CITY OF CENTRALIA

CITY COUNCIL
RULES & PROCEDURES

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Chapter 1
Introduction and Overview

As a City Council Member, you not only establish important and often critical policies for the community, you are also a board member of a public corporation having an annual budget of several million dollars. The scope of services and issues addressed by the city organization go well beyond those frequently reported in the newspaper or discussed at City Council meetings.

1.01 Council-Manager Form of Government

The City of Centralia is a Council-Manager form of government. As described in the municipal code and Revised Code of Washington, certain responsibilities are vested in the City Council and the City Manager. Basically, this form of government prescribes that a City Council's role is that of a legislative policy-making body which determines local laws, determines public policy and gives direction to the City Manager to administer the affairs of the city government.

1.02 Association of Washington Cities and Municipal Research & Services Center of Washington

The Code City Handbook, Report No. 37, published by the Municipal Research & Services Center, provides a wealth of general information on the major functions of a Council Member's job as a locally elected official. Another publication that goes hand in hand with the handbook is, Knowing the Territory, Basic Legal Guidelines for Washington Municipal Officials, published by Municipal Research & Services Center of Washington. This report discusses basic powers; basic duties, liabilities, and immunities of officers; conflict of interest and appearance of fairness; prohibited uses of public funds, property, or credit; competitive bidding requirements; the Open Public Meetings Act; Open Government-Public Records-Freedom of Information; immunities from tort liability. These documents are available on-line at www.mrsc.org to Council Members.

1.03 Purpose of City Council Rules & Procedures

The City of Centralia has prepared its own rules and procedures to assist the City Council by documenting accepted practices and clarifying expectations. Administration of City Council affairs is greatly enhanced by the agreement of the City Council and staff to be bound by these practices. While attempting not to be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to guide Council Members in their actions.
1.04 Overview of Basic City Documents

These rules & procedures provide a summary of important aspects of City Council activities. However, it cannot incorporate all material and information necessary for undertaking the business of the City Council. Many other laws, plans, and documents exist which bind the City Council to certain courses of action and practices. The following is a summary of some of the most notable documents that establish City Council direction.

A. Centralia Municipal Code (CMC)

The municipal code contains local laws and regulations adopted by ordinances. Title 2 of the code addresses appointment of certain city staff positions and advisory boards and commissions. Title 2 also addresses advisory boards and commissions. In addition to these administrative matters, the municipal code contains a variety of laws including, but not limited to; zoning standards, health and safety issues, traffic regulations, building standards, and revenue and finance issues.

B. Personnel Policies and Procedures Handbook

The Personnel Policies and Procedure Handbook sets the policies for the City of Centralia to uphold, promote, and demand the highest standards of ethics from all of its elected and appointed officials. Accordingly, all members of the City Council, members of all appointed boards, commissions, committees, City employees, consultants and professional service providers are expected to maintain the utmost standards of personal integrity, truthfulness, honesty and fairness in carrying out their public duties; avoid any improprieties in their roles as public servants; and never use their City position or powers for personal gain. The Personnel Policies and Procedures Handbook is attached (Attachment A).

C. Revised Code of Washington (RCW)

The state laws contain many requirements for the operation of city government and administration of meetings of city councils throughout the state. Centralia is classified as a non-charter code city under the “optional municipal code,” which means it operates under the general laws of the state. As an optional code city of the State of Washington, Centralia is vested with all the powers of incorporated cities as set forth in the Revised Code of Washington (RCW), Constitution of the State of Washington, and Centralia Municipal Code. There are also 1st, 2nd, 3rd, and 4th Class cities that have variable statutory authority based on population. (Please see RCW Titles 35 and 35 A in general, and RCW 35.18 and 35A.13 for more specific information relating to the Council-Manager Plan of Government.) The City of Centralia is also a 2nd class city.

D. Annual Budget

The annual budget is the primary tool and road map for accomplishing the goals of the City. The budget document is the result of one of the most important processes the City undertakes. By adopting the annual budget, the City Council makes policy decisions, sets priorities, allocates resources, and provides the framework for government operations.
E. Annual Financial Report

The City prepares an annual report, including financial statements and supplemental schedules, in accordance with RCW 43.09.230. The financial statements for the utility funds are prepared in conformity with accounting principles generally accepted in the United States of America applicable to proprietary funds of local government. The financial statements for the remaining funds of the City are prepared on the basis of accounting that demonstrates compliance with Washington State statutes and the Budgeting, Accounting and Reporting System (BARS) manual prescribed by the State Auditor, which is a comprehensive basis of accounting other than generally accepted accounting principles.

F. Comprehensive Plan

A state-mandated comprehensive plan addresses the City’s long-range planning needs relative to land use, transportation, economic development, and other planning elements. The City’s comprehensive plan is reviewed on an ongoing basis, but may only be revised once a year, except as provided by State law.

G. Six-year Capital Improvement Program

The Six-year Capital Improvement Program serves as a guide for determining priorities, planning, financing, and constructing capital projects which add to, support, or improve the physical infrastructure, capital assets, or productive capacity of city services.

H. Emergency Management Plan

The City maintains an Emergency Management plan that outlines actions to be taken during times of extreme emergency. The Mayor is called upon to declare the emergency, and then the City Manager or his/her designee directs all disaster response activities. The City Council may be called upon during an emergency to establish policies related to a specific incident.

1.05 Orientation of New Members

It is important for the members of the City Council to gain an understanding of the full range of services and programs provided by the City. As new members join the City Council, the City Manager will host an orientation program that provides an opportunity for members to tour municipal facilities and meet with key staff. Another training opportunity for new members is the Association of Washington Cities-sponsored newly elected official’s orientation. At any time, if there are facilities or programs about which a member of the City Council would like more information, arrangements will be made to increase their awareness of these operations.
Chapter 2
Centralia City Council: General Powers and Responsibilities

2.01 Rules of Procedure

The Council shall be governed by the most current version of Robert's Rules of Order Newly Revised, hereinafter referred to as RONR, a copy of which is maintained in the office of the Centralia City Clerk. Accordingly, these rules establish guidelines to be followed by all persons attending City Council meetings, including members of the City Council, City Administration, staff, news media, citizens and visitors.

The Mayor, or his/her designee, shall serve as parliamentarian at all City Council meetings. When parliamentary inquiries arise which the Mayor or her/his designee is unable to immediately answer, they may request a sufficient period of time to review RONR and/or consult with a Registered Parliamentarian in order to provide an appropriate response. Alternatively, the Mayor may defer to the City Attorney or City Clerk.

2.02 Organization

Fundamentally, the powers of the City Council are to be utilized for the good of the community and its residents; and to provide for the health, safety and general welfare of the citizenry. The City Council is the policy making and law making body of the City. State law and local ordinances grant the powers and responsibilities of the Council.

The Council acts as a body. No member has any extraordinary powers beyond those of other members. While the Mayor has some additional ceremonial and presiding officer responsibilities as described below, when it comes to establishing policies, voting, and in other significant areas, all members are equal. It is also important to note that policy is established by at least a majority vote of the Council. While individual members may disagree with decisions of the majority, a decision of the majority does bind the Council to a course of action. Council Members should respect adopted Council policy. In turn, it is staff's responsibility to ensure the policy of the Council is upheld.

Actions of staff to pursue the policy direction established by a majority of Council do not reflect any bias against Council Members who held a minority opinion on an issue.

In order to uphold the integrity of the council-manager form of government, and to provide proper checks and balances, members of the City Council shall refrain from becoming directly involved in the administrative affairs of the City. As the Council is the policy making body and the maker of local laws, its involvement in enforcement of ordinances would only damage the credibility of the system. RCW 35A.13.120 specifically prohibits interference by Council Members in the city’s administrative
service, including the hiring, firing, and work of city staff, with the exception of the City Manager.

Except for the purpose of inquiry, the Council and its members will deal with the administrative service solely through the City Manager or designee, and neither the Council nor any committee or member of a committee shall give orders to any subordinate of the City Manager.

2.03 Swearing In of New Councilors

The City Clerk, or his/her designee, shall swear in councilors at the first regular meeting of the even-numbered calendar year, or at the first regular meeting when a councilor has been chosen to fill a vacant position.

2.04 Election of Mayor and Mayor Pro-Tem

The Council shall on the first regular meeting of each even-numbered year, elect a Mayor and Mayor Pro-Tem. The election shall be held immediately after an Oath of Office is administered to all elected and re-elected Councilors.

The City Clerk shall serve as Chair Pro-Tem for the first regular meeting of each even-numbered year and will call the meeting to order, preside over the roll call, flag salute, swearing in of Councilors and election of Mayor and Mayor Pro-Tem. Following the election of Mayor and Mayor Pro-Tem, the new Mayor shall assume the role of Chair.

A. Nomination Process

The City Clerk shall first call for nominations for the Office of Mayor. Councilors may not nominate more than one person for any given office until every member wishing to nominate a candidate has had an opportunity to do so.

The City Clerk shall repeat the call for nominations until all nominations have been made. Nominees wishing to decline the nomination shall make their declination known immediately.

When it appears no further nominations will be made, the City Clerk will call once more for further nominations; and, if there are none, they shall declare nominations closed. A motion to close nominations is not required.

B. Election Process

After nominations are closed, a vote is conducted for the Office of Mayor in the order nominations were made. Each nominated member will be granted up to three minutes to speak. The Chair Pro-Tem shall conduct a voice vote to determine the Councilor being elected to the Office of Mayor. Uncertainty in the voice vote shall result in a showing of hands vote.

Centralia City Council Rules & Procedures 8
When one nominee receives a majority vote of those present, the Chair Pro-Tem will declare him/her elected. No votes will be taken on the remaining nominees. The Chair Pro-Tem shall announce the results of the election. All Councillors present must vote.

If none of the nominees receives a majority vote, the Chair Pro-Tem will call for nominations again and repeat the process until a single candidate receives a majority vote before the Office of Mayor Pro-Tem is opened for nominations. A tie vote results in a failed nomination. All Councillors present must vote.

If after three rounds of voting, a Mayor is not elected, the previous Mayor Pro-Tem, or if that person is no longer a Councillor, the Councillor with the highest seniority, shall serve as Acting Mayor.

The Acting Mayor shall continue in office and exercise such authority as is described in RCW 35A.13.030 until the City Council agrees on a Mayor. Elections shall be held at each subsequent Regular Meeting, or a Special Meeting, until a Mayor is elected.

The Mayor Pro-Tem shall not be elected until a permanent Mayor is selected. After the election of the newly elected Mayor Pro-Tem, the Chair Pro-Tem shall relinquish the gavel to the newly elected Mayor. The Mayor shall preside over the remainder of that meeting.

2.05 Term of Office

The positions of Mayor and Mayor Pro-Tem shall be elected every two years. Their terms shall run concurrently.

2.06 Removal from Position

A vote of five members shall be required to approve a motion to remove the Mayor or Mayor Pro-Tem from their position. Removal from the position of Mayor or Mayor Pro-Tem does not constitute a removal from the position of Councillor.

2.07 Quorum

At all Council meetings, a majority of the Council (four members) shall constitute a quorum for the transaction of business.

2.08 Voting

Voting, during all Council meetings, shall be conducted as follows:

The Chair shall conduct a voice vote on all items unless otherwise requested by any Councillor. In the case of a tie vote on any motion, the motion shall be considered lost.
There are two situations which may prevent a Councilor from voting on an issue. The first exception is when a conflict of interest exists. The second exception lies within the confines of the Appearance of Fairness Doctrine where challenges for cause are exercised by the City Attorney or any member of the public who may voice a valid concern or reason as to why a Councilor should not vote on an issue. In either case, a Councilor may still choose to vote on an issue, although they are strongly advised against it.

Any Councilor may abstain from voting on any question; provided, at the time of declaring his/her abstention, he/she shall state the reason. No vote shall be recorded in the minutes for a member who has abstained. In such a case, a motion must receive a majority of voting Councilors to carry.

2.09 Attendance, Excused Absences, Unexcused Absences

Members of the Council may be excused from attending any City Council meeting by contacting the Mayor prior to the meeting and stating the reason for his or her inability to attend. If the Councilor is unable to contact the Mayor, they shall contact the City Manager or City Clerk, who shall convey the message to the Mayor. Following roll call, the Mayor shall inform the Council of the member’s absence and state the reason for such absence. The City Clerk will make an appropriate notation in the minutes. Councilors not following the above process will be considered unexcused and it shall be so noted in the minutes.

Three consecutive unexcused absences from Regular meeting shall cause a Council position to become vacant. (RCW 35A.12.060).

Three unexcused late arrivals of 30 minutes or more, or three unexcused departures of 30 minutes or more from any Regular meeting shall be considered equal to one unexcused absence.

During their service on the City Council, members may have acquired or been provided with equipment such as computers or other items entailing a significant expense, as well as the front door key. These items are to be returned to the City Manager at the conclusion of a member’s term, resignation or removal.

2.10 Filling of Council Vacancies.

RCW 42.12 states, in part, that should a Council position become vacant for any reason (recall, death, resignation, conviction of a felony, removal, etc.) before the expiration of the Councilor’s term of office, the position shall be filled only until the next regular municipal election, to serve the remainder of the unexpired term.
A. Appointment Process.

A Council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death. The Councilor vacating his/her position cannot participate in the appointment process.

The City Council shall direct staff to begin the appointment process. The City Clerk’s Office shall prepare and submit a notice to the City’s official newspaper, with courtesy copies to other local media. The notice shall be published once a week for two (2) consecutive weeks. The notice shall contain information, including but not limited to, position requirements, time to be served in the vacant position, salary information, powers and duties of Councilors, application deadlines, and any other information the City Council deems appropriate.

The City Clerk’s Office shall prepare an application form requesting the appropriate information for City Council consideration. Copies of the notice and application form shall be made available at City Hall, on the City’s website, and at other venues deemed appropriate by the Council.

The City Clerk’s Office shall publish the required Public Notice(s) for the meetings scheduled to interview applicants for the vacant position. This meeting may be a regularly scheduled Council meeting or a Special meeting.

B. Voting

Upon completion of applicant interviews, the Council may convene an Executive Session to discuss the qualifications of applicants. Consistent with Washington State law, all interviews, nominations, and votes shall be conducted by the Council in an open public meeting.

1. The Mayor shall ask for nominations by way of a motion from the Council Members.

2. If more than one candidate is nominated the Mayor shall proceed with a vote in the order of which they were nominated.

3. Elections will continue until a nominee receives a majority vote.

4. Nothing in this policy shall prevent the City Council from reconvening into Executive Session to further discuss the applicant/candidate qualifications.

5. The Mayor shall declare the nominee receiving the majority vote as the new Council Member and he or she shall be sworn into office by the City Clerk at the earliest opportunity or no later than the next regularly scheduled City Council meeting.
6. If the City Council does not appoint a qualified person to fill the vacancy within 90 days of the declared vacancy, the Revised Code of Washington delegates appointment powers to Lewis County.

2.11 Officers

A. Presiding Officer- Mayor

The Mayor shall preside at all Council meetings and be recognized as head of the City for ceremonial events and proceedings. The Mayor has no regular administrative or executive duties except as provided by law.

