 Total					\$11,249.33

	Jul-26					
2026178	A-1 Shredding, Inc.	Professional Services	31010	5297	7/2/2026	\$45.00
2026179	Boudreau, Jill	Travel	32201	6252026	6/25/2026	\$32.91
2026180	City of Mount Vernon (enc)	Utilities	12360	6302026	6/30/2026	\$32.58
2026181	Eco-Counter (enc)	Subscription	32287	170589	5/26/2026	\$767.75
2026182	ESRI (enc)	Computer & Software	11121	900266808	6/3/2026	\$1,197.90
2026183	Green Valley Clean	Professional Services	31182	1619	6/30/2026	\$305.00
2026184	Megabyte Design	Professional Services	35939	832	7/2/2026	\$3,699.88
2026185	NECA	Rent	31094	August 2026 Rent	8/1/2026	\$3,200.00
2026186	Puget Sound Energy Suite100 (enc)	Utilities	14036	722026	7/2/2026	\$59.33
2026187	Puget Sound Energy Suite 101 (enc)	Utilities	14036	7022026	7/2/2026	\$71.39
2026188	Ricoh (enc)	Printing	27592	9033780540	6/29/2026	\$86.53
2026189	Skagit Publishing (enc)	Advertising/Legal Notices	35013	62646669	6/30/2026	\$318.54
2026190	US Bank VISA - Rightworks/DC (enc)	Computer & Software	25459	INV04406359	6/10/2026	\$85.00
2026191	US Bank VISA -WSP Background Checks/DC (enc)	Fees	25459	18348454	6/16/2026	\$11.00
2026192	US Bank VISA -Amazon/JB (enc)	Office Supplies	25459	112-7997937-2177826	5/22/2026	\$271.15
2026193	US Bank VISA - Amazon (Blink)/JB (enc)	Dues and Subscriptions	25459	6022026	6/2/2026	\$43.55
2026194	US Bank VISA - Amazon/JB (enc)	Office Supplies	25459	6152026	6/15/2026	\$54.40
2026195	US Bank VISA -Amazon/JB (enc)	Office Supplies	25459	6182026	6/18/2026	\$41.02
2026196	US Bank VISA -Office Depot/JB (enc)	Dues and Subscriptions	25459	D01-5644092-2349024	5/20/2026	\$26.13
2026197	US Bank VISA - Office Depot/JB (enc)	Office Supplies	25459	52026	5/20/2026	\$13.70
2026198	US Bank VISA -GoDaddy/MH (enc)	Dues and Subscriptions	25459	4099506714	5/29/2026	\$91.35
2026199	US Bank VISA -SkagitPublishing/MH (enc)	Advertising/Legal Notices	25459	6042026	6/4/2026	\$252.00
2026200	US Bank VISA -GoDaddy/MH (enc)	Dues and Subscriptions	25459	4109419830	6/10/2026	\$1,049.62
2026201	US Bank VISA - Amazon/SR (enc)	Office Supplies	26387	6222026	6/22/2026	\$72.24
2026202	Waste Management (enc)	Utilities	26387	0896187-0043-2	7/1/2026	\$108.71
2026203	WSP Transportation PROTECT	Professional Services	34241	40398991	7/6/2026	\$14,219.69
	Batch 159440 Total					\$26,156.37

	Jul-26					
2026204	WA Department of Labor & Industries	Payroll tax	22900	2026 Q2	6/30/2026	\$511.08
2026205	WA Employment Security Dept (unemployment)	Payroll tax	20765	2026 Q2	6/30/2026	\$278.23
2026206	WA Employment Security Dept (paid family & medical leave)	Payroll tax	32166	2026 Q2	6/30/2026	\$891.17
2026207	WA Employment Security Dept (WA long-term care)	Payroll tax	34514	2026 Q2	6/30/2026	\$467.08
	BATCH 159445 Total					\$2,147.56

2026208	Association of WA Cities (enc)	Employee Healthcare Benefits	A0657	85713	7/18/2026	\$11,249.33
	BATCH 159551 Total					\$11,249.33
IGT-2026Q2SCOG	Skagit County Information Services	Professional Services (560)		2026Q2SCOG	7/15/2026	\$4,669.03
	Total July					\$44,222.29

ACTION ITEM 5.A. – 2027 PROPOSED DUES

Document History

Meeting	Date	Type of Item	Staff Contact	Phone
Board of Directors	05/21/2026	Discussion	Jill Boudreau	(360) 416-7871
Board of Directors	08/19/2026	Action	Jill Boudreau	(360) 416-7871

RECOMMENDED ACTION

Skagit Council of Governments (SCOG) staff recommends that the Board of Directors adopt the proposed 2027 dues.

FISCAL IMPACT

Staff are proposing **no** dues increase for 2027. Total dues are proposed to remain at \$175,756.

DISCUSSION

Each year SCOG establishes the annual dues in August to provide members information for upcoming budget development. Past methods consider the Seattle Consumer Price Index (CPI) to last year's dues (2026). The current CPI is at 4.5% as of the June 2026 report.

Due to a decrease in grant funded projects, staff are proposing no dues increase for 2027.

Background and discussion on the history of SCOG dues can be found in the packet informational item titled "SCOG dues history."

BACKGROUND

The local dues pay for the match requirements on the federal and state transportation grant expenditures adopted in the Unified Planning Work Program. In addition, dues cover 100% of the local costs associated with non-grant funded work such as economic planning.

Member	Proposed 2027
Anacortes	\$ 18,095
Burlington	\$ 17,491
Concrete	\$ 1,345
Hamilton	\$ 438
La Conner	\$ 1,335
Lyman	\$ 357
Mount Vernon	\$ 34,562
Sedro-Woolley	\$ 11,597
Skagit County	\$ 52,028
P.U.D.	\$ 1,797
Samish Tribal Nation	\$ 1,797
Swinomish Tribe	\$ 1,797
Port of Anacortes	\$ 12,795
Port of Skagit	\$ 12,795
Skagit Transit	\$ 7,527
Total	\$ 175,756

DUES ALLOCATION FORMULA

The dues to members are established by an allocation method, adopted in 2014, starting with the total dues amount established by the Board. The proposed 2026 dues are \$175,756. This amount is allocated based on the following:

1. 78 percent of the total is to be supported by county, cities, and towns. Dues are allocated to each by the percent distribution of population and retail sales tax distributions for each jurisdiction. Population is weighted by a factor of two. $((\% \text{ population distribution} \times 2) + \% \text{ retail sales tax distribution}) / 3 = \text{percent distribution of the } \$137,247$.
2. Distribute the remaining \$38,508 by the following percent distribution. Percentages were based on historical levels and adjusted in 2014 to have Skagit PUD dues equal to the tribes and adjusted to have both Ports contribute the same starting in 2018.
 - a. PUD, Samish, and Swinomish each - 4.7%
 - b. Port of Anacortes and Port of Skagit each - 33.2%
 - c. Skagit Transit - 19.5%

DISCUSSION ITEM 6.A. – 2027 INITIAL BUDGET

Document History

Meeting	Date	Type of Item	Staff Contact	Phone
Board of Directors	08/19/2026	Discussion	Jill Boudreau	(360) 416-7871

RECOMMENDED ACTION

N/A

FISCAL IMPACT

The projected initial 2027 budget is proposed to be \$1,104,191 with a net increase in cash balance of \$11,834.

DISCUSSION

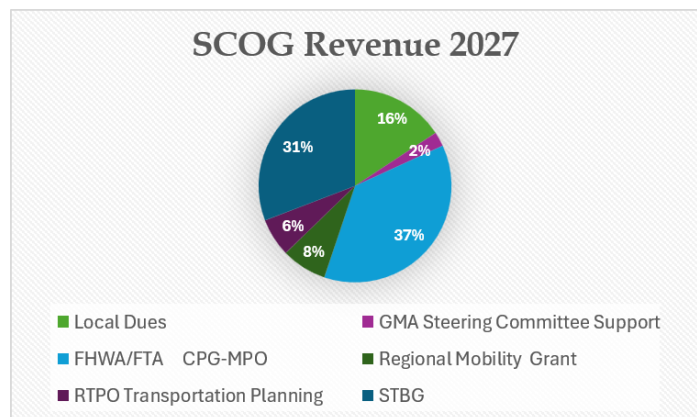
The initial 2027 budget has estimated total expenditures in the amount of \$1,104,191 which represents a 4.7% decrease from 2026.

