

Table of Contents

PEND OREILLE COUNTY PERSONNEL POLICIES

INTRODUCTION & PURPOSE POLICY 100

1. INTRODUCTION	2
2. GENERAL STATEMENT OF PURPOSE.....	2
3. AUTHORITIES.....	3
3.1 Authority of County Officials.....	3
3.2 Authority of the Board of Commissioners.....	3
4. DEFINITIONS.....	3

POLICIES

EMPLOYMENT PROCESSES AND PRACTICES	POLICY 110
EMPLOYMENT RECORDS	POLICY 120
CLASSIFICATION, WORK HOURS AND COMPENSATION	POLICY 130
EMPLOYEE BENEFITS	POLICY 140
CONDUCT AND WORK RULES	POLICY 150
INVESTIGATION OF COMPLAINTS AND DISCIPLINE	POLICY 160
USE OF COUNTY VEHICLES AND PERSONAL VEHICLES ON COUNTY BUSINESS	POLICY 170
USE OF COUNTY COMPUTERS, CELL PHONES, E-MAIL, INTERNET AND OTHER COMMUNICATION RESOURCES	POLICY 180
EMERGENCY PROCEDURES	POLICY 190

PERSONNEL POLICIES

INTRODUCTION & PURPOSE POLICY 100

1. INTRODUCTION

The rules and regulations contained herein are known as Personnel Policies and set forth the policies that are to be followed by Pend Oreille County in the administration of its Personnel System.

The County retains the absolute right to amend, delete, supplement or rescind these policies based upon its professional and business concerns; County Officials will be notified and given an opportunity to provide input to proposed changes or additions to these policies before they are made final. These policies are intended for use as guidelines and do not represent an employment contract, nor any aspect of an employment contract and should not be construed as such. The County reserves, in its sole discretion, the right not to follow these policies in any particular case due to extraordinary circumstances. No member of County management has the authority to bind the County to any terms or conditions other than those specific to these policies.

To the extent that any of these policies and procedures are inconsistent with a specific provision of any applicable labor agreement, the provisions of the labor agreement shall control, provided that the requirements of Washington law shall be paramount.

To the extent that any of these policies and procedures are inconsistent with a specific provision of the Civil Services Rules in the Pend Oreille County Sheriff's Department, the provisions of the Civil Service Rules shall control, provided that the requirements of Washington law shall be paramount.

2. GENERAL STATEMENT OF PURPOSE

The purpose of these policies, rules, regulations and procedures is to implement a County system of uniform personnel administration based upon merit, principle and scientific methods governing the appointment, tenure, promotion, transfer, layoff, removal and discipline of employees and other incidents of County employment. The policies establish and maintain a uniform plan of classification based upon the relative duties and responsibilities of the positions, provide an equal opportunity to enter County employment on the basis of demonstrated fitness as ascertained by competitive examination, and a program of recruitment, training, advancement and tenure that make a career in the County attractive to persons who possess qualities of ability, integrity, knowledge and professional understanding in their particular field of endeavor.

3. AUTHORITIES

The following authorities are delegated by the Board of Commissioners for administration of the County's personnel system:

3.1 Authority of County Officials

County Officials have the authority to administer the day to day matters of personnel administration within their respective Departments as provided in the Pend Oreille County Personnel Policy.

3.2 Authority of the Board of Commissioners

The Board of Commissioners maintains final authority over personnel decisions made by County Officials, and the approval of position classifications or reclassifications affecting the salary/compensation of any employee or group of employees. The Board has sole authority to approve all labor agreements, and shall approve by resolution, the County's Compensation Plan.

4. DEFINITIONS

1. County Officials: Elected Official or Department Head.
2. Part-time Employee: A person hired for the purpose of filling in; alternate; on call; extra or temporary help, etc. Said employee is not entitled to County benefits and said position is not classified or considered a regular full or regular part-time position.
3. Regular Employee: An employee who has successfully completed a probationary period of one year (unless otherwise stipulated by collective bargaining agreement).
4. Regular Full-time Employee: An employee who works at least 37 ½ hours per week on a continuing permanent basis. Such a position must be classified and placed on the current County salary structure.
5. Regular Part-time Employee: An employee who regularly works less than 37 ½ hours per week, but works more than 20 hours per week and is paid a prorated monthly salary or hourly rate. Such a position held by a regular part-time employee must be classified and placed on the current County salary structure. Said position will only be entitled to the fractional part of benefits that the total number of hours of employment bears to the total number of hours required for full-time employees of an equal number of years of continuous service.

6. Relatives: All of the following relationships are identified as relatives for the purpose of these policies:

Spouse	Step-Father	Sister-in-law
Father	Step-Mother	Grandchildren
Mother	Step-Son	Son-in-law
Brother	Step-Daughter	Daughter-in-law
Sister	Father-in-law	Grandparents
Son	Mother-in-law	Spouse's Grandparents
Daughter	Brother-in-law	

7. Temporary Employee: An employee who regularly works less than 20 hours per week, or who works full-time for periods less than six (6) months, or who works as required on an "on call" basis. Such employment shall be considered temporary "extra help".