The Mayor, or in his or her absence, the Mayor Pro-Tem, shall serve as the Presiding Officer of the Council. In the absence of both the Mayor and the Mayor Pro-Tem, the Council shall appoint one Councilor to serve as a temporary Presiding Officer.

In the absence of the Mayor, the Mayor Pro-Tem shall perform the duties and responsibilities of the Mayor with regard to conduct of meetings and emergency business. In the event the Mayor is unable to serve the remainder of the term, the Mayor Pro-Tem shall serve as Mayor until a new Mayor is elected at the next regular meeting or a specially called meeting.

In the event the Mayor Pro-Tem is unable to serve the complete duration of their term, a new Mayor Pro-Tem shall be elected at the next Regular meeting or an advertised Special meeting.

B. Duties

Serving as a facilitator at Council meetings, the Mayor shall assist the City Council in focusing on agenda discussions and deliberations. To that end, it shall be the duty of the Mayor to:

1. Call the meeting to order.
2. Keep the meeting to its order of business.
3. Control discussion in an orderly manner.
   a. Give every Councilor who wishes an opportunity to speak when recognized.
   b. Permit audience participation at appropriate times (public comment, public hearings, or consideration of any ordinance).
   c. Require all Councilors and speakers to keep issues germane to the pending issue and to observe the rules of order.
   d. Make suggestions, yet not make motions.
   e. Introduce each agenda item and entertain a motion on that item before it is discussed. Agenda items shall be introduced by motion before being discussed or debated.
   f. Put the question to a vote after making clear the exact question before the Council and announce the outcome. In announcing
results of any vote, the Mayor shall state the names of those Councilors voting in the negative.

C. Mayor Participation

The Mayor may relinquish the gavel, (or “turn over the meeting”) to the Mayor Pro-Tem so they (the Mayor) may make a motion, or for other good cause, yield the Chair.

2.12 Duties and Privileges of Councilors.

A. Forms of Address

The Mayor may be addressed as “Mayor (surname)” or “Your Honor.” The Mayor Pro-Tem may be addressed as “Mayor Pro-Tem (surname).” Members of the Council may be addressed as “Councilor (surname).”

B. Seating Arrangement

The Mayor shall choose where they will sit at the dais upon being elected to the position and after taking the Oath of Office. The Mayor Pro-Tem shall choose to sit to the right or left of the Mayor. Other Councilors are seated in a manner acceptable to Council. If a dispute arises, Councilors shall be seated in position order, from left to right – when facing the dais.

C. Dissents and Protests

Any Councilor shall have the right to express dissent from or protest against any ordinance or resolution of the Council and have the reason therefore entered in the minutes.
Chapter 3  
Councilor Conduct  

3.01 Respect Speaker.  

While in session, all members of the Council must preserve order and decorum. No member shall, by conversation or other means, delay or interrupt the proceedings or the peace of the Council. Nor may any Councilor disrupt any member while speaking, or refuse to obey the orders of the Council or the Mayor, except as otherwise provided in these Rules.  

3.02 Citizen Removal from Meeting.  

Any community member, citizen or visitor making personal, impertinent, or slanderous remarks, or who becomes boisterous while addressing the Council or attending any Council meeting, may be asked to leave by the Mayor and be barred from further attendance for the remainder of that meeting.  

3.03 Councilor remarks - Appropriate Time.  

A. Council Reports  

During the Council Report portion of the Regular Meeting agenda, the Mayor shall ask if any Councilors wish to make comments. When recognized by the Mayor, Councilors may provide brief updates or reports from any regional committees on which they serve, or provide other information for the good of the order.  

During Council Reports, Councilors shall not speak for more than 3 minutes each, without consent from the Mayor. Only one round of Council comments shall be allowed.  

B. Agenda  

During debate on all motions, Councilors shall not speak more than five minutes, nor more than twice on the same subject without permission from the Mayor. Further, no Councilor may be permitted to speak twice on any issue before all have had an opportunity to speak once. Moreover, no Councilor may relinquish his or her position as Councilor to make comments as a citizen.  

Finally, debate must be confined to the merits of the pending question. Councilors should address their remarks to the Mayor or Mayor Pro-Tem, maintain a courteous tone, and should avoid injecting a personal note into debate.
3.04 Councilor Presentations.

If a Councilor appears on behalf of the City before another governmental agency, a community organization, or through the media, for the purpose of commenting on any City-related-business issue, the Councilor shall state the majority position of the Council, if known. Personal opinions and comments which differ from a majority of the Council may be expressed if the Councilor clearly states these statements do not represent the City's position.

3.05 Public Appearance.

A Councilor shall maintain decorum and set an example for conduct when representing the City in any official capacity.
Chapter 4
City Council Meetings

The City Council’s collective policy and law-making powers are put into action at the council meetings. It is here that the Council conducts its business, citizens are heard and local officials are available to the citizenry.

4.01 Meetings and Hearings – Schedule and Public Notice

Pursuant to RCW 35.22.288, cities are charged with establishing a procedure for notifying the public of upcoming hearings and the preliminary agenda for the forthcoming council meeting. The procedure followed by the City of Centralia is as follows:

A. Preliminary Agenda of Council Meeting

The public shall be notified of the preliminary agenda for the forthcoming regular City Council meeting by distributing it to the local media and posting a copy of the agenda in the following public places in the City at least 24 hours in advance of the meeting:

- Centralia City Hall
  118 W. Maple St.
  Centralia, WA 98531

- City of Centralia Website
  www.cityofcentralia.com

- Timberland Regional Library
  Centralia Branch

4.02 Meetings

All City Council meetings shall comply with the requirements of the Open Meetings Act (RCW Section 42.30). All Regular meetings, Special meetings, and Workshops of the Council shall be open to the public regardless of time, place or location.

1. Regular Meetings and Workshops

The City Council shall conduct Regular meetings on the second and fourth Tuesday of each month. All Regular meetings shall begin at 7:00 p.m., in the Centralia Council Chambers, 118 W. Maple Street, and are open to the public. On instances where a Regular meeting coincides with a legally-observed holiday, that Regular meeting shall be rescheduled to the following day (Wednesday), at the same hour and location. Workshops shall be held in conjunction with the regular meeting schedule or as specified by a consensus of the Council. Workshops are for the benefit of staff and Council to openly discuss
items facing the City. Public comment may be taken at the end of the workshop at the Council’s discretion.

2. Special Meetings

Special meetings may be held by the Council subject to notice requirements prescribed by State law. Special meetings may be called by the Mayor or by any three members of the City Council with notice being given to each member of the Council and the media at least twenty-four hours before the time specified in the meeting notice. Notice of such special meetings shall state the subjects to be considered at the meeting. No subjects other than those specified in the notice shall be considered. The Council may discuss and vote upon all issues contained on the Notice of special Meeting.

3. Executive Sessions

The City Council may hold executive sessions from which the public is excluded for those purposes set forth in RCW Chapter 42.30.110. Before convening an executive session, the Mayor shall announce the purpose of the session and the anticipated adjournment time of the session.

Should the Council require additional time to discuss executive session material, a public announcement shall be made that the session is being extended. The length of the extension (i.e., 10 minutes) shall also be included in the public announcement.

No vote(s) shall be taken in an executive session on any matter under consideration, nor shall any member of the City Council enter into a commitment with another respecting a vote to be taken subsequently in a public meeting of the City Council.

4. Retreats

The City Council may hold retreats with the City Manager and other City staff members to discuss one or more particular topics in an informal setting. Although Council Retreats are open, public meetings, there is no expectation of public input. And, pursuant to Washington State law, the City Council shall not take any legally binding action at any time during a City Council Retreat.

City Council retreats may be conducted within the City limits of Centralia. A potential location shall be selected between the Mayor and City Manager and shall be approved by a consensus of the Council. The City Clerk must publish notice of the City Council Retreat consistent with all applicable laws.
4.03 Placing Items on the Agenda

A. The City Manager, Mayor and Mayor Pro-Tem will review the agenda prior to the regular meeting. As a result of the meeting a draft of the agenda shall be sent to all Councillors.

B. City Council

A Council Member may request an item be considered on a future agenda either by making an oral request at a City Council meeting or submitting the request to the City Manager at least ten working days prior to the meeting for which the item is requested to be placed on the agenda.

C. Emergency Items

Emergency items may be added to an agenda in accordance with state law. Emergency items are only those matters immediately affecting the public health, safety and welfare of the community, such as widespread civil disorder, disasters, and other severe emergencies. The reason(s) for adding an emergency item to the agenda shall be announced publicly at the meeting, and the issue shall be included in the minutes of the meeting.

D. Proclamations

Proclamations are issued by the Mayor, per proclamation policy (attached as attachment B), as a ceremonial commemoration of an event or issue (i.e., National Night Out). Proclamations are not statements of policy, and do not require the approval or action of the Council. Proclamations are a manner in which the City can make special recognition of an individual, event, or issue.

4.054 Development of the Agenda

Staff is required to submit an agenda item for each topic of discussion on the City Council agenda. The deadline for submitting these forms to the City Clerk’s Office is 8:00 a.m., the Wednesday prior to the date of the meeting for which the item is scheduled. The forms must include supporting documentation, including any information requested by Council at the previous Council meeting.

A. Order of Business.

1. Order of Business - Regular meetings

   The order of business for each Regular meeting shall be as follows:

   1. Call to Order
   2. Flag Salute
   3. Roll Call
   4. Approval of Agenda
   5. Public Comments on non agenda items
6. Proclamations/Presentations
7. City Manager/Council Reports
8. Consent Agenda
9. Public Hearings
10. General Business
11. Executive Session (as needed and when in compliance with the RCW's)
12. Adjournment

B. Consent Agenda

The City Manager shall place matters on the Consent Agenda which: (a) have been previously discussed by the Council, or (b) based on the information delivered to members of the Council, by the administration, can be reviewed by a Councilor without further explanation, or (c) are so routine or technical in nature that passage is likely.

The motion to adopt the Consent Agenda has the effect of adopting all items on the Consent Agenda in one motion. Since adoption of any item on the Consent Agenda implies unanimous consent, any member of the Council has the right to remove or “pull” any item contained thereon. If any matter is pulled, the Mayor shall consider the items (in order of placement) after the consent agenda is approved.

C. Executive Sessions.

At the request of the City Manager, City Attorney or Mayor, Executive Sessions may be conducted at any time when needed.

4.05 Public Testimony

A. Oral and Written Comments

The Mayor will call for public testimony at Regular meetings during public hearings and general business items.

Speakers shall be granted no more than five minutes. Suspension of this rule requires a majority vote of those present. The Mayor shall ask the rest of the Councilors if they have any comments or questions before the citizen stands down.

Written citizen comments may be submitted to the City Clerk's Office, until 3:00 pm on the date of any City Council meeting. The City Clerk shall copy and distribute those comments on the dais before the meeting is called to order. In cases where the citizen is unable to attend the meeting or is unable to present their statements verbally, a request may be made of the City Clerk to read the comments into the record at the appropriate time.
B. Identification of Speakers

Persons testifying on any matter, shall identify themselves for the record as to name, address (optional), city of residence and organization.

1. Rules for Public Testimony and Participation

   a. General Discussion Items

   Public input may only be obtained during the public comment periods at regular or special meetings.

   The Mayor will entertain a motion to adopt the item as presented. The Council will hear any City staff presentation, pose questions to the presenter(s), invite public comment, deliberate the merits of the and the Mayor will then conduct a vote on the motion.

   In the event there is no public input, the vote would follow the first round of Council discussion.

   b. Mayor’s Instructions

   Speakers will be advised by the Mayor that their testimony is being recorded and that all comments by proponents or opponents shall be made from the table.

   Any individual making comments shall first give his/her name, address (optional) and city of residence. The Mayor shall also explain a second opportunity to address the Council exists during the consideration of proposed ordinances, or in cases where a public hearing is scheduled. Speakers shall also be reminded to sign an official sign-up sheet provided by the City Clerk.

   It shall also be stated by the Mayor that: 1) comments shall be directed through the Mayor and not to any particular Councilor or City staff member, and 2) that this is not a question and answer session. Council and staff reserve the right to respond to a citizen’s questions or concerns verbally, or in writing, within two weeks (14 calendar days) of the meeting at which they are testifying.

C. Public Hearings

   The following rules shall be observed during any public hearing; the Mayor introduces the agenda item, opens the public hearing, and announces the following process:

   a. All comments by proponents or opponents of the issue being discussed shall be made from the table; and, any individual making
comments shall first give his or her name, address (optional) and city of
residence as part of the official record of the public hearing. Speakers
shall sign in on the official sign-up sheet and deliver it to the City Clerk in
advance of the Council meeting.

b. Individuals or organizations will be allowed five minutes to speak.
Public comments shall be directed through the Mayor and not to a
particular Councilor or City staff member. Written comments or evidence
shall be submitted to the City Clerk to be included as part of the meeting's
official record.

c. The City Clerk shall be the timekeeper.

d. When all persons wishing to speak at the public hearing have done
so, the Mayor shall declare the public hearing closed.

D. Addressing Council through the Mayor

No person shall be allowed to address the Council while it is in session without
recognition from the Mayor.

4.06 Audio Recording of Meetings

The City Clerk, or designee, shall make and keep audio recordings of all
meetings of the Centralia City Council, except those meetings or portions of meetings
conducted in Executive Session. Recordings and related records of all City Council
meetings, except as referenced above, shall be retained by the City.

4.07 Minutes

Minutes of all Regular and Special City Council meetings will be created and
maintained by the City Clerk. The minutes serve as the official record of the meeting
and must be approved by the City Council. The minutes shall include, at a minimum,
type of meeting, date, time, and place, those in attendance, late arrival(s) and early
departure times of Councilors, names of speakers or presenters, their job titles (if
available), all motions, names of those making motions, disposition of those motions,
convening and adjourning times and opening and closing times of public hearings.

The City Clerk shall prepare draft minutes from Regular and Special meetings
and will distribute those minutes in advance of the next Regular meeting in conjunction
with their placement on the consent agenda. Upon approval of the consent agenda,
the City Clerk shall present the original minutes to the Mayor for signature. The City
Clerk shall also sign the minutes.
Chapter 5
Advisory Bodies

5.01 Appointments Made by the Council

Boards, commissions and citizen committees provide a great deal of assistance to the Centralia City Council when formulating public policy and transforming policy decisions into action. The City has several standing boards and commissions. In addition, special purpose committees and task forces are often appointed by the City Council to address issues of interest or to conduct background work on technical or politically sensitive issues. Special or ad hoc committees will be dissolved upon completion of the intended task.

The procedures established in this manual reflect the policy of the City Council regarding the appointment of volunteer citizens to the various advisory bodies of the City. The establishment of these procedures ensures that well-qualified, responsible, and willing citizens are given the opportunity to serve the City and participate in the governing of their community.

The City Council is specifically empowered to create all advisory boards and commissions pursuant to the provisions of Title 2 (Centralia Municipal Code), or such advisory boards or commissions not specifically enumerated, as the Council deems necessary or advisable. In the exercise of this power, it is the desire of the City Council to establish a consistent policy in its decision-making role to fairly and equitably evaluate those citizens of the community who demonstrate desire to serve on such boards or commissions.