This budget decrease is due to the three transportation consulting projects that will be concluded in 2026. These include the Regional Transportation Plan, Regional Safety Action Plan, and the Regional Transportation Resilience Improvement Plan.

Major budget assumptions include the following:

Revenues: \$1,116,025

Revenue Sources	
Local:	
Dues	\$ 175,756
GMA Steering Committee	\$ 27,000
State:	
Regional Mobility Grant	\$ 84,722
Combined Planning Grant	
MPO	\$ 413,013
Federal:	
Planning	\$ 71,643
Surface Transportation	
Block Grant STBG	\$ 343,891
TOTAL	\$ 1,116,025



- 0% dues increase for 2027
- All federal and state planning grants at the same level as 2026
- State Consolidated Grant for Regional Mobility ends June 30, 2027
- Growth Management Act support of \$27,000. This could change as the GMA TAC recommends work program in September. The 2026 budget was \$85,000
- Included funding for administrative work for the Comprehensive Economic Development Strategy implementation is \$36,462 from local dues

Expenditures: \$1,104,191

The most significant expense categories are Salaries and Benefits, Operating Expenses, Professional Services, Traffic Counts, Conferences, Training and Travel.

- Salaries: \$594,665
 - Same staff levels as in 2026 through June 30, 2026. The temporary assistant planner position will cease mid-year
 - 4.5% cost of living adjustment based on Seattle CPI as of June 2026
- Benefits: \$287,494
 - Approximately 14% increase in healthcare related benefits
- Professional Services: \$80,360
 - No Consultant contracts are budgeted for 2027
 - Include: Skagit County Auditor Accounting & Payroll Services, Skagit County IT services, Accounting contract with Whatcom Council of Governments, Legal, Janitorial, Website Support
- Pass Through Funds for Traffic Counts: contracted with Skagit County Public Works for \$35,000. Paid for with state (RTPO) planning funds pass through.



A summary of the 2027 budget is shown below along with a comparison to the current 2026 budget. The budget is scheduled to be adopted in October 2026.

Skagit Council of Governments: 2027 Draft Budget			
Presented to the Board of Directors for review on August 18, 2026			
	2026	2027	
	Final adopted	Draft as of	Increase or
	10/15/2025	8/19/2026	(Decrease)
REVENUE			
Local Dues and Other	\$ 260,759	\$ 202,756	\$ (58,003)
State	136,063	\$ 85,020	(51,043)
Federal	832,381	\$ 828,249	(4,132)
Total Revenue	\$ 1,229,203	\$ 1,116,025	\$ (113,178)
EXPENSES			
Salaries			
Executive Director	\$ 170,000	\$ 188,106	\$ 18,106
Executive Assistant	42,370	44,279	1,909
Senior Planner	118,104	123,419	5,315
Associate Planner	100,416	104,935	(3,844)
Assistant Planner	92,085	88,241	4,519
Intern/Temp. Assistant Planner	10,000	45,685	35,685
Total Salaries	\$ 532,975	\$ 594,665	\$ 61,691
Benefits			
Medical/Dental/Vision/Life/Disability/EAP	\$ 186,219	\$ 207,720	21,500
Social Security	40,773	45,492	4,719
Retirement	29,182	30,633	1,451
Unemployment Insurance	962	1,170	208
Workers Compensation Insurance	2,330	2,479	149
Total Benefits	\$ 259,466	\$ 287,494	\$ 28,028
Total Salaries & Benefits	\$ 792,441	\$ 882,159	\$ 89,719
Other Expenses			
Advertising / Legal Notices	\$ 2,900	\$ 2,400	\$ (500)
Conferences & Training	15,000	15,000	-
Computer & Software	8,200	10,500	2,300
Dues & Subscriptions	7,920	5,497	(2,423)
Equipment & Furniture	1,000	4,000	3,000
Fees	1,375	1,525	150
Insurance	6,000	6,000	-
Meeting Expenses	450	450	-
Pass Through Funding	35,000	35,000	-
Postage	-	100	100
Printing	8,000	2,200	(5,800)
Professional Services	225,030	80,360	(144,670)
Rent	38,400	38,400	-
Repairs & Maintenance	500	2,000	1,500
Supplies	2,400	4,600	2,200
Travel	10,000	10,000	-
Utilities	3,600	4,000	400
Total Other Expenses	\$ 365,775	\$ 222,032	\$ (143,743)
Total Expenses	\$ 1,158,216	\$ 1,104,191	\$ (54,024)
Net Increase (Decrease) in Cash	\$ 70,987	\$ 11,834	\$ (59,154)
Net Equity 6/30/2026		\$ 608,315	

DISCUSSION ITEM 6.B. – PERSONNEL HANDBOOK

Document History

Meeting	Date	Type of Item	Staff Contact	Phone
Board of Directors	08/19/2026	Discussion	Jill Boudreau	(360) 416-7871

FISCAL IMPACT

There would be approximately a \$1000 per year increase to the SCOG budget for cell phone expense for the Executive Director.

DISCUSSION

SCOG's Board of Directors adopts and amends the 2023 Personnel Handbook for the agency. The handbook was adopted on December 21, 2016, and was most recently amended on August 18, 2023. The affected date for these proposed changes would be immediate upon Board adoption.

SCOG staff have consulted model policies suggested by our insurance provider and risk pool, Washington Cities Insurance Authority (WCIA) and other jurisdictions and MPO organizations policies. This proposed revised handbook has been reviewed by WCIA risk managers and Summit Law Group.

Several updates to the Handbook are proposed by SCOG staff as reviewed with legal counsel. The redline version is included in your packet. Red text is proposed by staff; green text is included by legal counsel. The updates are summarized below:

Item	Section	Summary
Updating language	Equal Employment Opportunity 1.04	Adds language suggested by legal counsel
Probationary Employee Limited Term employee – add positions can be limited term based on grant funds Volunteer	Employment 2.01	Adds language to create a probationary employee category Adds language with definition of limited term Adds language to define SCOG volunteers
Updating language	Employee Privacy & Personnel Files	Adds language suggested by legal counsel
Probationary (Trial) Period	Employment 2.11	Adds a probationary period to the hiring process

Updating Language	Policy Against Unlawful Discrimination 3.02	Adding language suggested by legal counsel
Credit Card policy	Credit Card Policy 3.19.09	Language requested by auditor
Absence Notification requirement change	Absence Notification 4.01.02	Changes calendar days from 10 to 15, as suggested by legal counsel
Breaks/Mealtime	Work Week & Pay Periods 4.02	Language clarifications for exempt and non-exempt employees as recommended by legal counsel
Safe Harbor Provision	Safe Harbor Provision 4.04.01	Added language per legal counsel
Separation	Payment Upon Separation 6.01.02	Added language for clarity
Sick leave usage increments & reduction of maximum accrual	Sick Leave 6.02	Revises language for consistent sick leave use in increments of thirty (30) minutes/4 hours. Aligns with WAC 296-128-630. Reduces maximum accrual from 960 to 480.
Pregnancy Disability Leave	Pregnancy Disability Leave 6.06	Changes language from 'maternity' to 'pregnancy' as suggested by legal counsel
Medical and Personal Leave without Pay	Medical and Personal Leave without Pay 6.11	Adds clarifying language
Adds category	Domestic Violence/Sexual Assault Leave 6.12	Adds the category of 'hate crime' to list of events under this leave
WA Paid Family Medical Leave	PFML 6.15	Adds new section
Performance Evaluation	Staff Training & Development 7.06	Adds language regarding performance evaluations
Charging meals to credit cards	Payment of Expenses & Per Diem	Clarifies that meal expenses are per diem, and meals should not be charged to SCOG credit cards

Executive Director cell phone	Travel & Personal Expenses 8.07	Adds language for ED cell phone
Discipline methods	Discipline Guidelines 9.02	Adds detailed language on methods of discipline, and specific behavior examples that would be subject to discipline
Accident prevention	Safety and On-The-Job Injuries 10.01	Adds language of new Accident Prevention Program
Seatbelt Use	Safety and On-The-Job Injuries 10.03	Adds language
Texting while driving	Safety and On-The-Job Injuries 10.04	Adds language
Clarifying language, compensation at separation, removing sick leave cash out	Separation of Employment 11.0	Clarifying language per legal counsel, clarifies maximum payout of accrued vacation. Eliminates confusing language regarding sick leave cash out

NEXT STEPS

This item is introduced for discussion only at our August 19, 2026, Board of Directors meeting. Comments, questions and concerns will be addressed by staff prior to adding to the next Board of Directors meeting agenda for adoption by resolution.



