

**CITY OF TUMWATER  
POLICY MANUAL – PART 1: PERSONNEL POLICIES**

**TABLE OF CONTENTS**

SECTION	PAGE
1      Introduction.....	P1-1
1.01 Purpose.....	P1-1
1.02 Policy .....	P1-1
1.03 Goals.....	P1-2
1.04 Administration & Responsibility .....	P1-2
1.05 Distribution & Maintenance .....	P1-3
1.06 Employees Covered.....	P1-3
1.07 Superseder .....	P1-4
2      Definitions.....	P2-1
3      General Policies & Procedures .....	P3-1
3.01 Appointing Authority .....	P3-1
3.02 Equal Employment Opportunity .....	P3-1
3.03 Recruitment and Selection.....	P3-2
3.04 Nepotism .....	P3-3
3.05 Position Designation.....	P3-3
3.06 Appointments.....	P3-3
3.07 Appointment Status .....	P3-4
3.08 Probationary Period .....	P3-5
3.09 Employee Performance Evaluation Program .....	P3-6
3.10 Reduction in Force (RIF) .....	P3-7
3.11 Reemployment .....	P3-7
3.12 Resignation .....	P3-8
3.13 Exit Interview .....	P3-8
3.14 Personnel Records.....	P3-9
3.15 Employment References .....	P3-10
3.16 Retention of Personnel Records .....	P3-10
3.17 Identification of Employees.....	P3-11
3.18 Education & Training Policy.....	P3-12
3.19 Suggestions .....	P3-16
4      General Conduct, Discipline, Termination & Appeal.....	P4-1
4.01 Personal Appearance, Conduct & Attitude .....	P4-1
4.02 Standard Work Day and Normal Operating Hours .....	P4-1
4.03 Alternative Work Schedules.....	P4-2
4.04 Standard Work Week .....	P4-8
4.05 Attendance .....	P4-8

**CITY OF TUMWATER  
POLICY MANUAL – PART 1: PERSONNEL POLICIES**

**TABLE OF CONTENTS**

SECTION	PAGE
4 General Conduct, Discipline, Termination & Appeal (Continued)	
4.06 Break Periods.....	P4-8
4.07 Disciplinary Action & Rules of Conduct .....	P4-9
4.08 Forms of & Procedures for Disciplinary Action.....	P4-13
4.09 Termination .....	P4-16
4.10 Predisciplinary Meeting .....	P4-17
4.11 Personnel Grievance Procedure .....	P4-18
5 Employee Position Classification & Salary Plans .....	P5-1
5.01 General Provisions .....	P5-1
5.02 Classification Plan.....	P5-1
5.03 Salary Plan .....	P5-5
5.04 Payment of Salaries.....	P5-5
6 Benefits.....	P6-1
6.01 Applicability.....	P6-1
6.02 Legal Holidays .....	P6-2
6.03 Floating Holiday .....	P6-3
6.04 Vacation Leave .....	P6-3
6.05 Sick Leave .....	P6-5
6.06 Sick Leave Payments .....	P6-6
6.07 Sick Leave Sharing.....	P6-7
6.08 Medical Leave of Absence.....	P6-10
6.09 Family and Medical Leave .....	P6-11
6.10 Family Care Leave .....	P6-21
6.11 Domestic Violence Leave.....	P6-25
6.12 Workers Compensation .....	P6-28
6.13 Bereavement Leave .....	P6-29
6.14 Military Leave .....	P6-29
6.15 Military Family Leave.....	P6-29
6.16 Jury Duty .....	P6-31
6.17 Leave Without Pay .....	P6-31
6.18 Voluntary Absence Without Pay.....	P6-32
6.19 Leave Due to Inclement Weather or other Significant Disruptions of the Transportation System .....	P6-35
6.20 Unauthorized Absence.....	P6-36
6.21 Insurance Benefit Plans .....	P6-36
6.22 Retirement .....	P6-37
6.23 Optional Benefit or Investment Plans .....	P6-37
6.24 Health Reimbursement Arrangement (HRA) .....	P6-37

**CITY OF TUMWATER  
POLICY MANUAL – PART 1: PERSONNEL POLICIES**

**TABLE OF CONTENTS**

SECTION	PAGE
7      Substance Abuse .....	P7-1
7.01 Purpose.....	P7-1
7.02 Scope.....	P7-1
7.03 Policy .....	P7-2
7.04 Assistance Program/Voluntary Referral.....	P7-4
7.05 Compliance with Drug Free Workplace Act .....	P7-5
7.06 Compliance with Federal Regulations Applicable to Commercial Drivers .....	P7-6
7.07 Procedures for Drug/Alcohol Testing of Employees Other than Commercial Drivers .....	P7-15
7.08 Confidentiality and Record Retention .....	P7-18
8      Employee Code of Ethics and Policy For Protecting Employees Against Retaliation (Whistle Blower) .....	P8-1
8.01 Purpose.....	P8-1
8.02 Policy Statement.....	P8-2
8.03 Definitions.....	P8-2
8.04 Prohibited Conduct.....	P8-3
8.05 Prohibited Conduct After Leaving City .....	P8-8
8.06 Procedures for Reporting Improper Governmental Actions .	P8-9
8.07 Complaints, Investigations, Review and Enforcement.....	P8-10
8.08 Protection Against Retaliatory Actions .....	P8-12
8.09 Responsibilities.....	P8-14
8.10 List of Agencies.....	P8-15
9      Sexual Harassment Prevention.....	P9-1
9.01 Purpose.....	P9-1
9.02 Policy and Objectives.....	P9-1
9.03 Definitions.....	P9-2
9.04 Reporting Procedures .....	P9-4
9.05 Violations of Policy .....	P9-6