As vacancies arise, the City Clerk will be notified by the department overseeing the board or commission and will publicly announce the vacancy at a Regular City Council meeting.

5.02 Qualifications, Terms of Service, Forms

Persons wishing to be considered for appointment or reappointment will submit to the City Clerk's Office an application on a form provided by that office. The Mayor will review applications, choose a candidate and submit applicant for approval from the Council as a whole at a Regular Council meeting.

Each applicant will be evaluated on an objective basis, utilizing the following criteria:

1. Residency - Residency requirements for advisory boards and commissions are noted in applicable sections of the Centralia Municipal Code.
2. **Sectional Composition** - Normally, consideration should be given toward maintaining an equitable balance of community representation on all boards and commissions.

The City Council will not appoint multiple members from the same family or household to a single board or commission, in order to avoid the reality or appearance of improper influence or favor.

The City Council will not appoint members of Council Members’ families or households to boards or commissions to avoid the appearance of favor and to increase community representation.

3. **Occupation** - The Council will attempt to maintain a broad mix of occupational backgrounds on all boards and commissions.

4. **Knowledge of Municipal and Planning Process** - When ranking equally qualified applicants, the Council will consider background experience and knowledge of the municipal process as appropriate to the position, in reaching its decisions.

5. **Contributive Potential** - The Council will evaluate the potential contribution that each applicant may make if appointed to a board or commission. Criteria to guide the Council in its evaluation may include:

   a. Ability to communicate
   b. Desire to perform public service
   c. Ability to express ideas, concepts, or philosophies
   d. Desire to participate in decision-making process

6. **Leadership Potential** - Since each appointee may be called upon to serve as a Chair, the Council will evaluate leadership abilities, such as:

   a. Past or present leadership experience (current employment, special interests, etc.)
   b. Past or present participation in community services
   c. Expressed interest in a leadership role

7. The City Council will not appoint persons to serve as members of more than one board or commission at the same time. However, persons serving on a board or commission who have requested appointment to another board or commission position may be appointed to such position if they, concurrent with the appointment, resign from the board or commission position they are holding at the time of the new appointment.
5.03 Reappointment Criteria

At such time as reappointment is considered, the Council will be guided by the following performance criteria:

1. Regularity of Attendance
2. Understanding of board or commission function
3. Demonstrated leadership
4. Effectiveness
5. Demonstrated contribution during past term of office on issues, programs, policies, etc., of the advisory board or commission
6. Objectivity

5.04 Resignations

In the interest of timely noticing of vacancies, and to minimize the impact of such vacancies on boards and commissions, the City Council delegates to the Mayor the authority to accept resignations. Following the Mayor’s acceptance of the resignation, the City Clerk is authorized to announce such vacancies.

5.05 Rules of Conduct

By accepting appointment to any City board or commission, members thereby agree to conduct themselves in accordance with the following rules of conduct.

1. All members of City boards and commissions will abide by all applicable state laws, City ordinances, and other doctrines relating to the conduct of board or commission members, including, but not limited to, the Appearance of Fairness Doctrine, conflict of interest statutes, and the State Open Public Meetings Act.

2. Members of City boards and commissions will not testify in their capacity as a board or commission member, before any other board, commission, administrative officer or agency of the federal government, the State of Washington, or of any county or other municipal corporation, including cities and towns, except as hereinafter provided. Exceptions to the policy set forth above shall be as follows:

   a. If the member is testifying in such a capacity pursuant to a lawfully issued subpoena; or

   b. In the event the board or commission has designated the member or members to act as a spokesperson for the board or commission to explain the majority vote and recommendation of that board or commission; or
c. In the event the City Council appoints the member or members to represent the City before another tribunal.

3. Notwithstanding the foregoing, nothing contained herein is intended to preclude a board or commission member from speaking as an individual citizen, so long as the following conditions are met:

   a. The individual clearly identifies that he/she is speaking only as an individual citizen and is not in any manner representing or speaking on behalf of the board or commission of which he/she is a member; and

   b. No board or commission member testifies orally or in writing as to any quasi-judicial matter being heard, or having the possibility of being heard, by the board or commission of which the person is a member.

5.06 Representation by Council Members on Boards or Commissions

The City Council is often requested to appoint Council Members to serve on outside boards, councils, commissions, or committees. This type of representation serves to facilitate communication and provide interaction with other governmental bodies. The City Council appoints members to some of these groups on an as-needed or as-requested basis.

Membership appointment to these groups shall be made by the Mayor with the consensus of the Council.

Where applicable, Council will appoint an alternate to attend outside boards, councils, commissions, or committees, if the main delegate to such group is unable to attend a meeting of the group. The main delegate will notify the alternate as soon as possible after the main delegate realizes they will be unable to attend an upcoming meeting of the outside group.

Council Members participating in policy discussions at regional meetings will represent the consensus of the Council, except where regional appointment requires regional opinion. Personal positions, when given, will be identified and not represented as the position of the City. Assignment and direction of staff in relation to regional meetings are at the discretion of the City Manager.
Chapter 6
Communications

6.01 Overview

Perhaps the most fundamental role of a Council Member is communication:

- Communication with the public to assess community opinions and needs, and to share the vision and goals of the City with constituents;
- Communication with staff to provide policy direction and to gain an understanding of the implications of various policy alternatives.

Because the City Council performs as a body (that is, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking for the Council. Equally important, when members are expressing personal views and not those of the Council, the public should be so advised.

6.02 Correspondence from Council Members

Members of the City Council will often be called upon to write letters to citizens, businesses, or other public agencies. Typically, the Mayor will be charged with transmitting the City’s position on policy matters to outside agencies on behalf of the City Council. Individual members of Council will often prepare letters for constituents in response to inquiries, or to provide requested information. City letterhead is available for this purpose, and staff can assist in the preparation of such correspondence.

On occasion, members may wish to correspond on an issue on which the Council has yet to take a position, or about an issue for which the Council has no position. In these circumstances, members should clearly indicate that they are not speaking for the City Council as a whole, but for themselves as one member of Council.

City letterhead and staff support cannot be utilized for personal or political purposes.

6.03 Local Ballot Measures

At times, initiatives may be placed on the ballots that affect City Council policy. There are restrictions regarding what actions the City may take on ballot measures. Specifically, state statutes prohibit the City from using its personnel, equipment, materials, buildings, or other resources to influence the outcome of elections. What the City can do is distribute informational reports for the purpose of informing the public of the facts of an issue.
6.04 State Public Disclosure Act

To ensure that business communications submitted to and by elected and appointed officials comply with the State Public Disclosure Act, RCW 42.56, and the State Open Meetings Act, RCW 42.30, the following is set forth:

A. Communications - Generally

All letters, memoranda, and interactive computer communication involving City Council Members and members of advisory boards and commissions, the subject of which relates to the conduct of government or the performance of any governmental function, with few exceptions as stated by the Public Disclosure Act, are public records and disclosure shall be in accordance with RCW 42.56 and CMC 2.10.

B. Written Communications

Written letters and memoranda received by the City, addressed to a Council Member or the Council as a body, will be photocopied and provided to all Council Members, and a copy kept according to the City's Records Retention Schedule.

C. Electronic Communications

1. Informal messages with no retention value and that do not relate to the functional responsibility of the recipient or sender as a public official, such as meeting notices, reminders, telephone messages and informal notes, do not constitute a public record. Users should delete these messages once their administrative purpose is served.

2. All other messages that relate to the functional responsibility of the recipient or sender as a public official constitute a public record. Such records are subject to public inspection and copying.

- If a citizen sends an e-mail to a Council Member and requests that it be included in the record of a particular public hearing, the Council Member will forward said e-mail to: All Council members, the City Manager, the City Attorney and the City Clerk.
- If a Council Member wishes that an e-mail be distributed to a City staff member, the Council Member will forward said e-mail to the City Manager.
- Staff will not review e-mail unless a public records request is received.

3. E-mail communications that are intended to be shared among four or more Council Members, whether concurrently or serially must be considered in light of the Open Public Meetings Act. If the intended purpose of the e-mail is to have a discussion that should be held at an open meeting, the electronic discussion should not occur. Further, the use of e-mail communication to form a collective decision of the Council is inappropriate.
4. E-mail should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other "confidential" City business. In general, e-mail is discoverable in litigation, and even deleted e-mail is not necessarily removed from the system. Confidential e-mail communications should not be shared with individuals other than the intended recipients, or the attorney-client privilege protecting the document from disclosure may be waived.

5. E-mail between Council Members and between Council Members and staff shall be disclosable in accordance with RCW 42.56 and CMC 2.10.

6. E-mail will not be used for personal use, since Council Members' conventional e-mail addresses include the City’s "return address."
Chapter 7
Conflicts of Interest, Appearance of Fairness Doctrine, and Liability of Elected Officials

7.01 Conflicts of Interest

The conflict of interest law is one of the most complicated laws on the books. To understand its effect on a Council Member's actions, it is suggested that members discuss the law and potential conflicts with a private attorney or the City Attorney. It is imperative that Council Members identify in advance what their conflicts are.

It is illegal to fail to declare a conflict of interest, or to participate or otherwise be involved in discussions on issues or contracts where such an interest exists. Violations of the conflict of interest law may result in significant penalties, including criminal prosecution.

In circumstances where only a "remote interest" (see below) exists, after disclosure of the interest to other Council Members and in the meeting minutes, the Council may approve the contract to which a Council Member has a remote interest, absent participation in the voting by the Council Member with the remote interest, but only if the Council Member refrains from any attempt to influence other members to approve the contract.

A. Applicability
   All City officers, elected and appointed, are subject to the conflict of interest law in RCW 42.23. This includes Council Members.

B. Definition
   Remote Interests are so minor that they do not constitute illegal conflicts of interest. Remote interests exist when a City official is:

   - A non-salaried officer or member of a nonprofit corporation doing business or requesting money from the City. Therefore, being such an officer or member would not constitute a conflict.
   - The landlord or tenant of a contracting party. For instance, a Council Member may lease office space to a party which has a private interest in a public matter without it resulting in a conflict of interest.
   - The owner of less than 1 percent of the shares of a corporation or a cooperative doing business with the City.
   - Being reimbursed only for actual and necessary expenses incurred in performance of official duties.
C. Acts not Constituting a Conflict of Interest

- Receiving municipal services on the same terms and conditions as if not a City official. Thus, when a Council Member who owns a business within the City votes for or against an increase in the business license fees, a conflict would not exist because this action would apply to all businesses in the corporate limits.

- An officer or employee of another political subdivision or public agency unless it is the same governmental entity being served who is voting on a contract or decision which would not confer a direct economic benefit or detriment upon the officer. Therefore, a Council Member who is a school teacher may vote to enter into an intergovernmental agreement with the school district, unless such agreement would confer some direct economic benefit, such as a salary increase, upon the Council Member.

- A member of a trade, business, occupation, profession, or class of persons and has no greater interest than the other members of that trade, business, occupation, or class of persons. A class must consist of at least ten members to qualify the interest as remote.

D. Declaration of a Conflict

When a substantial interest exists, the City official must:

1. Refrain from voting or in any way influencing a decision of the City Council; and
2. Declare that a conflict of interest exists and make it known in the official records of the City.

Should a situation arise wherein a majority of Council Members or a majority of a quorum of those present at a Council meeting have a substantial conflict of interest, state law provides that if the conflict of interest statutes prevent the City Council from acting as required by law in its official capacity, such action shall be allowed if the members of the Council with the apparent conflicts of interest make them known.

E. City Attorney Opinions

A Council Member’s request for an opinion from the City Attorney concerning conflict of interest is confidential. However, formal final opinions are a matter of public record and must be filed with the City Clerk. This filing requirement does not apply to verbal communications between Council Members and the City Attorney.

Council Members may seek advice from a private attorney, at their own expense, concerning potential conflicts. In such cases, no disclosure policy would apply.

E. Filing of Disclosures

The City Clerk maintains a special file for all disclosures and legal opinions of conflicts of interest.
F. Prohibited Acts (RCW 42.23.070)

- No municipal officer may use his or her position to secure special privileges or exemptions for himself, herself, or others.
- No municipal officer may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the employing municipality, for a matter connected with or related to the officer’s services as such an officer unless otherwise provided for by law.
- No municipal officer may accept employment or engage in business or professional activity that the officer might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.
- No municipal officer may disclose confidential information gained by reason of the officer’s position, nor may the officer otherwise use such information for his or her personal gain or benefit.

G. Apparent Conflict of Interest in Litigation Matters

A Council Member who is involved in support of a position contrary to an official City of Centralia action or position, as adopted or ratified by a majority of the City Council, must recuse themselves and not participate in any vote, deliberation, executive session, or distribution of confidential information regarding further consideration or action in that matter once litigation has been served or filed regarding the matter. Litigation shall include but is not limited to legal action or appeals of any type including Growth Management Hearings Board appeals.

- The fact that a Council Member voted in opposition or expressed an opinion in opposition to the official action or position prior to the filing or service of litigation shall not, by itself, be sufficient to trigger the need for recusal or non-participation.
- Once litigation has been served or filed, communication regarding the case with anyone other than City staff or legal counsel involved in the litigation of the case is strongly discouraged during the pendency of the litigation.
- Council Members shall voluntarily recuse themselves and choose not to participate under the conditions listed above; however, if Council Members fail to voluntarily recuse themselves or withdraw from participation, any other Council Member may challenge the ongoing participation and request the challenged Council Member to disclose any communication and participation with regard to the pending litigation.
- If the apparent conflict still cannot be resolved voluntarily after such challenge, a majority plus one of the council as a whole may vote to sanction and remove the challenged Council Member from further participation with regard to the pending litigation on the basis of an apparent conflict of interest.

Later legislative participation by a previously recused or sanctioned Council Member, related to the same issue, is not prevented by the provisions of this subsection once the conflict no longer exists or the litigation has terminated.
7.02 Appearance of Fairness Doctrine Defined.

When the law which calls for public hearings gives the public not only the right to attend but the right to be heard as well, the hearings must not only be fair, but must also appear to be so. It is a situation where appearances are as important as substance.

The test of whether the appearance of fairness doctrine has been violated is as follows: Would a disinterested person, having been apprised of the totality of a Councilor's personal interest in a matter being acted upon, be reasonably justified in thinking that partiality may exist? If answered in the affirmative, such deliberations, and any course of conduct reached thereon, should be avoided.

A. Types of hearings to which the doctrine applies.

1. The Appearance of Fairness Doctrine shall apply only to those actions of the Council which are quasi-judicial in nature. Quasi-judicial actions are defined as actions of the City Council which determine legal rights, duties, or privileges of specific parties in a hearing or other contested proceeding. Quasi-judicial actions do not include the legislative actions adopting, amending, or revising comprehensive, community or neighborhood plans or other land use planning documents of the adoption of area-wide zoning ordinances or the adoption of a zoning amendment that is of area-wide significance.

2. Anyone seeking to disqualify a Councilor from participating on the basis of a violation of the appearance of fairness doctrine must raise the challenge as soon as the basis for disqualification is made known or reasonably should have been made known prior to the issuance of a decision. Upon failure to do so, the doctrine may not be relied upon to invalidate the decision.