PERSONNEL HANDBOOK

January 1, 2024 _____, _____, 2026

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 #2023-06

Amended
Resolution #

1.0	Introduction.....	1
1.01	About Skagit Council of Governments	1
1.02	Purpose and Intent	1
1.03	At-Will Employment	2
1.04	Equal Employment Opportunity.....	2
1.05	Disability Accommodation	2
1.06	Religious Accommodation	3
2.0	Employment	4
2.01	Employee Classifications.....	4
2.02	Changes in Employment Status	5
2.03	Hiring & Employment.....	5
2.04	Rehires	5
2.05	Employment of Relatives.....	6
2.06	Outside Employment	6
2.07	Conflict of Interest.....	888
2.08	Employee Privacy and Personnel Files.....	888
2.09	Internships	1010
2.10	Volunteers.....	1010
3.0	General Policies.....	1212
3.01	General Employee Conduct	1212
3.02	Policy against Unlawful Discrimination	1313
3.03	Drug Free Workplace	1515
3.04	Workplace Hostility and Violence	1717
3.05	Whistle Blower	1818
3.06	Non-Smoking	2121
3.07	Selling and Solicitation	2121
3.08	Property Use & Theft	2121
3.09	Personal Appearance and Conduct	2121
3.10	Confidentiality	2222
3.11	Electronic Mail	2222
3.12	Computer & Internet Use.....	2323
3.13	Electronic Media	2424
3.14	Building Security	2424
3.15	Contact with News Media and other Organizations	2424
3.16	Breastfeeding/Lactation.....	2525
3.17	Political Activity.....	2525
3.18	Gifts, Gratuities, & Payments	2525
3.19	Credit Card Policy.....	2525
4.0	Hours of Work & Compensation	2828
4.01	Attendance.....	2828
4.02	Work Week, & Pay Periods, & Breaks	2929
4.03	Non-Exempt Employees.....	3030
4.04	Exempt Employees.....	3030
4.05	Time Records	3131
4.06	Payroll Deductions.....	3131
4.07	Reporting Compensation Concerns	3131
4.08	New Appointments	3232
4.09	Job Descriptions and Reclassification.....	3232
4.10	Pay Plan & Adjustments	3333
4.11	Emergency Conditions	3333
5.0	General Benefits	3535
5.01	Benefits Disclaimer.....	3535
5.02	Medical, Dental & Vision.....	3535

5.03	Long-Term Disability Insurance.....	353535
5.04	Life Insurance.....	353535
5.05	Wellness Program.....	353535
5.06	Retirement.....	363636
5.07	Social Security.....	363636
5.08	Worker's Compensation.....	363636
5.09	COBRA.....	363636
5.10	Unemployment Compensation.....	373737
6.0	Leave Benefits.....	383838
6.01	Vacation.....	383838
6.02	Sick Leave.....	393939
6.03	Holidays.....	414141
6.04	Compassionate Leave Sharing.....	424242
6.05	Family Leave <u>Washington Paid Family & Medical Leave</u>	<u>424242</u>
6.06	Maternity Disability Leave.....	40424243
6.07	Bereavement and Funeral Leave.....	40434343
6.08	Military Leave.....	40434344
6.09	Military Spousal Leave.....	40434344
6.10	Jury Duty & Court Appearances.....	434344
6.11	Medical and Personal Leave without Pay.....	444445
6.12	Domestic Violence/Sexual Assault Leave.....	444445
6.13	Administrative Leave without Pay.....	454546
6.14	Unpaid Absences for Reason of Faith or Conscience:.....	464646
7.0	Staff Training & Development.....	484847
7.01	Types of Training.....	484847
7.02	Training Criteria.....	484847
7.03	Allowable Costs.....	484847
7.04	Course Refunds.....	484847
7.05	Membership and Certification.....	494948
7.06	<u>Performance Evaluations.....</u>	<u>43</u>
8.0	Travel and Personal Expenses.....	505049
8.01	Travel.....	505049
8.02	Meals.....	505049
8.03	Payment of Expenses & Per Diem.....	505049
8.04	Receipts.....	515150
8.05	Lodging.....	525251
8.06	Other Expenses.....	525251
8.07	<u>Executive Director Mobile Device.....</u>	<u>46</u>
9.0	Concern Resolution and Discipline Guidelines.....	545453
9.01	Concern Resolution Procedures.....	545453
9.02	Discipline Guidelines.....	545453
10.0	Safety and On-The-Job Injuries.....	565654
10.01	General Safety.....	565654
10.02	Reporting On-The-Job Injuries or Accidents.....	565654
11.0	Separation of Employment.....	585856
11.01	Notice of Resignation.....	585856
11.02	Abandonment of Position.....	585856
11.03	Layoff <u>585856</u>	
11.04	Compensation at Separation.....	585856
	Acknowledgment of At-Will Status and Agency Policies.....	606058

1.0 INTRODUCTION

1.01 ABOUT SKAGIT COUNCIL OF GOVERNMENTS

Welcome to the Skagit Council of Governments, hereafter referred to as “SCOG” and “Agency”. Since 1967, SCOG has existed as a voluntary organization of local and tribal governments, and a regional planning resource serving the Skagit region. SCOG’s purpose is to foster a cooperative effort in resolving problems, policies and plans that are common to its membership and region. SCOG connects Skagit County’s leaders to build a stronger region.

SCOG is the federally designated metropolitan planning organization in Skagit County, Washington, as enabled by federal law 23 U.S.C. 134 and 49 U.S.C. 5303. SCOG leads the development of the region’s long-range regional transportation plan and short-range regional transportation improvement program in coordination with the Federal Highway Administration, Federal Transit Administration, Washington State Department of Transportation (WSDOT) and stakeholders in the Skagit region.

Adopted in 1990, Washington state’s Growth Management Act (GMA) authorized the creation of regional transportation planning organizations (RTPOs). Through its governance agreement, SCOG is designated as the RTPO for Skagit County. As an RTPO, SCOG convenes cities, towns, Skagit County, Skagit Public Utility District, Skagit Transit, tribes, ports, private employers and WSDOT as the Skagit region plans for the future. Examples of RTPO duties include: preparing a regional transportation plan; certifying that countywide planning policies and local transportation elements are consistent with the regional transportation plan; and maintaining a six-year regional transportation improvement program.

Additionally, SCOG coordinates administration of the Growth Management Act in the Skagit region through its annual GMA work program and prepares the long-range economic development strategy, referred to as the “Comprehensive Economic Development Strategy”, under guidance from the U.S. Economic Development Administration.

By coordinating decision making and policy development activities for economic development, growth management and transportation, SCOG engages its fifteen member governments, partners, stakeholders, and the community in developing long-term solutions for the Skagit region’s challenges.

1.02 PURPOSE AND INTENT

This 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, citizenship or immigration status, religion, sex, gender, gender identity or expression, 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:

Probationary Employee: A regular employee who has not yet completed their 180 day probationary period applicable to their position.

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 or Limited Term 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 would typically be defined as working for 6 months or less and Limited Term employees up to 1 year. Temporary and limited term employees, whether full-time or part-time, benefits will be offered benefits if required by law are ineligible for benefits, unless required by law.

Exempt Employee: Exempt employees ~~are, (include, but are 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 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 employees of SCOG and are not entitled to compensation or 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, 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 SCOG.

If two employees marry, become related, or begin sharing living quarters with one another, and in SCOG's judgment the potential problems noted above exist or reasonably could exist, only one employee will be permitted to remain in 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 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, 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 employees' 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. All job application records, including but not limited to application forms, resumes, reference checks or letters of reference, writing samples, test or exam scores, and interview notes~~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 if applicable;
- 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, certifications, or and additional other training records~~;~~;
- j. Leave and accommodation files and medical records;
- k. Payroll and timesheet records; and
- l. Any and all employment agreements.

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, to 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~~The employee may review their personnel records in the presence of a designated SCOG official during normal business hours. Alternatively, employees may request a copy of their personnel file in accordance with the procedures set forth in the Public Records Act; such requests should be submitted to the Executive Director. Former employees may request a copy of their personnel file within three (3) years of their date of separation. Employees may also arrange to have a designee review or request their personnel file, subject to confirmation by SCOG.

Where an employee disputes information contained in his/her~~their~~ 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 letter of 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 Agency. 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.