3. The party seeking to disqualify the Councilor shall state with specificity the basis for disqualification; (i.e., demonstrated bias or prejudice, for or against, a party to the proceedings, holds a monetary interest in the outcome of the proceedings, prejudgment of the issue exists prior to hearing the facts on the record, or the conducting of ex parte contact). Should such challenge be made prior to the hearing, the City Manager may direct the City Attorney to question or interview the Councilor to determine the validity of the statements and whether or not they are able to objectively consider the issue at hand and render a decision on the basis of information received. If directed to conduct an official interview, the City Attorney shall render an opinion and deliver that opinion to the City Manager and members of the Council.

4. During the pendency of a quasi-judicial proceeding, no Councilor may engage in ex parte communication (outside the hearing) with proponents or opponents of the issue, unless the Councilor: a) places on the record the substance of such oral or written communications, and b) provides a public
announcement of the content of the communication and other parties' right to rebut the substance of the communication. That rebuttal shall be made at each hearing where action is taken or considered on the subject. This does not prohibit correspondence between a citizen and his or her elected official if the correspondence is made part of the record and it pertains to the subject matter of a quasi-judicial proceeding. (RCW 42.36.060.)

7.03 Liability

The City must always approach its responsibilities in a manner that reduces risk to all involved. Nevertheless, with such a wide variety of high profile services (i.e., police, parks, roads, land use), risk cannot be eliminated. To better manage insurance and risk, the City participates in risk and loss control activities.

It is important to note that violations of certain laws and regulations by individual members of the City Council may result in the member being personally liable for damages which would not be covered by the City's insurance. Examples may include discrimination, harassment, or fraud.

Elected and appointed officials will participate in risk management training to reduce liability due to actions taken.
Chapter 8
Interaction with City Staff/Officials

8.01 City Council Non-interference

The City Council is to work through the City Manager when dealing with administrative services of the City.

In no manner, either directly or indirectly, shall a Council Member become involved in, or attempt to influence, personnel matters that are under the direction of the City Manager. Nor shall the City Council be involved in, or influence, the purchase of any supplies beyond the requirements of the City procedures.

Except for the purpose of inquiry, the Council and its members will deal with the administrative service solely through the City Manager or designee, and neither the Council nor any committee or member of a committee shall give orders to any subordinate of the City Manager.

8.02 City Council/City Manager Relationship

The employment relationship between the City Council and City Manager honors the fact that the City Manager is the chief executive of the City. All dealings with the City Manager, whether in public or private, should respect the authority of the City Manager in administrative matters. Disagreements should be expressed in policy terms, rather than in terms that question satisfaction with or support of the City Manager.

The City Manager respects and is sensitive to the policy responsibilities of the City Council and acknowledges that the final responsibility for establishing the policy direction of the City is held by the City Council.

A. Performance Evaluation

The City Council is to evaluate the City Manager on an annual basis to ensure that both the City Council and City Manager are in agreement about performance and goals based upon mutual trust and common objectives.

8.03 City Council/City Staff Relationship

City Council Member contact with City staff members, inclusive of the City Manager, will be during regular business hours, except in the case of an emergency.

8.04 City Council/City Attorney Relationship

The City Attorney, similar to other Department Director positions, is appointed by the City Manager. The City Attorney is the legal advisor for the Council, its committees, commissions and boards, the City Manager, and all City officers and employees with
respect to any legal question involving an official duty or any legal matter pertaining to the affairs of the City. The general legal responsibilities of the City Attorney are to:

1. provide legal assistance necessary for formulation and implementation of legislative policies and projects;
2. represent the City’s interest, as determined by the City Council, in litigation, administrative hearings, negotiations, and similar proceedings;
3. prepare or approve as to form ordinances, resolutions, contracts, and other legal documents to best reflect and implement the purposes and intentions of the City Council; and
4. keep City Council and staff apprised of court rulings and legislation affecting the legal interest of the city.

It is important to note that the City Attorney does not represent individual members of Council, but rather the City Council as a whole.

8.05 Roles and Information Flow

A. Council Roles

The full City Council retains the authority to accept, reject, or amend the staff recommendation on policy matters.

Members of the City Council must avoid intrusion into those areas that are the responsibility of staff. Individual Council Members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the City Council as a whole. This is necessary to protect staff from undue influence and pressure from individual Council Members, and to allow staff to execute priorities given by management and the Council as a whole without fear of reprisal. If a Council Member wishes to influence the actions, decisions, recommendations, workloads, work schedule, or priorities of staff, that member must prevail upon the Council to do so as a matter of Council policy.

B. Access to Information

The City Manager is the information liaison between Council and City staff. Requests for information from Council Members are to be directed to the City Manager and will be responded to promptly. The information requested will be copied to all members of Council so that each member may be equally informed. The sharing of information with City Council is one of the City Manager’s highest priorities.

There are limited restrictions when information cannot be provided. The City is legally bound not to release certain confidential personnel information. Likewise, certain aspects of police department affairs (i.e., access to restricted or confidential information related to crimes) may not be available to members of the City Council.
C. Staff Roles

The Council recognizes the primary functions of staff as executing Council policy and actions taken by the Council and in keeping the Council informed. Staff is obligated to take guidance and direction only from the City Manager or Department Director. This direction follows the policy guidance of the City Council as a whole. Staff is directed to reject any attempts of individual Council Members to unduly direct or otherwise pressure them into making, changing, or otherwise influencing recommendations.

City staff will make every effort to respond in a timely and professional manner to all requests for information or assistance made by individual Council Members; provided that, in the judgment of the City Manager, the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned to staff through the direction of the full City Council.

D. Significant Requests

The City Manager shall determine whether or not a matter is significant.

8.06 Staff Relationship to Advisory Bodies

Staff support and assistance may be provided to advisory boards, commissions, and task forces. Advisory bodies, however, do not have supervisory authority over City employees. While staff may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and, ultimately, the City Manager. The members of the commissions, boards, or committees are responsible for the functions of the advisory body. The chairperson is responsible for committee compliance with the municipal code and/or committee bylaws. Staff members are to assist the advisory body chair to ensure appropriate compliance with state and local laws and regulations.

Staff support includes: (1) preparation of a summary agenda after approval by the chairperson; (2) preparation of reports providing a brief background of the issues, a list of alternatives, recommendations, and appropriate backup materials, if necessary; and (3) preparation of minutes of advisory body meetings. Advisory body members should have sufficient information to reach decisions based upon a clear explanation of the issues.

Advisory bodies wishing to communicate recommendations to the City Council shall do so through adopted Council agenda procedures as outlined in Section 8.05(C) of this manual. In addition, when an advisory body wishes to correspond with an outside agency, correspondence shall be reviewed and approved by the City Manager and Department Head.
Chapter 9
Rules & Procedures Administration

9.01 Biennial Review

The City Council will review and revise the City Council Rules & Procedures as needed, or every two years.

9.02 Adherence to Rules and Procedures

A. Each Council Member shall have the duty and obligation to review the rules and procedures and be familiar with its provisions.

B. During City Council discussions, deliberations, and proceedings, the Mayor will be primarily responsible to ensure that the City Council, staff, and members of the public adhere to the Council’s adopted Rules & Procedures.

C. Knowing and/or willful failure to adhere to the provisions of the rules and procedures may subject a Council Member to enforcement and sanctions as follows:

1. Upon determining that there is credible evidence that a Council Member has, or may have, engaged in knowing and/or willful action or omission that constitutes failure to adhere to the provisions of the rules and procedures, the Mayor or the Mayor Pro-Tem, in the event that the Mayor is the Council Member alleged to have engaged in such action or omission, may call upon the Council to determine whether such knowing and/or willful action or omission has occurred, and the sanctions, if any, to be imposed.

2. Prior to conducting any hearing on an alleged failure to adhere to the provisions of the rules and procedures, the Mayor or Mayor Pro-Tem shall provide written notice to the Council Member alleged to have engaged in such failure to adhere at least ten (10) calendar days prior to calling for such hearing. The written notice shall identify the specific provisions of the rules and procedures with which the Council Member is alleged to have failed to adhere and the facts supporting such allegation.

3. Upon call by the Mayor or Mayor Pro-Tem, a majority of a quorum of the Council shall vote on whether to hold a hearing to determine the existence of an act or omission constituting a failure to adhere and the sanctions, if any, to be imposed. If such hearing is approved by the Council, the hearing shall be held at a time and place specified in the motion approving such hearing.
(4) At such hearing, the Council shall determine whether there is a preponderance of credible and substantial evidence indicating that a Council Member has knowingly and/or willfully acted or failed to act in a manner constituting a failure to adhere to the provisions of the rules and procedures. The Council Member alleged to have failed to adhere to the provisions of the rules and procedures shall have the right to present evidence and testimony. The finding of the existence of such knowing and/or willful failure to adhere shall be determined by motion approved by a majority of the Council plus one.

(5) Upon finding that a knowing and/or willful failure to adhere to the provisions of the rules and procedures has occurred, the Council shall proceed to determine whether the sanctions, if any, should be imposed. Appropriate sanctions may include, but are not limited to, the following:

(i) Public censure;
(ii) Removal of appointment to extra-territorial boards, committees, or commissions; and
(iii) Removal of appointment to Council boards or committees

9.03 City Attorney as Rules & Procedures Advisor

The City Attorney shall assist the Mayor and serve as an advisor for interpreting the City Council’s adopted Rules & Procedures.

9.04 Adherence to Non-interference Ordinance

The City Council delegates to the Mayor the responsibility to discuss with any Council Member, on behalf of the full Council, any perceived or inappropriate interference or encroachment of administrative services. The Mayor will discuss with the Council Member the action and suggest a more appropriate process or procedure to follow. After this discussion, if inappropriate action continues, the Mayor will report the concern to the full Council.

9.05 Applicability of Rules & Procedures

The City Council Rules & Procedures shall also apply when the Council is sitting as another entity or agency. The role of Mayor and Mayor Pro-Tem shall be interchangeable with the Chair and Vice Chair, or President or Vice President, when sitting as another entity.
Exhibit A

Personnel Policies for

the City of Centralia

Revised March 2010
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CHAPTER 1
GENERAL

1.1 PURPOSE/SCOPE.

(a) This manual is a general informational guide to the City's current employment policies and shall not be construed as a contract. The City reserves the right to amend, delete, supplement, or rescind any of the provisions of this manual, as the City deems necessary and appropriate, without advance notice. These policies shall not be construed to create contractual rights or any type of promise or guarantee of specific treatment upon which any employee may rely. The City also reserves the right to deviate from these policies in individual situations, particularly in an emergency, in order to achieve its primary mission of providing orderly and cost efficient services to its citizens.

(b) These personnel policies shall apply to all City employees. They shall not apply to elected officials and independent contractors. In the event of conflict between any provision of this manual and any provision of a valid and effective collective bargaining contract or in cases where the application of these policies would conflict with applicable Civil Service rules and regulations, the provisions of the labor contract and/or the Civil Service rules shall govern. In all other cases, these policies shall govern.

(c) Unless specific rights are granted to them in employment contracts, civil service rules, or elsewhere, all employees of the City are considered at-will employees and may be terminated from City employment at any time, with or without cause and with or without notice.

1.2 EQUAL EMPLOYMENT OPPORTUNITY.

(a) The City is an equal employment opportunity employer. The City employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's sex, race, color, religion, national origin, pregnancy, age, marital status, sexual orientation, physical or mental condition or disability or history of condition or disability (except where physical or mental abilities are a bona fide occupational requirement and the individual is not able to perform the essential functions of the position even with reasonable accommodations).
1.3 HARASSMENT.

(a) It is City policy that all employees have a right to work in an environment free of discrimination, which includes freedom from harassment—whether that harassment is based on sex, age, race, national origin, religion, sexual orientation, marital status, or membership in other protected groups. The City prohibits harassment of its employees in any form—by supervisors, coworkers, customers, or suppliers.

(b) Such conduct may result in disciplinary action up to and including dismissal of the employee who harasses others. With respect to nonemployees, offending customers and suppliers will be asked to leave and not to return.

(c) Specifically, no supervisor shall threaten or insinuate either explicitly or implicitly that any employees' submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

(d) Other harassing conduct in the workplace, whether physical or verbal, committed by supervisors or others is also prohibited. This includes: slurs, jokes or degrading comments concerning sex, age, race, national origin, religion, sexual orientation, marital status, or membership in other protected groups; repeated offensive sexual flirtation, advances, or propositions; continual or repeated abuse of a sexual nature; graphic verbal comments about an individual's body; and the display in the workplace of sexually suggestive objects or pictures.

(e) Employees who have complaints of harassment should report such conduct to their supervisors or the human resource department. Employees who observe harassment should also report such conduct to their supervisors or the human resource department. The City will investigate the matter. Where investigations confirm the allegations, appropriate corrective action will be taken. All employees are expected to cooperate with the investigation. Failure to do so may lead to discipline, including dismissal. Information provided by individual employees in the course of an investigation will be treated as confidential and only be provided to those who have a need for the information or when it is required in the course of investigating the complaint. Providing false information provided in the course of an investigation is grounds for discipline, including dismissal.
1.4 DEFINITIONS.

(a) **Department Head:** An at-will employee who has responsibility for directing one or more departments.

(b) **Immediate Family:** An employee's immediate family includes the employee's spouse, child, parent, brother or sister, step-parent, step-child, mother or father-in-law, son or daughter-in-law, grandparent, grandchild, or other relative living in the employee's household. The term also includes a spouse's stepparents, brothers, and sisters.

(c) **Regular Full-Time Employee:** An employee who has completed his/her trial period and who regularly works a minimum of forty (40) hours a week on a continuing basis.

(d) **Regular Part-Time Employee:** An employee who works less than forty (40) but at least twenty (20) hours a week on a continuing basis and is eligible for pro-rated City benefits.

(e) **Temporary Employees:** Temporary employees are defined as those employees who hold jobs of limited duration arising out of special projects, abnormal work loads or emergencies. Temporary employees are not eligible for City benefits.

1.5 **EMPLOYEE PERSONNEL RECORDS.**

(a) The City maintains personnel records for applicants, employees, and past employees to document employment decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements.

(b) The City seeks to balance its need to obtain, use, and retain employment information with a concern for each individual's privacy. To further this goal, it seeks to maintain only the personnel information that is necessary for the conduct of its business or required by federal, state, or local law. The Human Resources department is responsible for overseeing recordkeeping for all personnel information and will specify what information should be collected and how it should be stored and secured.

(c) Employees have a responsibility to keep their personnel records up to date and should notify the Human Resources department in writing of any changes in any of the following:

1. Name
2. Address
3. Home number, cell number and/or email address
4. Marital status (for benefits and tax withholding purposes only)
5. Number of dependents (for benefits and tax withholding purposes only)
6. Addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes only)
7. Beneficiary designations for any of the company's insurance, disability and retirement plans
8. Persons to be notified in case of emergency

(d) In addition, employees who have a change in the number of dependents or marital status are to complete a new form W-4 or similar state form for income tax withholding purposes.

(e) Upon written request, employees may inspect their own personnel records and may copy, but not remove, documents in the file. Likewise, in accordance with applicable law, employees may inspect their medical records and may copy, but not remove, documents in the file. A written request to inspect a personnel file should be submitted to the Human Resources department and appointments will be scheduled at a mutually convenient time. All inspections must be conducted in the presence of a designated member of the Human Resources department. Employees will be charged for the cost of making copies of documents in the personnel file.

(f) Employees who believe that any file material is incomplete, inaccurate, or irrelevant may submit a written request for revisions to the Human Resources department. If the request is not granted, the employee may place a written statement of disagreement in the file.

(g) Only supervisory and management employees who have a business-related need-to-know may inspect the personnel files of other employees. The inspection must be approved by the Human Resources department.

(h) Employees are to refer all requests from outsiders for personnel information concerning applicants, employees, and past employees to the Human Resources department. The Human Resources department normally will release personnel information only in writing and normally only after obtaining the written consent of the individual involved. Exceptions may be made to cooperate with legal, safety, and medical officials who need specific employee information or as required by applicable law. In addition, exceptions may be made to confirm general information, such as the employee's dates of employment, title, job location, and current salary.

(i) When a third party makes a request to inspect an employee's personnel file, the City will generally give the employee notice before granting access unless the law prohibits the employer from informing the employee of the request.
1.6 REFERENCES.

(a) The City does not give references, other than to confirm the dates of employment and last salary, without the express written consent of the employee.

(b) Only the department head, personnel officer or the city manager will provide employment references on current or former City employees.

CHAPTER 2
HOURS AND ATTENDANCE

2.1 WORKING HOURS.

(a) The City's standard work week is Monday through Friday from 8:00 a.m. to 5:00 p.m. with a one-hour unpaid lunch period.

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

(c) Part-time and temporary employees will work hours as specified by their department heads.

2.2 HOURS OF WORK AND OVERTIME.

(a) All City positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act ("FLSA") regulations.

(b) For most City employees, the established work period is forty (40) hours within a seven (7) day work week. For law enforcement employees, the established work period is ninety-two (92) hours during a fifteen (15) day period. For fire protection personnel, the established work period is one hundred eighty-two (182) hours within a twenty-four day period.

(c) Non-exempt employees are entitled to additional compensation, either in cash or compensatory time off, when they work more than forty (40) hours in a work week.

(d) All overtime must be authorized in advance and in writing by the employee's department head.
(e) Overtime pay is calculated at one and one-half times the employee's regular rate of pay for all time worked beyond the established work period.

(f) When computing overtime, holidays, sick leave and vacation time are not counted as hours worked.

(g) Exempt employees are not covered by the FLSA overtime provisions and do not receive either overtime pay or compensatory time in lieu of overtime pay.

2.3  COMPENSATORY TIME.

(a) Non-exempt employees entitled to overtime pay may elect to receive compensatory time off instead of cash payment. This is approved on a case-by-case basis by the employee's department head. If the compensatory time option is exercised, the employee is credited with one and one-half times the hours worked as overtime. Maximum accruals of compensatory time shall be limited to forty (40) hours for regular employees, seventy-two (72) hours for fire personnel and eighty (80) hours for uniformed police personnel. After maximum accrual, overtime compensation shall be paid.

(b) Employees may use compensatory time within a reasonable time period after making a request to their department head, unless doing so would unduly disrupt City operations. Compensatory time should be used for short term absences from work during times mutually agreed to by the employee and his/her department head. Accumulation of compensatory time to be used as a substitute for extended vacation time off is not normally permitted.

(c) If an employee is unable to use accrued compensatory time within a reasonable period, usually ninety (90) days, the employee will be paid his/her original overtime wage. The City may authorize accruals of additional compensatory time, up to a maximum of 240 hours.

2.4  ATTENDANCE.

(a) Punctual and consistent attendance is a condition of employment. Each department head is responsible for maintaining an accurate attendance record of his/her employees.

(b) Employees unable to work or unable to report to work on time should notify their supervisor as soon as possible, ordinarily before the work day begins or within thirty (30) minutes of the employee's usual starting time. If an absence continues beyond one day, the employee is responsible for reporting in each day. If the supervisor is unavailable, the employee may leave a message with his/her designated representative, stating the reason for being late or unable to report for work.
(c) During times of inclement weather or natural disaster as determined by the City Manager or his/her designee, it is essential that the City continue to provide vital public services. Therefore, it is expected that employees make every reasonable effort to report to work without endangering their personal safety.

An employee who is unable to get to work or leaves work early because of inclement weather conditions or natural disaster as determined above may charge the time missed to: vacation, sick leave or compensatory time. Employees shall be permitted to use leave without pay rather than paid time off at their request or the employee may choose to make up the time later in the week, as long as it does not cause overtime. The work week is Sunday through Saturday unless you are covered by a different department policy or contract. The employee shall advise the supervisor by phone as in any other case of late arrival or absence.

Tardiness due to an employee’s inability to report for scheduled work because of severe inclement weather, conditions caused by severe inclement weather or significant disruptions of the transportation system as determined above, will be allowed up to one and one-half hour at the beginning of the work day. Tardiness under this policy in excess of one and one-half hour shall be charged as provided above.

(d) An employee who is absent without authorization or notification is subject to disciplinary action, including possible termination.

2.5 BREAKS AND MEAL PERIODS.

Employees shall take one (1) fifteen-minute paid break for every four hours worked. All breaks shall be arranged so that they do not interfere with City business or service to the public. Meal periods shall be scheduled by the employee's department head. The scheduling of meal periods may vary depending on department workload. Meal periods are unpaid and usually one hour in length.

2.6 CALL BACK.

All employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. A refusal to respond to a call back is grounds for immediate disciplinary action, including possible termination. Employees called back to duty will be paid their appropriate rate of pay for hours worked (the overtime rate, if applicable.)
2.7 **PAYROLL RECORDS**

The official payroll records are kept by the Personnel Department. Each department head shall turn in on a monthly basis a signed work record for each employee within their department, noting hours worked, leave taken and overtime worked.

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**CHAPTER 3**

**RECRUITING AND HIRING**

3.1 **RECRUITING**

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

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

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

3.2 **HIRING**

(a) When a position becomes vacant and prior to any posting or advertisement of the vacancy, the department head shall review the position, its job description and the need for such a position. The department head will prepare and submit a written request to fill the position to the City Manager. The position will be posted and/or advertised only after the City Manager has approved the request. When hiring, all vacancies for City employment shall be opened to the general public, and shall be advertised both within the City and in the appropriate media.

(b) Residency within the City shall not be a condition of initial appointment or continued employment. However, that an employee's selection of residence and resulting problems with daily commuting shall not excuse the requirements regarding attendance and daily performance of his/her duties and responsibilities.
(c) Applicants for positions in which the applicant is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants with poor driving records, as determined by the City, may be disqualified for employment with the City in positions requiring driving.

(d) The City may administer pre-employment examinations to test the qualifications and ability of applicants, as determined necessary by the City. The City may contract with any competent agency or individual to prepare and/or administer examinations.

(e) After an offer of employment has been made and prior to commencement of employment, the City may require persons selected for employment to successfully pass a medical examination, which may include testing for alcohol and controlled substances. The purpose of the examination is to determine if the individual is physically able to perform the job and to ensure his/her physical condition will not endanger the health, safety or well-being of other employees or the public. The offer of employment may be conditioned on the results of the examination.

(f) A candidate may be disqualified from consideration if: (1) found physically unable to perform the duties of the position (and the individual's condition cannot reasonably be accommodated in the workplace); (2) the candidate refuses to submit to a medical examination or complete medical history forms; or (3) if the exam reveals use of alcohol and/or controlled substances.

3.3 TEMPORARY EMPLOYEES.

(a) With approval of the department head, temporary employees may be used during emergencies or other peak workload periods, to temporarily replace regular employees absent due to disability, illness, vacation or other approved leave, or to temporarily fill a vacancy until a regular employee is hired.

(b) Temporary employees may be hired without competitive recruitment or examination.

(c) Temporary employees eligible for PERS I may not work more than 70 hours a month for more than five months in a twelve month period. Temporary employees eligible for PERS II may not work more than 90 hours a month for more than five months in a twelve month period.

(d) Temporary employees are eligible for overtime pay as required by law. Temporary employees are not eligible and do not receive retirement, vacation, sick leave, health insurance, holiday or any other benefits during their employment.
3.4 **TRIAL PERIOD**.

(a) All newly hired employees or former employees who have been rehired or employees promoted to a new classification enter a trial period which is considered an integral part of the selection and evaluation process. During the trial period an employee is required to demonstrate suitability for the position through actual work performance.

(b) The normal trial period is six (6) months from the employee's date of hire, rehire or promotion; however, longer periods may be established for positions requiring technical, professional, specialized, unusual or unique skills or qualifications.

(c) An employee's trial period may be extended for up to an additional six (6) months (when needed due to circumstances such as extended illness or a need to continue to evaluate marginal performance) to properly evaluate the employee's performance. The trial period will not be shortened for any reason.

(d) Trial employees accrue vacation and sick leave but are not eligible to use vacation until after their trial period is completed.

(e) During the trial period, the employee may be terminated at any time.

(f) When a department head determines an employee has satisfactorily completed the trial period, the department head shall prepare a written performance evaluation, which will be reviewed by the City Manager. If the trial period is satisfactorily completed, the employee may be certified to regular employment status.

3.5 **EMPLOYMENT OF RELATIVES (NEPOTISM).**

(a) Employees' relatives will not be employed by the City under any of the following circumstances:

   1. Where one of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other;

   2. Where one party would be responsible for auditing the work of the other;

   3. Where both parties would report to the same immediate supervisor;
(4) Where other circumstances might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the City; or

(b) " Relatives" include an employee's parent, child, spouse, brother, sister, in-laws and step relationships.

(c) If two employees marry, become related or begin sharing living quarters with one another, and in the City's judgment, the potential problems noted above exist or reasonably could exist, only one of the employees will be permitted to stay with the City, unless reasonable accommodations, as determined by the City Manager, can be made to eliminate the potential problem. The decision as to which relative will remain with the City must 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 has been made during this time, the City reserves the right to terminate either employee.

3.6 PROMOTIONS AND TRANSFERS.

(a) The City encourages current City employees to apply for vacant City positions for which they are qualified. Promotions and transfers are based on the department head's recommendation, work force requirements, performance evaluations, job descriptions and related City requirements.

(b) Regular employees are eligible for promotion, transfer or voluntary demotion. To be considered for another position, an employee must have satisfactorily completed his/her trial period and possess the qualifications for the vacant position, unless such requirements are waived by the City Manager in the best interests of the City.

CHAPTER 4
COMPENSATION

4.1 SALARY CLASSIFICATION AND GRADES.

Each job title within the City is classified into one of the City's classifications for salary purposes, based on job qualifications, level of responsibility, difficulty, working conditions, skill, hazard, and amount of supervision required for the specific job title. Each classification is designated a particular salary or salary range shown on the City's salary and wage schedule, which is approved annually by the City Council by budget adoption.
4.2 **EMPLOYEE PAY RATES.**

(a) Employees shall be paid within the limits of the wage range to which their positions are assigned.

(b) Usually, new employees will start their employment at the minimum wage rate for their classification. However, a new employee may be employed at a higher rate than the minimum when the employee's experience, training or proven capability warrant, or when prevailing market conditions require a starting rate greater than the minimum.

(c) Pay increases are contingent on satisfactory performance. If an employee's performance is consistently unsatisfactory, the department head may defer a scheduled pay increase for a stipulated period of time or until the employee's job performance is satisfactory.

(d) The City Manager may propose and the City Council may grant an across the board pay adjustment (cost-of living increase) from time to time, raising the salaries of all positions by a specified amount within a defined group of classifications. Such adjustments, if any, will not change an employee's pay anniversary date.

4.3 **PAYDAYS.**

City employees are paid monthly on the 5th of each month with a draw check on the 20th of each month. If a regularly scheduled payday falls on Saturday, Sunday, or a holiday, paychecks will be distributed on the last working day prior to the 5th or 20th.

4.4 **DEDUCTIONS.**

Some regular deductions from the employee's earnings are required by law; other deductions are specifically authorized by the employee. The City will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee, applicable union contract, or statute.

4.5 **TRAVEL AWAY FROM THE CITY.**

All travel away from the City must be approved in advance by the department head and/or City Manager. If private automobiles are used, employees will be reimbursed at the currently approved rate.
4.6 TRAVEL EXPENSE REIMBURSEMENT.

(a) City employees will be reimbursed for reasonable and customary expenses actually incurred in connection with the business of the City, including food, lodging and travel expenses while away, but excluding any expenses for alcoholic beverages. Tips, not to exceed 15%, for meals, taxis, or baggage handling are reimbursable.

(b) Requests for reimbursement, including receipts, shall be submitted on an expense report form signed by the employee and the department head.

(c) The Finance Office shall prepare, maintain, and distribute a current listing of approved rates for mileage, subsistence, and lodging.

(d) Mileage
Employees will be reimbursed for mileage at the current IRS rate per mile for the use of their private vehicle.

(e) Lodging
Lodging must be pre-approved by the Department Director or the City Manager. Cost reductions should be considered as much as possible. No lodging will be paid for travel less than 50 miles from Centralia or the employee’s home, whichever is closer, without specific approval of the City Manager.

(f) Subsistence
Employees traveling on City business are entitled to reimbursement for subsistence at the indicated rates. As an entitlement, the employee will receive the amount indicated when attending a function on City business, which requires travel and extends through the indicated meal period. The indicated meal period is defined as follows:

(1) Breakfast – the employee is in travel status at or before 7 a.m. and continuously until after 9 a.m.

(2) Lunch – the employee is in travel status continuously between 11 a.m. and 2 p.m.

(3) Dinner – the employee is in travel status at or before 4 p.m. and continuously until 6 p.m. or after.

No receipts are required for an entitlement. If the function the employee is attending provides a meal as a part of the registration or at no charge, the employee will not receive an entitlement for that meal.
Receipts for lodging, parking, taxis, or other services are required. ONLY meals are an entitlement and do not require a receipt.

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**HIGH COST #1**
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- Bellingham
- Kelso/Longview
- Lynnwood/Everett
- Ocean Shores

**HIGH COST #2**
- Friday Harbor
- Port Angeles
- Vancouver
- Seattle
- Spokane

### 4.7 COMPENSATION UPON TERMINATION

When an employee who has completed his/her trial period resigns or is terminated, the employee will receive the following compensation:

(a) Regular wages for all hours worked up to the time of termination which have not already been paid.

(b) Any overtime or holiday pay due.

(c) A lump sum payment of any accrued but unused vacation and compensatory time.

(d) One-half of unused sick leave, up to and including (but not exceeding) ninety days of accumulated sick leave (which would result in compensation for 45 days).

### 5.1 PERFORMANCE EVALUATIONS

(a) To achieve the City's goal to train, promote and retain the best qualified employee for every job, the City conducts periodic performance evaluations for all positions.

(b) The Personnel Officer is responsible for developing and maintaining the City's performance evaluation program.
(c) Employees are to be evaluated by their department heads prior to completion of their trial period and at least once every 12 months thereafter.