2.11 PROBATIONARY (TRIAL) PERIOD

An employee's first 180 days(6) of employment with SCOG will be considered a probationary trial service period. This period is used to train and evaluate the employee's performance, conduct, observation of rules, and attendance. An employee may be released at any time during this trial period, with or without cause. Employees will receive a performance evaluation at around the 90 day mark, and one at 6 monthsanother evaluation ahead of the 6-month180 day mark. Following successful triaail period evaluations, the employee will become a full-time regular employee. This provision does not affect the at-will status of regular employees, who may also be released from employment at any time, with or without cause.

If SCOG has been unable to adequately observe an employee's trial service period (for new employees or promotion/job changes), or if circumstances occur or change during this period

| that require the need for additional observation, SCOG may extend the trial service period by up to 90 days or by the length of the employee's leave(s) of absence.

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~~workday;
- 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 AGAINST UNLAWFUL DISCRIMINATION

3.02.01 POLICY ~~AA~~ AGAINST DISCRIMINATION OR HARASSMENT

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, citizenship or immigration status, religion, sex, age, military service, physical or mental disability, medical condition, gender, gender identity or expression, 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 to a Board Member who is not alleged to have been involved in the conduct, to investigate any reports of discrimination or harassment. Employees may do so without concern of ~~reprisal~~ retaliation.

3.02.02 POLICY ~~AA~~ AGAINST ~~HARASSMENT OR~~ SEXUAL HARASSMENT AND HOSTILE WORKING ENVIRONMENT

Sexual harassment is a form of sexual ~~discrimination, and~~ discrimination and SCOG will not tolerate it in the workplace. Sexual harassment comes in many forms, including verbal, physical, visual, or written (including email) 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;
- b. Making submission to or rejection of such conduct the basis for employment decisions affecting the employee; or
- c. Engaging in conduct if 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 ~~encourages~~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 to a Board Officer who is not alleged to have been involved in the conduct. Allegations of discrimination and 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 SCOG's Board Members.

SCOG's Investigation

SCOG will take all reports of discrimination and harassment seriously and conduct an appropriate investigation into each report. SCOG ~~will~~ requires 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, Until an investigation is closed, employees are prohibited from discussing ~~investigatory matters~~the subject matter of the investigation with other individuals who may have knowledge of or be involved in the investigation in order to protect the integrity of the investigation. SCOG will take appropriate disciplinary and corrective action against an employee found to have violated the policy, up to and including termination of employment.

3.02.04 NON-RETALIATION

SCOG prohibits retaliation ~~because of~~based on 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. SCOG takes all reports of retaliation seriously and will conduct an appropriate investigation in accordance with the procedure set forth above.

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 Agency, 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 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 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 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 Agency'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 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 Handbook, and commitment to comply with the policies therein. Violations of the Agency's policies and procedures may result in due process disciplinary action, including dismissal.

3.06 NON-SMOKING

Smoking is prohibited in all Agency facilities and 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 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 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 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 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 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). 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 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 email is not private or confidential. Email that has been deleted is retrievable. All messages are records of the Agency and are the property of SCOG. SCOG reserves the right to read, use, and disclose email messages. For these reasons, employees should not have an expectation of privacy in anything created, stored, sent, or received on the Agency computer system.

Additionally, when using the email 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 emails, 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 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 Agency computer system. Use of 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 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 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, 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 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 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 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 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 and Healthy Starts Act as they relate to breaks for nursing mothers.

For up to two years 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. SCOG will designate a private room for this purpose, other than a bathroom, 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 SCOG shall accept any favors, gifts, or gratuities from persons, concerns, or businesses that have or seek to have contracts with 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 CREDIT CARDS

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

The credit limit on each card shall be five thousand dollars (\$5,000.00).

3.19.04 APPROVED USES OF CREDIT 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;
- c. Travel and/or training expenses including deposits to hold rooms, lodging, airline tickets, and parking; (meal expenses during travel are covered by per diem – see section 8.03)
- 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

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 CHARGES

After using the credit card for an approved purchase, the employee will submit itemized receipts to the 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 FOR 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

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

3.19.09 PAYMENT OF CREDIT CARD BILLS

The credit card bill will be paid following the monthly accounts payable process.

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 workdays 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)~~fifteen (15) 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. 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 ATTENDANCE RELATED 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;

f. —.

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

4.02 WORK WEEK, & PAY PERIODS, & BREAKS

SCOG's standard workweek is Monday – Friday from 8:00 am to 5:00 pm ~~with a 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.

Employees must will advise the Executive Director if they do not believe adequate rest periods are being provided.

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. Rest breaks should be taken at approximately two (2) hours into each 4-hour work period. Employees cannot waive rest periods, combine the rest period with the lunch period, or use this time to shorten the workday. Employees will also receive a one (1)-hour unpaid meal period for any day in which the employee works more than five (5) hours. Meal periods must be started between the second and fifth hour of work;
- 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. If you want to take work home, employees must receive prior approval from 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 basis and will generally not have their pay reduced for variations in the quantity or quality of work performed. Employees are guaranteed their full salary for any week in which they perform any work, regardless of the number of days or hours worked, except that salary deductions may be taken for the following reasons:

- Full-day or partial day absences for personal reasons (including but not limited to the use of vacation or PTO).
- Full-day or partial day absences for sick leave or disability.
- Full day or partial day absences for family or medical leave.
- Penalties imposed for infractions of major safety rules.
- Full day disciplinary suspensions for infractions of the Agency's written policies and procedures.

~~—To offset amounts received as payment for jury and witness fees or military pay.~~

- ~~• The first or last week of employment, if the employee works less than a full week.~~
- ~~• Any full work week in which the employee does not perform any work.~~

~~Notwithstanding the above, it is not an improper deduction to reduce an employee's accrued vacation, sick leave, personal leave, or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability.~~

~~Exempt employees are expected to fulfill the responsibilities of their positions regardless of the time required. While a standard workweek is 40 hours, job duties may require evening, weekend, or early morning hours. Attendance may also be required during core business hours.~~

4.04.01 SAFE HARBOR PROVISION

~~It is the SCOG's policy to comply with all applicable federal and state wage and hour laws, including the Fair Labor and Standards Act (FLSA). As such, SCOG strictly prohibits improper deductions from exempt employees' salaries. To ensure that exempt employees are paid properly, each exempt employee must review their paychecks promptly to identify and to report all errors. If an employee believes an improper deduction has been made, they must report it immediately to the Executive Director. SCOG will investigate all reports, promptly reimburse employees for any improper deductions, and take measures to ensure future compliance, including corrective action where appropriate.~~

~~SCOG will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the Agency's investigation of such reports. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.~~

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 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 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 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.

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 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 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.

5.0 GENERAL BENEFITS

5.01 BENEFITS DISCLAIMER

SCOG strives to provide competitive and 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 prerequisites, 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 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.

6.0 LEAVE BENEFITS

6.01 VACATION

~~Regular, full-time~~ 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 and limited term full 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~~ hours worked for the calculation of overtime. Vacation leave is charged on an hourly basis as taken for non-exempt employees.

~~For exempt employees, pursuant to state and federal law, deductions from a bona fide vacation leave bank are permitted in increments of fifteen (15) minutes one (1) hour when requested by the employee. Exempt employees may 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 three hundred and twenty (320) 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 PAYMENT UPON SEPARATION

Departing employees will receive payment for accrued but unused vacation upon separation from employment up to the maximum accrual of three hundred and twenty (320) hours.

~~6.01.02~~ 6.01.03 SCHEDULING VACATIONS

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 four hundred and eight (480) hours~~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 thirty (30)~~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, or after the declaration of an emergency by a local or state government or agency, or by the federal government.
- d. Absences covered by the Domestic Violence/Sexual Assault Leave Policy below.
- ~~d.e.~~ To prepare for, or participate in, a judicial or administrative immigration proceeding involving the employee or their family member.

6.02.02 ~~USE OF ACCRUED LEAVE TO CARE FOR FAMILY MEMBERS~~ WASHINGTON FAMILY CARE ACT

Under the Washington Family Care Act, an employee may also use available 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 or adoptive 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).