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

5.2 TRAINING POLICY.

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

CHAPTER 6
BENEFITS

6.1 RETIREMENT BENEFITS.

(a) The City makes contributions on behalf of all eligible employees to the Social Security System in addition to those contributions made by the employee through FICA payroll deductions.

(b) All regular uniformed employees in the police and fire departments are covered by the Law Enforcement Officers' and Firefighters' Retirement System (LEOFF). Benefit levels and contribution rates are set by the State of Washington.

(c) All regular full-time and eligible part-time non-uniformed employees are covered under the Public Employees Retirement System (PERS). Benefit levels and contribution rates are set by the State of Washington.

(d) Employees intending to retire should notify their department head of their intent to retire at least three months prior to the date of retirement.

6.2 DISABILITY BENEFITS.

(a) All employees, except those covered by LEOFF I, are covered by the State Industrial Insurance program (worker's compensation). This type of insurance covers employees in case of on-the-job injuries or job-related illnesses. For qualifying cases, State Industrial Insurance will pay the employee for work
days lost for any disability resulting from job-related injuries or illnesses. All job-related accidents should be reported immediately to the employee's department head.

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

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

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

6.3 INSURANCE BENEFITS.

(a) Employees are eligible to participate in the City's insurance programs. The programs and criteria for eligibility will be explained at the time the employee becomes eligible to join. The City reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable.

(b) Upon mutual agreement between the employee and the City, and in accordance with the terms and conditions of the insurance policy, the City will continue health insurance coverage at the employee's expense during an approved unpaid leave of absence. COBRA continuation rights may apply in the event coverage is not extended through the City.

(c) While an employee is receiving Worker's Compensation benefits, the City may continue to pay the employee's health insurance premiums for one (1) month, after which the employee may choose to use his/her COBRA rights and self-pay insurance premiums.

(d) Upon an employee's termination from City employment, at the employee's option and expense, the employee may elect to continue City health insurance
benefits to the extent provided under COBRA. Continuation rights are not available if an employee is terminated for "gross misconduct."

(e) An administrative handling fee over and above the cost of the insurance premium may be charged the employee or his/her dependents who elect to exercise their COBRA continuation rights.

6.4 **UNEMPLOYMENT COMPENSATION**.

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

**CHAPTER 7**

**LEAVES OF ABSENCE AND TIME OFF**

7.1 **LEAVES**.

The City has nine (9) different types of leave:

(a) Vacation leave.
(b) Sick leave.
(c) Leave without pay.
(d) Jury and Witness leave.
(e) Military leave.
(f) Administrative leave.
(g) Family leave.
(h) Bereavement leave.
(i) Executive leave.

7.2 **VACATION**.

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

<table>
<thead>
<tr>
<th>Years of Employment</th>
<th>Vacation Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5 years</td>
<td>8 hours/month</td>
</tr>
<tr>
<td>6-11 years</td>
<td>10 hours/month</td>
</tr>
<tr>
<td>12-18 years</td>
<td>13.33 hours/month</td>
</tr>
<tr>
<td>19+ years</td>
<td>16.67 hours/month</td>
</tr>
</tbody>
</table>
(b) All new employees must satisfactorily complete their trial period to be entitled to use of vacation leave. Regular part-time employees will receive vacation on a pro-rata basis. Temporary employees are not eligible for any vacation benefits.

(c) Each department is responsible for scheduling its employees' vacations without undue disruption of department operations.

(d) The maximum number of vacation hours which may be carried over from one month to the next is 240 hours. In cases where City operations have made it impractical for an employee to use vacation time, the department head with the approval of the City Manager may authorize additional accruals. Employees will be paid for unused vacation time upon termination of employment.

7.3 **SICK LEAVE**.

(a) All full-time regular employees, except LEOFF I employees, accrue sick leave benefits at the rate of eight (8) hours for each calendar month of continuous employment, up to a maximum of 960 hours of accumulated sick leave. Regular part-time employees may accrue sick leave benefits on a pro-rata basis according to hours worked.

(b) Employees accrue and may use sick leave during their trial periods. Temporary employees do not earn sick leave benefits. Employees do not accrue sick leave benefits during a leave without pay.

(c) Sick leave covers those situations in which an employee is absent from work due to:

(1) Physical injury or illness to the employee;

(2) The need to care for the employee's spouse, parent, or dependent children under the age of 18 who are ill.

(3) Medical or dental appointments for the employee, spouse or dependent child, provided that the employee must make a reasonable effort to schedule such appointments at times which have the least interference with the work day;

(4) Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others;

(5) Use of a prescription drug which impairs job performance or safety;
(6) Actual periods of temporary disability associated with pregnancy or childbirth. Employees may request additional time off beyond the actual period of disability; vacation leave, family leave, compensatory time, or leave without pay may be used.

(d) A doctor's certificate may be required when an employee is absent for a period in excess of three (3) days. The City may also request the opinion of a second doctor at the City's expense to determine whether the employee suffers from a chronic physical or mental condition which impairs his/her ability to perform the job. Employees who are habitually absent due to illness or disability may be terminated if their disability cannot be reasonably accommodated and/or when the employee’s absenteeism prevents the orderly and efficient provision of services to the citizens of the City. However, absences approved pursuant to a work related injury, the City’s reasonable accommodation policy or leave policy (e.g., FMLA Leave) will not be used for discipline purposes.

(e) Employees who use all their accumulated sick leave and require more time off work due to illness or injury may, with the City Manager's prior approval, take leave without pay.

(f) Employees will be paid for any unused sick leave upon leaving City service for any reason as provided for in Section 4.7 (d).

(g) If an employee suffers an on-the-job injury which results in the use of paid sick leave and receives a time-loss check from the Department of Labor & Industries, the State check shall be turned over to the City, which will "pay back" the employee a proportionate share of the sick leave used.

7.4 LEAVE WITHOUT PAY.

(a) The city manager may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as prolonged illness, parenting, caring for an ill relative, pursuing an education, or fulfilling a military obligation in excess of fifteen (15) days per year.

(b) Only regular full-time and part-time employees who have satisfactorily completed their trial period are eligible for leave without pay. The following requirements apply:

(1) Leave may be granted to an employee for a period of up to ninety (90) days upon the approval of the city manager. Further extensions are at the discretion of the city manager.
(2) Accrued compensatory time, if any, and vacation leave must be exhausted prior to taking any leave without pay.

(3) An employee's benefits are suspended during the period of unpaid leave until the employee returns to work. Vacation, sick leave and/or any other benefits do not accrue while an employee is on leave without pay.

(4) In certain circumstances, self-payment of benefits may apply. See Section 6.3 on Insurance Benefits.

(5) An employee who fails to report promptly at the end of the unpaid leave is presumed to have resigned. An employee returning from a temporary disability may, at the City's option, return to the same position or similar position at a comparable rate of pay.

(6) If the leave without pay is due to an illness, the City may require a doctor's certificate stating that the employee is capable of returning to work and performing the work, duties and responsibilities of the employee's position.

7.5 **JURY AND WITNESS LEAVE**.

(a) Employees may be granted time off with pay to serve on a jury or as a court witness. If an employee is summoned during a critical work period, the City may ask the employee to request a waiver from duty.

(b) An employee granted such leave shall reimburse the City for any pay received while serving as a juror or witness. Other compensation, such as mileage expenses, need not be returned as they are considered expense reimbursements.

7.6 **ADMINISTRATIVE LEAVE**.

On a case-by-case basis, the City may place an employee on administrative leave with pay for an indefinite period of time, as determined by the city manager to be in the best interests of the City during the pendency of an investigation or other administrative proceeding.

7.7 **MILITARY LEAVE**.

(a) Employees who are members of the National Guard or federal reserve military units may be absent from their duties, with pay, for a period of up to twenty-one (21) days each year beginning October 1st and ending the following September 30th so that the employee may report for active duty, when called,
or take part in active training duty in such manner and at such time as the employee may be ordered to active duty or active training duty. Any authorized leave in excess of 21 calendar days will be charged pursuant to other applicable federal and state laws or to leave without pay or annual leave at the option of the employee.

(1) The request for military leave shall be in writing, and submitted to the employee's supervisor at least 24 hours in advance, and longer if specified by individual departments. Employees are required to notify their supervisors at the earliest possible date upon learning of scheduled military training.

(2) The request for military leave shall be accompanied, whenever possible, with a signed, certified copy of official orders placing the employee on an active duty status.

(b) In addition to its other policies regarding the military reserve status of its employees, the requirements of RCW Sections 73.16.031 and 73.16.035 and the Veterans' Re-employment Rights Act, as amended, 38 USC Section 202-2026, the City of Centralia shall for any regular, full-time employee called to active military duty by an order of the President of the United States provide the following:

(1) Grant leave of absence for a period of up to 4 years. Extensions may be granted beyond 4 years if the employee continues active duty at the request and for the convenience of the federal government.

(2) Continue accruals of sick leave and vacation benefits during the time of active military duty subject to those limitations and maximums specified in the City's Personnel Rules and Regulations. The rate of accrual for these benefits will be calculated by current rules allowing service time credit for active military duty.

(3) Continue payment of the City share of premiums for medical and health insurance during active military duty, provided however, coverage under the military insurance plan for reservists is not obtained by the employee.

(4) The City will make provision for payment of the City share of contributions to LEOFF or PERS during the time of active military service upon the employee's return to work. Retirement credit for such time may also be obtained, but will require personal contact by the employee with the applicable retirement system to determine how this may be accomplished.
(5) Return to active employment with the City will be allowed provided all of the following conditions are met:

a. The employee has been discharged or released from duty under honorable conditions and reports for work within 90 days of such discharge or release.

b. The employee held a full-time position at the time he or she was called to active military duty.

c. The employee left City employment for the purpose of going on active military duty.

d. That the employee does not remain on active duty more than four years unless additional continued service is at the request and for the convenience of the federal government.

(6) Upon City approval of return to work from active military duty, the employee shall be re-instated to his former position at base pay plus any cost of living adjustments and or position reclassifications which occurred during the period of his or her active military duty.

(7) Should any former full-time City employee return from active military duty having sustained injuries, physical or mental impairments which preclude return to her or his former position, the City of Centralia will make a good faith effort to find other employment with the organization which can be performed to City standards by such employee. If no such positions are available, the City will maintain an eligibility list for a period of two years following the completion of the military action. Top position on such eligibility list will be assigned to employees disabled during active military duty and shall be otherwise ranked by seniority standing in the City service.

(8) The City of Centralia reserves the right to review this policy from time to time and to make such changes deemed by the Mayor and Council to be necessary and appropriate.
7.8 **HOLIDAYS**.

(a) The following holidays are recognized by the City:

- **New Years Day**: January 1
- **Martin Luther King's Birthday**: 3rd Monday in January
- **President's Day**: 3rd Monday in February
- **Memorial Day**: Last Monday in May
- **Independence Day**: July 4
- **Labor Day**: 1st Monday in September
- **Veteran's Day**: November 11
- **Thanksgiving Day**: 4th Thursday in November
- **Day after Thanksgiving**: Day after Thanksgiving
- **Christmas Day**: December 25
- **Floating Holiday**

(b) Each employee may select a floating holiday, after consultation with and approval by the department head and subject to the approval of the city manager. All floating holidays must be taken during the calendar year and may not be carried forward from one year to the next.

(c) Any holiday falling on Saturday will be observed on the preceding Friday. Any holiday falling on Sunday will be observed on the following Monday.

(d) At the city manager's discretion one-half (1/2) day of paid leave on the day before Christmas or the day before New Year's Day may be allowed; provided, however, no single employee shall receive paid leave on both days.

(e) Non-exempt regular full-time or part-time employees will be paid for the holiday plus one and one-half times their regular rate of pay for any time worked on the holiday. Such time must be pre-authorized by the department head.

(f) Temporary employees will be paid at their regular straight-time rate for hours worked on a holiday.
(g) New employees hired prior to July 1 will be entitled to a floating holiday for that year. New employees hired after that date do not receive a floating holiday in the year hired.

(h) All permanent full-time employees shall be paid for holidays observed as they occur. A regular, full-time employee who does not work on the day a holiday is observed shall receive eight hours pay at the employee's straight time rate, so long as the employee reports for work or is on approved absence on the regularly scheduled work days both immediately preceding and immediately following the holiday. If the holiday falls during an employee's vacation, the employee will be paid for the holiday and the holiday absence will not be charged against the employee's accrued vacation benefits.

7.9 **RELIGIOUS HOLIDAYS**

If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with his/her department head's approval, take the day off using vacation, compensatory time, or leave without pay.

7.10 **FAMILY LEAVE**

A permanent employee who has worked at least an average of 25 hours a week for one year or more may be entitled to 12 work weeks of unpaid leave every 12 months for:

(a) a serious health condition that makes the employee unable to perform the functions of their job;

(b) care of an immediate family member with a serious illness; or

(c) care of a newborn child or adopted child under the age of six.

(d) when a spouse, son, daughter, parent or next-of-kin is a military service member is on active duty or notified of a call to duty for any "qualifying exigency." (As of the preparation of this policy, the federal government had not yet defined "qualifying exigency."

In addition, up to 26 weeks of leave is available to care for a recovering military service member unable to perform his or her military duties. The service member must be a spouse, son, daughter, parent, or next-of-kin of the employee.

As used in this Chapter 7.10, "immediate family member" is limited to the employee's spouse, parent, or child (natural or adopted).
If both parents are employed by the City, they together are entitled to 12 work weeks combined of unpaid leave in a 12-month period for the care of a newborn or adopted child or seriously ill parents, and leave will be granted to only one parent at a time. Each parent can take the full 12 work weeks for your own serious illness or for the care of an immediate family member with a serious illness. Parental leave taken for the care of a newborn or newly adopted child must be completed within 12 months of the child's birth or placement for adoption.

For pregnancy related disability, in addition to the 12 weeks of family leave, you may receive sick leave for the actual period of disability related to the pregnancy.

The City may exempt some managerial employees from this leave. Questions relating to whether an employee is exempt should be directed to the Personnel Officer.

Accumulated leave, paid or unpaid, to which an employee may otherwise be entitled, must be used prior to using family leave.

RETURN FROM LEAVE:

Upon returning from family leave, employees are entitled to return to the same position held when the leave commenced or to a position with equivalent benefits and pay. If due to a change in circumstances neither of these options is reasonably possible, the employee will be reinstated in any other vacant position for which they are qualified.

NOTICE:

An employee who wishes to take family leave must give at least 30 days written notice in advance of the anticipated date of delivery or placement for adoption stating the dates during which they intend to take the leave. If the employee does not have sufficient notice to give the City the required notice, the notice must be given as soon as practicable.

CONFIRMATION BY HEALTH CARE PROVIDER:

The City may require confirmation by a health care provider of the need for or dates of the leave. The City may, at its expense, obtain an opinion from a second or third health care provider of the City's choosing regarding this same information.
BENEFITS:

For the first 12 weeks of family leave, including maternity disability leave, the City will continue to pay the employer paid portion of the employee’s health insurance benefits. The employee will be expected to pay the employee-paid portion by submitting the appropriate payment to the City each pay period.

During the family leave, employees will not lose any benefits which accrued before the start of the leave. Employees will not continue to accrue such benefits during a family leave but will be allowed to continue insurance coverage as described above.

ADDITIONAL LEAVE:

If an employee needs additional leave beyond the 12-week period for a serious health condition that renders the employee unable to perform the essential functions of their jobs, it should be discussed with the employee’s supervisor.

Questions regarding family leave should be addressed to the Personnel Department.

7.11 BEREAVEMENT LEAVE

When a death occurs in an employee’s immediate family, the employee may take up to three working days of paid bereavement leave per year. Sick leave may also be used, if necessary, upon prior approval of the City Manager. Scheduling of bereavement leave will be by mutual agreement between the employee and the department head or City Manager. An employee is not paid for any consecutive days off if the employee would not otherwise have been entitled to compensation for that day. Bereavement leave pay shall be that amount the employee would have earned had the employee worked his/her regular work schedule during the leave. An employee may be granted a bereavement leave prior to completion of the probationary period.

7.12 SICK LEAVE BANK

Employees who have exhausted all of their sick leave but are still unable to perform the essential functions of their job due to illness or injury may request of the City Manager that a "sick leave bank" be established. Employees who have accumulated at least 500 hours of sick leave for their own use may donate excess hours to the sick leave bank for the employee. Donations will be done monthly, based on the City Manager's determination of how many hours will be needed in the upcoming month. The City Manager will have the discretion to allocate the donated hours from amongst the donors in order to minimize disruptions to City operations. When the employee returns to work, ill or terminates injured employment, any donated but unused sick leave shall be returned to that month's donors on a pro-rata basis.
7.13 **EXECUTIVE LEAVE.**

Employees classified as FLSA exempt are not entitled to overtime compensation as a result of overtime worked (more than forty (40) hours in a given work week). Employees so classified may be eligible to receive executive leave with pay when warranted by the performance of the employee. Such leave shall not be greater than eighty (80) hours per year for department directors and first line managers and shall be granted in December for use in the following year. Discretion to grant such executive leave shall rest with the City Manager for directors and with the directors for their managers. Executive leave must be taken during the calendar year it is granted and may not be carried forward from one year to the next. Employees will not be paid for any unused executive leave upon termination of employment.

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**CHAPTER 8**

**EMPLOYEE RESPONSIBILITIES AND CONDUCT**

8.1 **GENERAL POLICY.**

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

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

8.2 **OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST.**

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

(1) prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job;
(2) is conducted during the employee's work hours;

(3) utilizes City telephones, computers, supplies, or any other resources, facilities or equipment;

(4) is employed with a firm which has contracts with or does business with the City; or

(5) may reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.

(b) An employee who chooses to have an additional job, contractual commitment or self-employment, may do so provided he/she obtains prior approval from his/her department head who shall use the above criteria in determining whether to approve or disapprove the request.

8.3 POLITICAL ACTIVITIES .

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

(b) No City employee may wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on City property or City time, for a contribution for a partisan political cause.

(c) Except as noted in this policy, City employees are otherwise free to fully exercise their constitutional First Amendments Rights.
8.4 **NO SMOKING POLICY.**

(a) Designated smoking areas will be established in each City facility. Employees may use said designated smoking areas only during their rest breaks and lunch hours or before and after their work shifts.

(b) Employees may not smoke in City vehicles at any time.

(c) Smoking is prohibited in all areas frequented by the general public and all meeting rooms used by City staff or the public and all work areas where nonsmokers and/or sensitive equipment may be subject to the effects of smoke.

8.5 **USE OF CITY VEHICLES AND EQUIPMENT.**

(a) Use of City phones for local personal phone calls should be kept to a minimum; long distance personal use is prohibited. Other City equipment, including vehicles, should be used by employees for City business only. An employee's misuse of City services, telephones, vehicles, equipment or supplies can result in disciplinary action including termination. Misuse includes, but is not limited to, using city equipment in an unprofessional or inappropriate manner, even if City business is being conducted.

(b) It is the policy of the City to provide vehicles for City business use, and to reimburse employees for business use of personal vehicles according to the guidelines below. The term "vehicle" as used in this policy includes but is not limited to cars, trucks, backhoes, front end loaders, graders and any motorized water craft.

(1) Employees may not drive any vehicle on city business without prior approval of their supervisor. Annually, before approving a driver, each supervisor shall check the employee's driving record, verify the existence of a valid driver's license, and ensure the employee is eligible for coverage under any applicable City insurance. Employees approved to drive on City business are required to inform their supervisor of any changes that may affect either their legal or physical ability to drive or their continued insurability.

(2) Employees holding jobs designated as requiring regular driving for business must, as a condition of employment, be able to meet the driver approval standards of this policy at all times. For all other jobs, driving is considered only a non-essential function of the position.
(3) City vehicles are permanently assigned to those departments which have demonstrated a continued need for them. Additional vehicles are maintained in a motor pool for use by individual employees, as needed.

(4) Employees who need transportation in the course of their normal work may be assigned a City vehicle for their use. All other employees needing transportation for City business may use vehicles assigned to their department or the motor pool. As a last alternative, when no City vehicles are available, employees may use their own vehicles for business purposes.

(5) Employees who drive a vehicle on City business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Employees will wear seat belts in compliance with state law. Drivers must also insure the vehicle meets any City or legal standards for insurance, maintenance, and drivability. Employees are responsible for any driving infractions or fines as a result of their driving.

(6) Employees are not permitted, under any circumstances, to operate a City vehicle, or a personal vehicle for City business, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of injury, illness, or medication.

(7) Employees may use City vehicles for non-business purposes only with the approval of their supervisor, and only after providing evidence of Personal Insurance for non-owned vehicles.

(8) Employees who use their personal vehicle for approved business purposes will receive a mileage allowance as described in the travel policy. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. Therefore, employees who operate personal vehicles for city business should obtain auto liability coverage for bodily injury and property damage, with a special endorsement for Business Use when necessary as determined by their representing insurance agent. City insurance coverage is ONLY for "over and above" what the individuals' personal policy covers.

(9) Employees driving any vehicle on city business may also claim reimbursement for parking fees and tolls actually incurred, and employees driving City vehicles may charge or claim reimbursement for gasoline and other expense directly incurred for business purposes. Charges and claims for mileage allowance for vehicle use
reimbursement must be approved by the employee's supervisor and submitted to the Finance Department for payment.

(10) Employees shall not transport unauthorized passengers in City vehicles or in private vehicles used for City business. Unauthorized transportation is any transportation of passengers not specifically authorized by the Department Director or the City Manager in the performance of official City business, and includes, but is not limited to, the transportation of family members, relatives, friends, and pets.

(11) Employees must report any accident, theft, or malicious damage involving a City vehicle or a personal vehicle used on city business to their supervisor and the Personnel/Risk Management Director, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible, but not later than forty-eight hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.

(12) Employees who are on call on a 24 hour basis and are allowed to take a City vehicle home so they can respond as quickly as possible must provide written acknowledgment that they fully understand the vehicle is used only for emergency response.

(13) Employees shall not operate any city vehicle at any time or operate any personal vehicle while on City business with any alcohol or illegal drugs in their blood system. The City has a ZERO TOLERANCE POLICY which prohibits operators of vehicles from drinking alcohol or consuming illegal drugs and driving. Employees shall not operate a vehicle when affected by any drugs, including those legally obtained and consumed. Violation of this policy will result in disciplinary action, which may include termination.

8.6 **BULLETIN BOARDS**

Information of special interest to all employees is posted regularly on the City bulletin boards. Employees may not post any information on these bulletin boards without the authorization of the appropriate department head.
8.7 **CONTACT WITH NEWS MEDIA.**

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

8.8 **SEAT BELT POLICY.**

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

8.9 **DRIVER’S LICENSE REQUIREMENTS.**

(a) As part of the requirements for certain specific City positions, an employee may be required to hold a valid Washington State Driver’s license.

(b) If an employee’s license is revoked, suspended or lost, or is in any other way not current, valid and in the employee’s possession, the employee shall promptly notify his/her department head and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to his/her department head.

(c) Depending on the duration of license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action, including termination.

8.10 **SAFETY.**

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

(b) In case of an accident involving a personal injury, regardless of how minor or serious, employees shall immediately notify their department head.

8.11 **SUBSTANCE ABUSE.**

Refer to the City of Centralia’s Substance Abuse Policy.
8.12 **DRUG-FREE WORKPLACE**.

(a) The manufacturing, distribution, dispensation, possession and use of unlawful drugs or alcohol on City premises or during work hours by City employees is strictly prohibited.

(b) Employees must notify the City within five (5) days of any conviction for a drug violation in the workplace.

(c) Violation of this policy can result in disciplinary action, including termination. Continued poor performance or failure to successfully complete an assigned rehabilitation program is grounds for termination.

8.13 **COMPLAINT PROCEDURES**.

The City recognizes that sometimes situations arise in which an employee feels that he or she has not been treated fairly or in accordance with City rules and procedures. For this reason the City provides its employees with procedures for resolving complaints.

(a) Step 1: An employee should first try to resolve any problem or complaint with his/her supervisor.

(b) Step 2: When normal communication between an employee and the supervisor is not successful, or when an employee disagrees with the application of City policies and procedures, the employee should attempt to resolve the problem with his/her department head. The department head will respond to the employee in writing within five (5) days after meeting with him/her, if possible.

(c) Step 3: If the employee is not satisfied with the response from the department head or does not receive a response within five (5) days after meeting, the employee may submit the problem, in writing, to the city manager. The written complaint must contain, at a minimum:

1. A description of the problem;
2. A specific policy or procedure which the employee believes has been violated or misapplied;
3. The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;
4. The remedy sought by the employee to resolve the complaint.
The written complaint should be filed within ten (10) working days of the occurrence leading to the complaint, or ten (10) working days after the employee becomes aware of the circumstances.

(d) The city manager may meet with the parties, either individually or together, and will respond in writing to the aggrieved employee within ten (10) days of the meeting. The city manager's response and decision shall be final and binding.

(e) Certain employees may have more than one source of dispute resolution rights, i.e., the City's Civil Service rules, a collective bargaining agreement, if any, and this complaint process. Employees represented by a bargaining unit or who are covered under civil service rules should follow grievance procedures set out in their respective labor contracts or civil service rules, where applicable. In all other cases, the procedures described in this section shall be used. Under no circumstances shall an employee have the right to utilize both this process and any other complaint or appeal procedure that may be available to an employee.

8.14 WHISTLEBLOWER POLICY - Reporting Improper Governmental Action and Protecting Employees Against Retaliation

Policy Statement
It is the policy of the City of Centralia (1) to encourage reporting by its employees of improper governmental action taken by City of Centralia officers or employees and (2) to protect City of Centralia employees who have reported improper governmental actions in accordance with the City of Centralia's policies and procedure(s).

Definitions
As used in this policy, the following terms shall have the meanings indicated:

(1) "Improper governmental action" means any action by a City of Centralia officer or employee:

a. That is undertaken in the performance of the officer's or employee's official duties, whether or not the action is within the scope of the employee's employment; and

b. That (i) is in violation of any federal, state, or local law or rule, (ii) is an abuse of authority, (iii) is of substantial and specific danger to the public health or safety or (iv) is a gross waste of public funds.

"Improper governmental action" does not include personnel actions, including employee grievances, complaints, appointments, promotions, transfers,
assignments, reassignments, reinstatements, restorations, reemploysments, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of collective bargaining or civil service laws, alleged violations of labor agreements or reprimands.

(2) "Retaliatory action" means any adverse change in the terms and conditions of a City of Centralia employee’s employment.

(3) "Emergency" means a circumstance that if not immediately changed may cause damage to persons or property.

Procedures for Reporting
City of Centralia employees who become aware of improper governmental actions should raise the issue first with their supervisor. If requested by the supervisor, the employee shall submit a written report to the supervisor, or to some person designated by the supervisor, stating in detail the basis for the employee’s belief that an improper governmental action has occurred. Where the employee reasonably believes the improper governmental action involves his or her supervisor, the employee may raise the issue directly with the Centralia City Manager or such other person as may be designated by the Centralia City Manager to receive reports of improper governmental action.

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

The supervisor, the Centralia City Manager or the Centralia City Manager’s designee, as the case may be, shall take prompt action to assist the City of Centralia in properly investigating the report of improper governmental action. City of Centralia officers and employees involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizes the disclosure of his or her identity in writing. After an investigation has been completed, the employee reporting the improper governmental action shall be advised of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.

City of Centralia employees may report information about improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action if the City of Centralia employee reasonably believes that an adequate investigation was not undertaken by the City of Centralia to determine whether an improper governmental action occurred, or that insufficient action has been taken by the City of Centralia to address the improper governmental action or that for other reasons the improper governmental action is likely to recur.
City of Centralia employees who fail to make a good-faith attempt to follow the City of Centralia's procedures in reporting improper governmental action shall not receive the protections provided by the City of Centralia in these procedures.

Protection Against Retaliatory Actions
City of Centralia officials and employees are prohibited from taking retaliatory action against a City of Centralia employee because he or she has in good faith reported an improper governmental action in accordance with these policies and procedures.

Employees who believe that they have been retaliated against for reporting an improper governmental action should advise their supervisor, the Centralia City Manager or the Centralia City Manager's designee. City of Centralia officials and supervisors shall take appropriate action to investigate and address complaints of retaliation.

If the employee's supervisor, the Centralia City Manager, or the Centralia City Manager's designee, as the case may be, does not satisfactorily resolve a City of Centralia employee's complaint that he or she has been retaliated against in violation of this policy, the City of Centralia employee may obtain protection under this policy and pursuant to state law by providing a written notice to the City of Centralia council that:

a. Specifies the alleged retaliatory action and

b. Specifies the relief requested.

City of Centralia employees shall provide a copy of their written charge to the Centralia City Manager no later than thirty (30) days after the occurrence of the alleged retaliatory action. The City of Centralia shall respond within thirty (30) days to the charge of retaliatory action.

After receiving either the response of the City of Centralia or thirty days after the delivery of the charge to the City of Centralia, the City of Centralia employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. An employee seeking a hearing should deliver the request for hearing to the Centralia City Manager within the earlier of fifteen (15) days of delivery of the City of Centralia's response to the charge of retaliatory action, or forty-five (45) days of delivery of the charge of retaliation to the City of Centralia for response.

Upon receipt of request for hearing, the City of Centralia shall apply within five (5) working days to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge:
Office of Administrative Hearings  
P.O. Box 42489  
Olympia, WA 98504-2489  
(360) 753-2531 or (800) 583-8271

The City of Centralia will consider any recommendation provided by the administrative law judge that the retaliator be suspended with or without pay, or dismissed.

Responsibilities  
The City Manager is responsible for implementing the City of Centralia's policies (1) or reporting improper governmental action and (2) for protecting employees against retaliatory actions. This includes ensuring that this policy and these procedures (1) are permanently posted where all employees will have reasonable access to them, (2) are made available to any employee upon request and (3) are provided to all newly-hired employees. Officers, managers and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility. Violations of this policy and these procedures may result in appropriate disciplinary action, up to and including dismissal.

CHAPTER 9  
DISCIPLINE AND TERMINATIONS

9.1 DISCIPLINE.

(a) All employees are expected to exercise good judgment, loyalty, common sense, dedication, and courtesy in the performance of their duties. The primary mission of every employee is to provide courteous, orderly, efficient, and economic delivery of services to the citizens of the City.