Notification: 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. **Absences for more than three (3) consecutive workdays will require documentation. An employee will have up to**

~~10fifteen (15) calendar days to provide the required documentation. Documentation need not disclose the nature of the medical condition causing the need for leave, and if a requirement to provide documentation will result in unreasonable burden or expense to the employee, an employee may advise their supervisor of this concern and SCOG will evaluate its request in light of the circumstances. 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 King Jr.'s Birthday	Third Monday in January
Presidents' 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
Native American Heritage Day	Fourth Friday in November
Christmas Day	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~~ 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 all employees regardless of gender for this reason. ~~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. Up to 12 weeks ~~Reasonable lengths~~ of family leave ~~during the first year following a birth, placement, or adoption~~ will be approved based upon schedule needs and workloads. ~~While SCOG will work with employees in good faith to arrange Family Leave to the extent practicable, Family Leave is discretionary, and no minimum amount of Family Leave is guaranteed.~~

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.

6.056.06 ~~MATERNITY-PREGNANCY~~ DISABILITY LEAVE

~~An 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-pregnancy 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.

~~6.06~~6.07 BEREAVEMENT AND FUNERAL LEAVE

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.

~~6.07~~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.

~~6.08~~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.

~~6.09~~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.

~~6.106.11~~ 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. Unless an employee is receiving Paid Family Medical Leave benefits from the State of Washington, all applicable paid leave must be exhausted.

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. 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.

No vacation, sick leave, or holiday benefits will accrue or be paid while an employee is on unpaid leave. Vacation leave may be adjusted based upon the duration of the unpaid leave of absences without pay.

~~6.116.12~~ 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, or a hate crime 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, or a hate crime. 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, or a hate crime;
- b. To seek health care treatment for physical or mental injuries from domestic violence, sexual assault, ~~or~~ stalking, or a hate crime, 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 a hate crime; 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, or a hate crime.

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, or a hate crime, the employee or ~~his/her~~their 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.

6.126.13 ADMINISTRATIVE LEAVE WITHOUT PAY

On a case-by-case basis, SCOG may place an employee on 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 with time and opportunity to investigate matters, make decisions, or execute other administrative proceeding as needed.

6.136.14 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) workdays 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, imposing 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.

6.15 WASHINGTON PAID FAMILY MEDICAL LEAVE (PFML):

As a small employer, SCOG is not required by this law to provide job protection for this type of grant leave. This benefit is provided by and through Washington state Employment Security Department directly to the employee and is NOT provided directly by SCOG. As a small employer, SCOG is not required by this law to grant leave.

Employees may be eligible for Paid Family Medical Leave through application to Washington state Employment Security Department. This program allows most employees up to 12 weeks (and under certain circumstances and multiple eligibility events, up to 16 to 18 weeks) of paid leave for:

- Bonding after birth of placement of a child;
- An employee’s serious health condition;
- A serious health condition of an employee’s qualifying family member; and
- Certain qualifying military events.

The benefit will provide the employee with a percentage of gross wages while the employee is on approved leave. To receive benefits under the Paid Family and Medical Leave program, the employee must work a total of at least 820 hours for any Washington employers during the previous 12 months. Visit paidleave.wa.gov for full details.

An employee must provide written notice to the Executive Director of the intent to take PMFL leave.

7.0 STAFF TRAINING & DEVELOPMENT

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

Where budget permits, 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.

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 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 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 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.

7.06 PERFORMANCE EVALUATIONS

The purpose of performance evaluations is to recognize good performance, help the employee set goals and improve performance, and allow supervisors an opportunity to communicate to each employee, identify areas needing improvement, set goals for the coming year, and employee development. Employees will generally receive a performance evaluation annually from the date of hire. More frequent performance evaluations, either verbal or written, may be conducted at SCOG's sole discretion. The performance evaluation will be completed and reviewed with the employee, supervisor, and Executive Director.

Performance evaluations are part of an employee's Personnel File.

8.0 TRAVEL AND PERSONAL EXPENSES

SCOG Board 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 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 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 Members, employees, or others designated by the Executive Director.

Board Members, employees, and others traveling at the expense of SCOG shall proceed by the most direct, economical, and available means consistent with the performance of the business of 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 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 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 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 Members, employees, designated others, and/or SCOG business guests (speakers, presenters, etc.).

8.03 PAYMENT OF EXPENSES & PER DIEM

SCOG employee credit cards may not be used to pay for meals. SCOG Board 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 a.m. qualifies for breakfast per diem, prior to 12:00 p.m. qualifies for lunch per diem, prior to 5:00 p.m. qualifies for dinner per diem and return after 7:00 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

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., non-alcoholic beverages, snacks, lunch, dinner, etc.) for speakers and staff attending SCOG events (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 Member, employee, or designee for SCOG’s benefit.

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 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.

8.07 EXECUTIVE DIRECTOR MOBILE DEVICE

This policy establishes the guidelines for the provision and use of an employer-funded mobile device for the Executive Director (ED). The primary goals are to ensure data security, maintain professional boundaries, facilitate timely communication with stakeholders and the Board of Directors, and allow for urgent crisis management.

- a. The device and associated service plan remain the sole property of SCOG.
- b. The ED must utilize biometric authentication and a complex passcode.
- c. The device will be enrolled in a mobile device management system to allow for remote wiping in the event of loss or theft.
- d. The ED is expected to be reachable via this device during standard business hours.

- e. Devices are issued for the performance of official duties.
- f. De minimis personal use is permitted, provided it does not interfere with security protocols or incur additional costs.
- g. The download of high-risk third-party apps (e.g., unverified games or social media) is restricted to protect organizational data.
- h. All content on an agency-owned device—including but not limited to text messages, call logs, and photos—is presumed to be a public record subject to the Washington State Public Records Act.
- i. If the agency receives a public records request, the device must be submitted for review.
- j. Washington law (RCW 46.61.672) prohibits holding a device while driving. Employees must use hands-free technology or pull over for all calls and messages.
- k. The ~~Executive Director~~ED is responsible for the physical care of the device.

Upon resignation or termination, the device must be returned immediately, and any passwords will must be provided to the SCOG Board Chair.

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. Subject to that limitation, SCOG may elect to use the following methods to address performance and disciplinary issues depending on its assessments of the relevant circumstances.

1. Verbal Warning.

2. Written Warning.

3. Termination.

Employees may be subject to discipline for work performance, conflicts of interest, misconduct, or any other violation of SCOG policies or workplace expectations, including but not limited to :

a. Policy violations

b. Inefficiency, negligence, or insubordination, including a refusal or failure to perform assigned work. Concealing defective work.

c. Intentional falsification of records/paperwork required in the transaction of SCOG business

d. Inability to be open and willing to receive feedback, coached or implement immediate and sustained performance improvement.

e. Any other acts, omissions, or conduct that are contrary to the best interests of the company, disrupt workplace operations, or damage SCOG's reputation.

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. Each employee will be given a safety orientation and instruction on the SCOG Accident Prevention Program.

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.

Responsibilities of all employees include but are not limited to:

- Never do anything that is unsafe in order to get the job done. If a task seems unsafe report it to your supervisor. We will find a safer way to do that task.
- Do not remove or disable any safety device.
- Obey all safety warning signs and notices.
- Practice good housekeeping by cleaning up after spills, keeping surfaces clean
- Place equipment cords out of walking areas, pick up any tripping hazards.
- Immediately report any unsafe conditions or concerns to your supervisor.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Smoking is only permitted outside the building away from any entry or ventilation intake.
- Replace all tools and supplies after use. Good housekeeping helps prevent accidents.
- Do not lift heavy weight on your own. Ask for assistance if you need it.

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 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.

10.03 SEATBELT USE

Employees, whether as drivers or passengers, and all other passengers, are required to use seat belts and all other safety harnesses or other safety devices which are provided within a vehicle at all times while performing SCOG business.

10.04 TEXTING WHILE DRIVING NOT ALLOWED

Employees are prohibited from using cell phones, or any other handheld device, while driving on SCOG business. Use of hands-free devices is acceptable, as long as it is within Washington State Law.

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~~ SCOG asks that employees provide 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 Agency to ~~end the employment relationship at the time the employee provides his/her written notice~~ have the employee stop all work and refrain from coming onto SCOG premises until the effective date of the employee's resignation. In such cases, SCOG ~~reserves the right to will~~ 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~~ their supervisor, SCOG will consider the employee to have ~~terminated his/her~~ resigned from their position.