(b) Acts, errors, or omissions which discredit the public service or impair the provision of orderly services to the citizens of the City may result in discipline, including termination.

(c) The city manager, as appropriate, has full discretion and authority to impose disciplinary action in accordance with City policy and the circumstances of the particular case.

(d) The following are examples of the types of behavior which may result in discipline:

(1) Drinking alcohol or the abuse of non-prescription or prescription drugs or other controlled substances on the job, or arriving on the job under
the influence of or while in possession of alcohol, drugs, or other controlled substances.

(2) Violation of a lawful duty.

(3) Insubordination.

(4) Absence from work without first notifying and securing permission from the department head.

(5) Habitual absence or tardiness for any reason.

(6) Unsatisfactory job performance, as determined by the City.

(7) Conviction of a felony or a misdemeanor involving moral turpitude.

(8) Acceptance of fees, gratuities or other valuable items in the performance of the employee's official duties for the City.

(9) Inability, refusal or failure to perform the duties of the assigned job.

(10) Violation of duties or rules imposed by this manual, or by any other City rule, regulation or administrative order.

(d) This list is not all-inclusive, but only serves as a general guide. The City may discipline or terminate employees for other reasons not stated above.

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

(1) **Oral Warning.** An oral warning is a counseling session between the employee's supervisor and the employee on the subject of the employee's conduct and performance, or his/her failure to observe a rule, regulation, or administrative instruction. It is intended to increase an employee's efficiency and value to the City by changing the employee's conduct, attitude, habits, or work methods. Following the counseling session the supervisor shall document the oral warning.

(2) **Reprimand.** A reprimand is a formal written disciplinary action for misconduct, inadequate performance, or repeated lesser infractions. Written reprimands are placed in the employee's personnel file.

(3) **Suspension.** A suspension is a temporary, unpaid absence from duty which may be imposed as a penalty for significant misconduct or repeated
lesser infractions. A suspension is a severe disciplinary action which is made part of the employee's permanent record.

(f) Suspensions with pay, where the employee is placed on administrative leave, may be utilized by a department head pending the results of an investigation or disciplinary action where the department head determines what factors such as public confidence, the safety of the employee or the efficient functioning of the City call for such a suspension.

9.2 **TERMINATION**.

(a) An employee may be terminated from City employment for any of the reasons listed below.

(1) During or at the end of the employee's trial period.

(2) As a result of disciplinary action.

(3) Due to loss of skills, certifications or other conditions which would make the employee unfit for service.

(4) When the City Council has made a determination that a lack of work or funding exists with respect to the employee's position. The City Council has sole discretion to make determinations of lack of work or lack of funding.

(5) If the employee has a physical or mental impairment that prevents him/her from performing the required duties of the employee's position and the employee cannot be reasonably accommodated. Termination must be supported by medical evidence which establishes that the individual is unable to perform bona fide job requirements. The City may require an examination at its expense performed by a physician of its choice. Failure to submit to such request may result in termination.

(b) At-will employees may be terminated at any time, with or without cause and with or without notice.

(c) No employee will be disciplined or terminated for a discriminatory or otherwise illegal reason.
9.3 **PRE-TERMINATION HEARING.**

In the case of termination of an employee other than at-will employees, or trial employees, the City will conduct a pre-termination hearing. The pre-termination hearing serves as a check against mistaken decisions and to determine whether there is a reasonable presumption that the charges against the employee are valid and support termination.

(a) In the event a department head desires to terminate an employee, the employee (other than at-will or trial employees) shall be provided with a notice of the recommendation for termination. The notice shall include an explanation of the charges on which the recommendation is based, and the time and date for a pre-termination hearing. If the employee fails or refuses to appear, the termination may proceed.

(b) Pre-termination hearings will be presided over by the Personnel Officer or a designated representative.

(c) At the hearing, the employee may show cause why he/she should not be terminated. The employee may bring one person to the hearing as an observer who is not allowed to participate in the hearing or interfere with its orderly process.

(d) Within two (2) working days after the pre-termination hearing, the Personnel Officer shall submit a written report to the City Manager, including the charges, evidence and findings. Within five (5) working days after the pre-termination hearing, the City Manager will usually issue a decision on whether there are reasonable grounds to believe the charges against the employee are true and support termination. A longer review period may be required in more complex situations. If the decision finds the charges credible, the termination may proceed. If the decision finds the charges questionable or insufficient for termination, the matter returns to the department head for further investigation or other disciplinary action short of termination.

9.4 **LAYOFF.**

(a) The city manager may lay off employees for lack of work, budgetary restrictions or other changes that have taken place.

(b) Temporary employees or employees who have not completed their trial period will be laid off before regular employees are affected.
(c) In determining who is to be laid off, consideration will be given to individual performance and the qualifications required for remaining jobs. Seniority will be considered when performance and qualifications are equal.

(d) Employees who are laid off may be eligible to be re-employed, if a vacancy occurs in a position for which they are qualified.

9.5 RESIGNATION.

An employee should provide two (2) weeks notice of resignation. This time limit may be waived by the employee's department head or the city manager.

9.6 DEATH.

Upon the death of an employee, all compensation due shall be paid to the surviving spouse or the estate of the employee.

CHAPTER 10
WORKPLACE VIOLENCE AND WEAPONS PROHIBITION

10.1 Purpose.

To prohibit weapons or the verbal threats of the use of weapons, intimidation or violence in the workplace and to minimize risk of injury or harm resulting from violence to City of Centralia employees, property or otherwise during City activities. This policy does not apply to law enforcement personnel; any official security personnel engaged in official duties, and who were names as security personnel by the City; or any person engaged in military activities sponsored by the federal or state government, while engaged in official duties.

10.2 Policy.

(a) City employees, other than those excepted above, shall not possess firearms or any other dangerous weapon of any type in the workplace, City vehicles or facilities owned and/or managed by the City of Centralia. This prohibition applies even though an individual may be licensed in his/her private capacity to carry a concealed weapon. In addition, any other related object carried for the purpose of causing injury or to intimidate others is not permitted to the workplace, City vehicles, or City facilities unless otherwise authorized by the City.

(b) Firearms or other dangerous weapons shall include, but not be limited to:

(1) Pistols, revolvers, shotguns, rifles and like weapons
(2) Dangerous knives (defined below) not necessary in the performance of work duties

(3) Explosive devices of any kind not authorized for the use by the appropriate supervisor

(4) Slingshots, nunchaku sticks, clubs, sand clubs, throwing stars and other martial art type weapons

(5) Metal knuckles

(6) Air guns, pellet guns, blow guns

(7) Dirks, daggers, switchblades, and similar knives designed for stabbing

(8) Any replica or other item that stimulates any of the above items

(c) Workplace Defined: "Workplace" means all city owned or leased property including, but not limited to: City Hall, Wastewater Treatment Plant property, Light Division facilities and sites, City Parks and facilities, all City vehicles, City shops, fire station, and any other City Administration or operation offices, spaces, facilities, common areas around such facilities, parking lots or, for those in field duties, any place where City employees may be during their assigned duties or during lunch or rest breaks.

(d) Firearms defined: A "firearm" is any device designed to expel a projectile by means of an explosion and subsequent expanding gases.

(e) Dangerous Knife Defined: "Dangerous knife" means any fixed blade knife as defined by applicable sections of the Revised Code of Washington, or any knife, regardless of its type, having a blade length of greater than three inches measured from the point where the knife blade meets the knife handle to the tip. This definition shall also include any Balisong knife or switchblade knife.

(f) City employees are prohibited from engaging in any violent behavior towards others, with the exception of law enforcement officers who are acting in official capacity. Any physical, verbal or visual act (with or without a weapon) that threatens, attempts to intimidate, creates fear, or has the purpose of unreasonable interfering with an individuals' work performance, creates an intimidating, hostile or offensive work environment and such conduct is prohibited. This includes aggressive or hostile behavior, intentionally damaging property, committing acts motivated by, or related to, workplace harassment or domestic violence. Nonexclusive examples of conduct which is prohibited includes:
(1) Causing physical injury to another person with the intent to do so

(2) Making threatening remarks, acting aggressively or with hostility, creating reasonable fear of injury for another person or subjecting another individual to unreasonable emotional distress

(3) Damaging employer or other employee's property, possessing a firearm or dangerous weapon while on City property or while on city business, committing hostile acts motivated by, or related to, workplace harassment or domestic violence, conducting harassing surveillance such as stalking

(4) Making threatening remarks or displaying overt signs of resentment, hostility or anger

10.3 Procedures.

(a) Employees will report any threat or behavior as outlined in section 10.2 (f) above. Any employee who is subject to, or observes, violent behavior or threat of violent behavior, a firearm or other weapon, or any situation that appears to be potentially dangerous, must immediately report such action to his/her supervisor, Department Director, or the Human Resources Department.

(b) Supervisors, Department Directors, or the Human Resources Department will immediately take corrective action to resolve any violent behavior situation. This includes, but is not limited to, summoning police officers or calling 911.

(c) The Human Resources Department will assist supervisors, managers and Department Directors in investigating and preparing documentation for action surrounding an incident of violent behavior. In some cases, a referral to the employee assistance program may also be appropriate.

(d) Incidents that constitute criminal acts will be referred to the Centralia Police Department.

(e) Disciplinary action may be taken, up to and including termination, for violations of this policy.

(f) In no case shall any employee or private person who reports threats or acts of violence be retaliated against through disciplinary actions, work load reassignment, denial of promotion, harassment, or any other matter of retribution. Any acts of retaliation will be reported immediately to the appropriate Department Director, the Human Resources Director, or the City Manager.
10.4 **Additional Employee Obligations**

(a) Occasionally an employee may face a threat from a person outside the workplace. If any employee has reason to believe an outsider may harm the employee in any way in the workplace, that employee is required to report those concerns to the employee's immediate supervisor.

(b) If the employee has obtained any legal protection order such as a "No Contact" or "Anti Harassment" or "Restraining" order, against any other individual, and the employee believes that individual may attempt to contact that employee at the workplace in violation of the protective order, said employee is required to report those concerns to the employee's immediate supervisor, and to supply a copy of that order to the City's Human Resources Department. The Human Resources Department will place a copy in the employee's personnel file and forward a copy to the Centralia Police Department. Such information will be kept confidential to the extent possible, it will be provided to appropriate personnel on a "need to know" basis.

(c) Any employee concerned about personal safety may request an escort or other proper intervention by law enforcement personnel.

(d) Employees should follow the same procedure as outlined in 10.3 (a) if any citizen or visitor to the workplace is observed with, or known to possess, a firearm or other dangerous weapon, or where a verbal threat of assault to an employee or another person is observed at the workplace. Supervisor, Department Directors, or the Human Resources Department should follow the procedures outlined in 10.3 (b) as appropriate.

**CHAPTER 11**

**ELECTRONIC INFORMATION SYSTEMS**

11.1 **Scope**

These policies shall apply to budgeting, purchasing and use of all electronic equipment provided for use by City employees conducting business on behalf of the City.

11.2 **General**

(a) All computers, software and other electronic equipment provided by the City for its employees is for official use and restricted to the business needs of the City.

(b) Departments may adopt department-unique policies and procedures as a business necessity or their particular needs. Where there is conflict between City policy and that of the department, the more restrictive procedure will control.
(c) Personal screen savers, desktop wallpaper or games are not permitted on City computers unless approved by the Department head in consultation with the IT manager and/or the governmental entity or contractor providing hardware and software support.

(d) All information and data files, including e-mails, are the property of the City with no expectation of privacy other than the security necessary for the work assignment. Files on individual computers are subject to inspection at any time.

11.3 **E-mail and Internet.**

(a) Use of the internet and email is encouraged as a research and communication tool for City related business. Opening non-business related e-mail attachments or downloading non-business related files from the internet is prohibited.

(b) When conducting business related research and communication via e-mail or the internet, care should be taken when opening attachments or downloading files. If the attachment or file is not from a recognized and trusted source, it should not be opened or downloaded. If in doubt, the attachment or file should not be opened/downloaded.

(c) All e-mail messages or other electronic files are official City records and subject to the Washington State Public Disclosure Act governing the retention and destruction of public records.

(d) Occasional use of e-mail to send a brief personal message (much like a telephone call) is approved. Lengthy and frequent personal use is not permitted. Occasional personal use of the internet is approved, provided that such use is restricted to non work time within the scheduled work day.

(e) E-mail or the internet shall not be used to solicit for commercial, religious or political causes.

(f) All uses of e-mail and the internet shall conform to city policies and guidelines regarding standards of conduct, discrimination, equal employment, sexual harassment, unlawful activities and interpersonal interactions.

11.4 **Hardware/Software, Acquisition and Use.**

(a) The information Technology Manager (or in certain departments, the governmental entity or contact provider) is responsible and empowered to provide for the security and monitoring of all hardware and software programs.
(b) Each department shall designate an employee responsible for serving as the Information Technology Representative (IT Rep) to the IT Manager and/or contract service provider. The representative shall receive all requests for computer assistance and route them directly to the department manager, the IT manager and/or contract service provider.

(c) All requests for new or replacement hardware or software shall be submitted by designated department representatives to the department head who will review the request and, if appropriate, direct the request to the IT Manager (or in certain departments, the governmental entity or contract provider). The IT Manager and the department head will determine the validity of the request.

(d) All hardware or software modifications on City computers shall be approved by the Department head in consultation with the IT Manager and/or the governmental entity or contractor providing hardware and software support.

(e) All installation activities are the responsibility of the IT manager (or the contract computer support vendor).
PERSONNEL POLICIES FOR THE CITY OF CENTRALIA
(REVISED – March 2010)

I received a copy of the current Personnel Policies, dated January 1993, for the City of Centralia. I understand that it is my responsibility to read the provisions therein and that any questions I have regarding them should be directed to my immediate supervisor and/or department director.

Employee Signature __________________________ Date ____________

Supervisor Signature ________________________ Date ____________
CITY OF CENTRALIA
PROCLAMATION ISSUANCE GUIDELINES

Proclamations are intended to provide an opportunity for the Mayor of the City of Centralia to honor or recognize a local person, organization or special event.

Proclamations shall not be issued for:

* Matters of political controversy, ideological or religious beliefs or individual convictions.

* Events or organizations with no direct relationship to the City of Centralia.

* Campaigns or events contrary to city policies or by-laws.

* Groups or individuals who seek economic benefit by endorsement or commercial events or endeavors.

Proclamation Procedures:

1. All requests must be submitted to the City Clerk’s Office at least 30 days in advance of the Council meeting at which it is to be read.

2. Requests must include a sample proclamation and the Mayor reserves the right to modify or deny any proclamation request. Proclamations must be no more than 150 words and be able to fit on the City’s proclamation paper, in the City’s format and be no less than a 12 point font.

3. All requests must include the name and contact number of the person making the request, as well as who will be present at the Council meeting to accept the proclamation. Proclamations will not be read if there is not someone present at the meeting to accept it.

4. We are unable to accommodate proclamations for out-of-city events or for-profit causes.

5. National or International groups requesting proclamations must have an in-city sponsor and localize the proclamation.