11.03 LAYOFF

The Executive Director may lay off employees for lack of work, budgetary restrictions, reorganization, or other organizational 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 but not limited to individual performance, ~~jobs~~ positions being eliminated, 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 up to the maximum accrual of 320 hours. ~~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, email, 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: _____

DISCUSSION ITEM 6.C. – SKAGIT COUNTY COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY UPDATE AND DISCUSSION

Document History

Meeting	Date	Type of Item	Staff Contact	Phone
Board of Directors	08/19/2026	Discussion	Jill Boudreau	(360) 416-7871

BACKGROUND

The [Comprehensive Economic Development Strategy](#) (CEDS), is a strategy-driven plan for countywide economic development. Historically SCOG has prepared federally compliant CEDS since the 1980s, to ensure the revolving loan (RLF) program was consistent with an adopted CEDS. The CEDS, like the prior Overall Economic Development Plan (OEDP) documents (1994, 1995, 2000), is organized both to respond to the requirements of the U.S. Economic Development Administration (EDA) and to serve as the economic development element of Skagit County's growth management (comprehensive) plan.

SCOG developed and adopted the CEDS in 2003 and updated it in 2013. On December 18, 2024, the Skagit Council of Governments adopted the 2024-2029 CEDS.

Prior to adoption in 2024, the SCOG Board of Directors discussed a concern about implementation and finding a proper governance structure to ensure action was achieved to improve the economics of Skagit County.

The CEDS document outlines a governance structure that includes a steering committee and the Economic Development Alliance of Skagit County (EDASC) serving as the regional coordinator to track and lead engagement on stewarding the CEDS.

On March 26, 2025, the CEDS Steering Committee developed a workplan¹ outlining that EDASC would designate a dedicated staff member for the purpose of regional coordination and serve as a point of contact for the CEDS plan. It was estimated that 25%-33% of a full-time employee's time would be allocated. EDASC secured Rural Sales Tax grant for \$75,000 to accomplish this work between June 1, 2025, and May 31, 2026.

DISCUSSION

The CEDS document includes an: Introduction; Summary Background; Strengths, Weaknesses, Opportunities, and Threats analysis; Strategic Direction & Action Plan; and evaluation framework. In addition to the CEDS document a Landscape Assessment Data Profile was produced.

¹ 2025 CEDS Work Program and Budget, Appendix A

STRATEGIC DIRECTION & ACTION PLAN

Details of strategic goals begins on Page 30 with five goals and corresponding action plan.

- **Goal 1. Workforce and Talent Development**
 - Ensure a qualified workforce that meets employers' needs well into the future.
- **Goal 2. Growth and Diversification**
 - Foster a strong and diverse economy through growth in industry strengths and emerging opportunities.
- **Goal 3. Equitable Small Business Support**
 - Provide small businesses in Skagit with tools to start, stay, grow, adapt, and flourish.
- **Goal 4. Livability & Quality of Life**
 - Preserve and enhance Skagit's natural environment, quality of life, and appeal to businesses, residents, workers, and visitors.
- **Goal 5. Infrastructure and Planning**
 - Strengthen critical infrastructure to enhance resiliency, expand connectivity, and promote private investment.

IDENTIFIED KEY INDUSTRY SECTORS

Key Industry Sectors discussion begins on Page 34, identifying sectors chosen based on stakeholder input as well as factors such as economic significance to Skagit County, historic and projected employment growth, opportunities for careers with living wages, and career ladder opportunities across the skill continuum. The key industry sectors are:

1. Advanced Manufacturing

The term "advanced manufacturing" refers more specifically to subsectors with high growth potential and current strength in Skagit County, including precision tooling and composites. The term also encompasses the profound shift underway to what is sometimes termed "Manufacturing 2.0," both in Skagit and nationwide, where technologies and processes including artificial intelligence (AI), the internet of things (IoT), robotics and automation, lean principles, and advanced process controls are leading to significant increases in efficiency and productivity across all manufacturing activities.

- 2. Agriculture and Forestry
- 3. Clean Technology/Energy
- 4. Construction
- 5. Health Care
- 6. Maritime Manufacturing

NEAR-TERM ACTION PLAN

Near term actions and priority actions are detailed on pages 36 – 37 and summarized in the table below:

Goal	Strategy Category	Detail	Progress
1	Educational & Training Programs	Help regional talent intermediaries connect Skagit businesses in key industry sectors with middle schools, high schools, technical colleges, higher education institutions, and skills providers for career-connected learning.	MAC Project momentum
2	Innovation & Entrepreneurial Ecosystem	Leverage the recent US EPA Clean Ports Program grant to the Port of Anacortes and partners to convert port equipment to battery electric power to spur additional clean tech investment, train workers in clean technology, and grow jobs through enhanced port operations.	Port hired grant administrator partner. Have several subrecipients. \$63.8M!
		Assist the Port of Skagit in finding additional, synergistic tenants, researchers, and enterprises in ag-tech and food processing for the new Agricultural Innovation Campus underway at Watershed Business Park.	In pre-design phase. Construction 2028, funding dependent.
		Continue to support public-private redevelopment at the Port of Skagit's Sedro-Woolley Innovation for Tomorrow (SWIFT) Center and consider development of an innovation center based around the campus.	Established IRC Lab@SWIFT. Developer focused website. Working on potential historic restoration, with Ports own non-profit foundation.
3	Business Climate	Partner with EDASC, in conjunction with local jurisdictions, to develop materials to help businesses navigate permitting, licensing, and other administrative processes in Skagit County.	Checking with EDASC
		Provide technical support to local governments to improve permitting efficiency, decrease timelines, and streamline processes.	Checking with EDASC
4	Housing Supply & Affordability	Continue to support the efforts of Skagit County's North Star initiative to update land-use planning policies in a coordinated manner, identify properties suitable for affordable multifamily housing, and to	SCOG Board members are North Star Initiative members

		promote faster housing production for people at all income levels.	
		Support focusing the newly-formed Skagit County Housing Consortium mission to a) lead an education campaign to better inform communities on the benefits of housing policy reform and expanded affordable housing development, and b) to bring together housing and development stakeholders across the affordability spectrum and from varying sectors to learn about and collaborate around housing solutions.	Checking with entity. Outdated website.
		Support the incorporation of, and an increased emphasis on, by-right development regulation and zoning reforms that can modestly increase density in single family and multifamily zones across the four cities in Skagit County and increase density near transit.	SCOG Board members are executive policy makers for their jurisdictions
5	Infrastructure Provision	Pursue additional funding to support the efforts of SkagitNet, a broadband company formed and operated jointly by the Port of Skagit and Skagit Public Utility District, to expand broadband coverage to rural communities in east Skagit County	Many broadband projects are completed, or in final stages. Backbones created in East County, Bayview Ridge, and LaConner.
		Collaborate with and support PSE and Skagit PUD to find solutions to strengthen the grid's resilience against agency -anticipated extreme weather events, climate risks and related incidents (including landslides, wildfires, flooding, and more).	PUD & PSE invited to CEDS Steering Committee to help educate us and give us tasks
		Help locate and pursue funding for PUD prioritized projects to expand water supply for new development, including addressing current bottlenecks and ensuring adequate fire water supply.	Statewide policy does not allow for infrastructure funding. Currently rate payer funded only. Potential work to change state statues for infrastructure needed.

STRATEGIES AND ACTIONS

This section on pages 38-58 includes a comprehensive menu of strategic and tactical recommendations that embody the direction needed to guide action on the part of SCOG and partners to implement its vision for economic development over the next five to ten years.

CEDS GOVERNANCE

Page 59 outlines roles for successful implementation.

The SCOG CEDS Steering Committee:

- Provide collaborative leadership and stewardship of the CEDS.
- Steering Committee members may propose revisions to actions to reflect any changing economic conditions, which SCOG will continue to maintain for strategy development purposes.

The Economic Development Alliance of Skagit County (EDASC):

- The regional coordinator to track and lead engagement on stewarding the CEDS.
- Designate a dedicated staff member for this purpose who will also serve as the primary point of contact for the plan. (approximately 25%-33% of their capacity to the CEDS).
- Steering Committee members will funnel implementation efforts to EDASC for collection as part of this process.
- The Steering Committee will meet regularly (no less than quarterly) to track progress, reported by EDASC.
- John Sternlicht may represent the CEDS implementation in partner presentations and media engagement.

EDASC, SCOG, and the Steering Committee may consider pursuing new or expanded funding through the state sales tax rebate, EDA planning grants, or other sources in order to better support the work of the CEDS implementation.

When I began my position, I realized that the Steering Committee had not met since last summer. As SCOG Executive Director I have stepped in to facilitate the work of the CEDS Steering Committee.

2026 WORK TO DATE INCLUDES:

- Meetings facilitated to date: Feb 4, April 8, May 22, June 11, July 30
- Upcoming: Aug 27, Sept 24, Oct 22
- Prepared agendas, meeting materials, securing venues as needed
- Prepared presentation materials
- Researched Associate Development Organization designation

- Invited speakers and subject matter experts to brief the Steering Committee on topics included in the CEDS including PUD #1, Puget Sound Energy, and Center of Excellence for Marine Manufacturing & Technology, Skagit Valley College
- Supported NW Innovation Center and Workforce Snohomish with a federal workforce grant. Provided letter of support that the program aligned with the adopted CEDS and pledged in-kind support for attendance at quarterly meetings. (if grant was awarded)
- Drafted GOAL 5: Infrastructure action plan
- Researched additional funding for implementation through meeting with U.S. Economic Development Administration and explored Distressed Counties Public Facilities Fund
- Researched grant funding for Industrial Lands Survey project, Opportunity Zones, and New Market Tax Credits

WORK TO COME IN 2026:

1. Assist the Steering Committee in development of the 2027 work program and budget
2. Facilitate a revised implementation plan with action items:
 - a. Explore organizational structures and discuss defined roles of SCOG and EDASC with accountability measures
 - b. Propose sustainable funding plan to implement the action plan and monitor the CEDS including Distressed Counties Public Facilities Funding for one of the Ports
 - c. Define how to increase awareness of partner organizations' strategies, actions, priorities, and capacities
 - d. Define how to steward community 'buy-in' of the CEDS plan
 - e. Define how to advocate for statewide policy for economic development and success
3. Draft materials for Steering Committee review such as letters of support, policy memos, and information about opportunities for action

The hours spent on these efforts have been billed to SCOG dues. Approximately 40 hours have been dedicated to this work to date, and I anticipate another 40 hours during the remainder of 2026. Part of the discussions that I hope to facilitate for the rest of 2026 include a **revised implementation plan with defined roles and commitment from involved organizations**. The CEDS Steering Committee could then present a recommendation to the SCOG Board for a change in implementation.

SCOG BUDGET IMPACT

The 2027 proposed budget for SCOG includes the following: Overall funding dedicated to CEDS work: \$36,496 representing 7% of the Executive Directors time or 145.6 hours annually/12 hours monthly.

APPENDIX A

2025

Comprehensive Economic Development Strategy (CEDS) Work Program and Budget

Developed by the CEDS Steering Committee – March 26, 2025

The CEDS identified implementation of near term-actions as being critical to achieving the vision and goals articulated in the 2024 CEDS. Successful implementation of the CEDS will require leadership and coordination to advance priority actions. The CEDS Steering Committee will remain intact and provide collaborative leadership and stewardship of the CEDS. As part of this collaboration, Steering Committee members may propose revisions to actions to reflect any changing economic conditions, which SCOG will continue to maintain for strategy development purposes.

The Economic Development Alliance of Skagit County (EDASC) will serve as the regional coordinator to track and lead engagement on stewarding the CEDS. EDASC will designate a dedicated staff member for this purpose who will also serve as the primary point of contact for the plan. This will require approximately 25%-33% of their capacity to the CEDS over time. Steering Committee members will funnel implementation efforts to EDASC for collection as part of this process.

The Steering Committee will meet regularly (no less than quarterly) to track progress, reported by EDASC. John Sternlicht may represent the CEDS implementation in partner presentations and media engagement.

The Steering Committee will develop an annual work program and budget to implement the near-term actions identified in the CEDS. Funding will be sought by EDASC through an economic development grant (.09 funds).

1. Administrative Support. *Lead – EDASC supported by SCOG*

- 1.1. Provide administrative support and coordinate efforts for the Steering Committee and annual event. Anticipated activities include preparing agendas, meeting materials, securing venues as needed, documenting progress, monitoring budget, and preparing any reimbursement requests.
- 1.2. Prepare bylaws for the Steering Committee.
- 1.3. Promote, educate, and inform stakeholders and others as needed on the CEDS. Prepare presentation materials on the action plan and present to organizations as needed, such as port commissions, chambers of commerce, and city councils.
- 1.4. Develop a sustainable funding plan to implement the action plan and monitor the CEDS.
- 1.5. Assist the Steering Committee in development of the 2026 work program and budget.

2. Tracking and Implementation. *Lead – EDASC*

- 2.1. Assist the Steering Committee in development of a near-term action plan.

2.2. Create a tracking system to monitor implementation of strategies and actions for both the CEDS and the action plan.

3. **Stewardship.** *Lead – EDASC*

3.1. Steward community "buy-in" of the CEDS plan via near-term action selection, communication, and visibility.

3.2. Maintain awareness of partner organizations implementation of strategies, actions, priorities, and capacities.

Overall Budget - \$70,000

Skagit Council of Governments
Board Budget Report
January through June 2026

(50% of the year)

	<u>Jan - Jun 26</u>	<u>2026 Budget</u>	<u>% of Budget</u>
Income			
333 · Federal Grants	\$ 429,982	\$ 832,381	52%
334 · State Grants	62,127	136,063	46%
337 · Local	17,736	85,000	21%
361.11 · Investment Interest	3,092	0	
368.5 · Dues & Other Local	175,020	175,759	100%
369 · Non-Governmental & Misc. Income	60	0	
Total Income	<u>\$ 688,017</u>	<u>\$ 1,229,203</u>	<u>56%</u>
Expense			
505 · Advertising / Legal Notices	\$ 1,425	\$ 2,900	49%
510 · Conferences & Training	2,570	15,000	17%
515 · Computer & Software Expenses	3,729	8,200	45%
520 · Dues and Subscriptions	2,696	7,920	34%
525 · Equipment & Furniture Purchases	2,605	1,000	261%
532 · Fees	1,663	1,375	121%
535 · Insurance Expense	5,513	6,000	92%
538 · Meeting Expenses	132	450	29%
540 · Pass Through Funding	0	35,000	0%
550 · Postage	128	0	
555 · Payroll Salaries and Wages	283,170	532,975	53%
556 · Payroll Taxes & Benefits	114,481	259,466	44%
559 · Printing	1,022	8,000	13%
560 · Professional Services	363,522	225,030	162%
565 · Rent Expense	19,200	38,400	50%
570 · Repairs and Maintenance	0	500	0%
575 · Supplies	2,761	2,400	115%
580 · Travel	4,035	10,000	40%
585 · Utilities	2,169	3,600	60%
Total Expense	<u>\$ 810,821</u>	<u>\$ 1,158,216</u>	<u>70%</u>
Net Increase (Decrease) in Cash	<u><u>\$ (122,804)</u></u>	<u><u>\$ 70,987</u></u>	<u><u>(173%)</u></u>

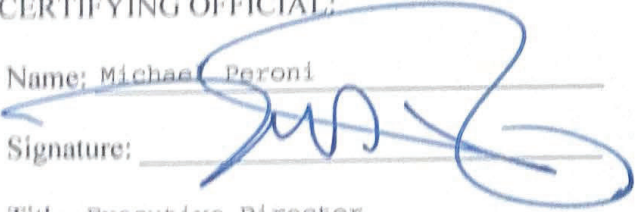
Balance Sheet as of:

	<u>1/1/2026</u>	<u>6/30/2026</u>
Cash on hand	\$ 98,502	\$ 22,606
Investment Account	182,948	136,040
Accounts Receivable	308,132	466,233
Total	<u>\$ 589,582</u>	<u>\$ 624,879</u>
Accounts Payable	112,093	16,564
Net Equity	<u><u>\$ 477,489</u></u>	<u><u>\$ 608,315</u></u>

Financial Position

For the Month Ended:	6/30/25	7/31/25	8/31/25	9/30/25	10/31/25	11/30/25	12/31/25	1/31/26	2/28/26	3/31/26	4/30/26	5/31/26	6/30/26
General Fund Balance	452,407	543,604	401,928	336,921	340,203	356,245	281,450	425,671	398,906	395,895	271,765	240,127	158,646
Accounts Receivable	266,745	158,370	248,223	326,624	247,410	274,954	308,132	352,896	282,255	283,710	289,105	396,214	466,233
Accounts Payable	(85,386)	(116,718)	(84,429)	(104,161)	(74,068)	(93,974)	(112,093)	(107,655)	(44,165)	(129,677)	(38,539)	(14,380)	(16,564)
Net Working Capital	633,766	585,256	565,722	559,384	513,545	537,225	477,489	670,912	636,996	549,928	522,331	621,961	608,315

WASHINGTON INTERGOVERNMENTAL REVIEW PROCESS
UNIFORM NOTIFICATION FORM
(WIRP)

	1. PROJECT IDENTIFICATION NUMBER:																		
2. APPLICANT: Northwest Agriculture Business Center	3. PROPOSED DATE OF SUBMITTAL: 6/30/26																		
4. PROJECT TITLE: PNW Wool Producers Cooperative Brand and Website Launch																			
5. CONTACT PERSON: Emily Manke	6. FUNDING: <table style="width: 100%; border: none;"><thead><tr><th style="width: 40%;"></th><th style="width: 30%;">AMOUNT</th><th style="width: 30%;">SOURCE</th></tr></thead><tbody><tr><td>Federal</td><td>\$36,517.28</td><td>USDA-RBDG</td></tr><tr><td>State</td><td>\$</td><td></td></tr><tr><td>Local</td><td>\$</td><td></td></tr><tr><td>Other</td><td>\$15,000</td><td>NABC, In-kind</td></tr><tr><td>TOTAL</td><td>\$51,517.2</td><td></td></tr></tbody></table>		AMOUNT	SOURCE	Federal	\$36,517.28	USDA-RBDG	State	\$		Local	\$		Other	\$15,000	NABC, In-kind	TOTAL	\$51,517.2	
	AMOUNT	SOURCE																	
Federal	\$36,517.28	USDA-RBDG																	
State	\$																		
Local	\$																		
Other	\$15,000	NABC, In-kind																	
TOTAL	\$51,517.2																		
7. DESCRIPTION NABC requests \$36,517.28 in RBDG Enterprise Grant funds, matched by \$10,000 in NABC cash staff contributions, \$5,000 in PNW Fiber Connect board contributions. 1) contract with a marketing agency to develop PNW Wool Brand ID guidelines 2) Create a cooperative and brand website; and (3) provide NABC staff-led project management and technical assistance throughout the 12-month project.																			
8. GEOGRAPHICAL AREA AFFECTED: (City, County, State, etc.) Mason, Thurston, Lewis, Grays Harbor, and Cowlitz Counties																			
9. DURATION OF PROJECT: 9/1/26 through 8/31/27	10. DATE COMMENTS ARE DUE: 9/1/26																		
11. CERTIFYING OFFICIAL: Name: <u>Michael Peroni</u> Signature:  Title: <u>Executive Director</u> Date <u>6/30/26</u>																			

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

SKAGIT COUNCIL OF GOVERNMENTS

DUES HISTORY

DISCUSSION

2014 TO PRESENT

In 2013 the SCOG Board discussed changing how dues were calculated for the 2014 budget year as well as an increase in dues. The Board decided to change to an allocation-based methodology based upon a set amount, which was increased from the previous years total. The allocation method established overall shares for cities, towns, and county at 78% and the ports, tribes, transit, and PUD at 22% based on the historic ration in the previous methodology from 2008 to 2013. The methodology changes also included adjusting the ratio/weight of population and retail sales tax distribution from 50/50% to population at 2/3 and retail sales at 1/3 for jurisdictions with population and retail sales tax distributions (Cities, Towns, County). The SCOG Board provided direction to staff to propose increases in dues each year going forward. Dues historically increased 3% per year since 2104 with no increase in 2021 and a 9% increase in 2023. A more detailed explanation and example is shown in Appendix A.

2008 TO 2013

Dues were not increased during this period nor were they recalculated based on updated variables used in the formula. Each members dues were the same each year. The formula was calculated in two parts.

1. Dues – \$.50 per jurisdiction population for Cities, Towns, and the County and a fixed dues amount for ports, tribes, and transit.
2. MPO/RTPO match – match requirements were determined by the amount of federal grant funds identified in the transportation work program. This amount was allocated to cities, towns and Skagit County by an equal weighting of the percent distribution of population and retail sales tax. For ports, tribes and transit this was a fixed amount.

Below is a table showing the dues by category and member. Also, it important to note that during this period there were two transportation decision making bodies in Skagit County administrated by SCOG. One for the MPO and another for the Sub-RTPO for Skagit County, which was part of the Skagit-Island RTPO. This is why the City of Anacortes paid RTPO match but not MPO match. Anacortes was not part of the MPO. The MPO boundary was adjusted to match the RTPO boundary in 2013. With the adoption /ratification of the new SCOG governance agreement along with the dissolution of the Skagit-Island RTPO the need for multiple transportation boards was eliminated.

2008 to 2013 Local Funds

Agency	RTPO Match	MPO Match	Total Match	Dues	Total Local	%
Anacortes	1,706	0	1,706	8,320	10,026	8.8%
Burlington	2,073	4,549	6,622	4,230	10,852	9.6%
Concrete	72	0	72	423	495	0.4%
Hamilton	21	0	21	163	184	0.2%
La Conner	139	0	139	443	582	0.5%
Lyman	31	0	31	223	254	0.2%
Mount Vernon	3,018	7,920	10,938	15,075	26,013	22.9%
Sedro Woolley	851	2,346	3,197	5,015	8,212	7.2%
Skagit County	4,436	4,904	9,340	24,860	34,200	30.2%
P.U.D.			0	2,500	2,500	2.2%
Samish Tribal Nation	233	n/a	233	850	1,083	1.0%
Swinomish Tribe	233	n/a	233	850	1,083	1.0%
Port of Anacortes	233	0	233	6,300	6,533	5.8%
Port of Skagit	233	808	1,041	6,300	7,341	6.5%
Skagit Transit	423	1,616	2,039	2,000	4,039	3.6%
Total	\$ 13,702	\$ 22,143	\$ 35,845	\$ 77,552	\$ 113,397	100.0%

1991 TO 2007

Dues were adjusted during this period to include transportation functions with the advent of the creation of the Skagit-Island RTPO (1991) and Skagit Metropolitan Planning Organization in 2003, both of which SCOG was the lead agency. The dues were adjusted to include support (match) for the federal transportation grant supporting the adopted Unified Planning Work Program required by federal law. The formula is the same as 2008 to 2013 but was recalculated each year based updated variables.

The formula was calculated in two parts – match required and dues

1. Dues – \$.50 per jurisdiction population for Cities, Towns, and the County and a fixed dues amount for ports, tribes, and transit.
2. MPO/RTPO match – match requirements were determined by the amount of federal grant funds identified in the transportation work program. This amount was allocated to cities, towns and Skagit County by an equal weighting of the percent distribution of population and retail sales tax. For ports, tribes and transit this was a fixed amount.

1980 TO 1990

The dues were calculated based on \$.50 per population for cities, towns and county and a fixed amount for other members as decided by the Board of Directors.

APPENDIX A – 2023 SCOG LOCAL DUES CALCULATION

The dues to members are established by an allocation method, starting with the total dues amount established by the Board. The proposed 2023 dues are \$157,619. This amount is allocated based on the following:

1. 78 percent of the total is to be supported by county, cities, and towns. Dues are allocated to each by the percent distribution of population and retail sales tax distributions for each jurisdiction. Population is weighted by a factor of two. $((\% \text{ population distribution} \times 2) + \% \text{ retail sales tax distribution}) / 3 = \text{percent distribution of the } \$123,085$.
2. Distribute the remaining \$34,535 by the following percent distribution. Percentages were based on historical levels and adjusted in 2014 to have Skagit PUD dues equal to the tribes and adjusted to have both Ports contribute the same starting in 2018.
 - a. PUD, Samish, and Swinomish each - 4.7%
 - b. Port of Anacortes and Port of Skagit each - 33.2%
 - c. Skagit Transit - 19.5%

2023 Proposed Dues - August 17, 2022			
Member	2022	Proposed 2023	Difference
Anacortes	15,633	16,981	1,348
Burlington	14,698	16,208	1,510
Concrete	607	689	82
Hamilton	242	261	19
La Conner	1,051	1,146	95
Lyman	305	315	10
Mount Vernon	29,684	31,801	2,117
Sedro Woolley	8,666	9,908	1,242
Skagit County	42,035	45,776	3,741
P.U.D.	1,479	1,612	133
Samish Tribal Nation	1,479	1,612	133
Swinomish Tribe	1,479	1,612	133
Port of Anacortes	10,527	11,475	948
Port of Skagit	10,527	11,475	948
Skagit Transit	6,193	6,750	557
Total	144,605	157,619	13,014