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CONDUCT AND WORK RULES

POLICY 150

1. CONDUCT

The purpose of this Section is to establish guidelines, for employees of the County, for conduct including but not limited to the following:

- Basic duties
- Performance
- Types of misconduct
- Reporting misconduct
- Conduct off-work
- Contact with the public
- Compliance with directives
- Political activities
- Public statements
- Personal appearance
- Harassment

This section also contains workplace rules necessary for the effective conduct of County Business.

2. PERFORMANCE OF DUTIES

Employees will perform their duties to the best of their ability and in accordance with the directives of their supervisors, their department policies and all County policies.

2.1 Performance Of Duties - Competent Manner

Employees will perform their assigned duties in a competent manner. Incompetence may be demonstrated by (a) a lack of knowledge of the duties of the position; (b) an unwillingness to perform assigned tasks; (c) the failure to conform to work standards and behavior established for the employee's position; (d) the failure to take appropriate action as directed verbally or in procedure; (e) repeated work evaluations showing substandard performance. Incompetent work performance will be grounds for disciplinary action up to and including termination.

2.2 Coordination Of Internal Information

Each employee of the County is responsible for passing along to the appropriate individual or department, all information regarding serious matters of County business. Any employee who comes upon any information reasonably connected to matters of serious County business shall immediately report the situation to their supervisor.

2.3 Attention To Duty

A significant portion of County work is performed without close supervision. The responsibility for the proper performance of an employee's job duties lies primarily with the employee. The employee discharges that responsibility by the faithful and diligent performance of their assigned duties. Anything less violates the trust of the public, and nothing less qualifies as professional conduct.

3. COMPLIANCE WITH DIRECTIVES

Employees will promptly obey any lawful directive of a supervisor. Any employee who refuses to obey a lawful order will be considered insubordinate and will be subject to disciplinary action up to and including termination.

Should any lawful directive given by a supervisor conflict with any previous directive, policy, or procedure, the employee will bring this conflict to the attention of the supervisor. Upon redirection from the supervisor, the employee shall obey the directive. The supervisor then assumes responsibility for the directive.

4. CRIMINAL CONDUCT/AIDING CRIMINAL ACTIVITY

No employee will aid any person to escape arrest or hamper any criminal investigation.

Employees will notify their supervisor as soon as practicable if they are arrested for or charged with any crime.

5. OFF-DUTY CONDUCT

Even while officially "off work", employees are subject to the policies of the County and their department. Employees will not exercise their official authority in disputes to which they or a member of their family are a party.

6. CONDUCT - SPECIFIC PROHIBITIONS

The County's success in providing quality service to the citizens and maintaining good relationships with the community depends on employees. For employee guidance, the County has provided a listing of certain conduct which, if engaged in, would be detrimental to the County's objective and could lead to disciplinary action including termination. The following specified conduct is illustrative and not intended in any way to be all-inclusive:

- Misrepresentation or withholding of pertinent facts in securing employment.
- Divulging confidential information.
- Violation of County policies and procedures whether written, or verbally communicated.
- Unauthorized use or possession of County facilities/property.
- Unauthorized use of position with the County for personal gain or advantage.
- Accepting gratuities or bribes.
- Failure to cooperate in an investigation where there are no allegations of criminal wrongdoing/activity.

- Smoking in unauthorized areas.
- Violation of dress standards.
- Violation of the county's policies for telephone, on-line communications system for electronic mail and Internet Services, and computer hardware, software and data systems.
- Failure to report an occurrence causing damage to County, private, or public property while on duty.
- Failure to properly secure county facilities or property.
- Loitering after completing day's work that results in the disruption of the county's business or the work effort of other employees.
- Unauthorized operation or using machines, tools, or equipment to which the employee has not been specifically assigned.
- Deliberate falsification of time records and/or unauthorized recordings of another employee's time record.
- Absence without proper notification to immediate supervisor, excessive absenteeism or tardiness, or insufficient reasons for absenteeism.
- Disorderly conduct, including fighting on the premises.
- Rudeness, discrimination, intimidation, coercion, use of obscene language, gestures or lack of courtesy to the public or fellow employees.
- Immoral or sexual conduct while on duty.
- Intentional falsification of records/paperwork required in the transaction of County business.
- Inability, inefficiency, negligence, or insubordination, including a refusal or failure to perform assigned work.
- Failure to observe safety practices, rules, regulations, instructions and creating a fire hazard in any area. Negligence that results in injury to others. Failure to wear required safety clothing and equipment.
- Failure to promptly report to your immediate supervisor an on the job injury or accident involving an employee, equipment or property.
- Lying, dishonesty or theft, including deliberate destruction, damage, or removal of the county's or others property from the premises, or any job site.
- Use, distribution, sale, or being under the influence of alcohol or controlled substances while on duty.
- Violation of the County's policies on work place harassment.
- Unauthorized possession of explosives or weapons on County premises, in a County vehicle or at any job site.
- Conviction of a gross misdemeanor or felony that impacts the employee's ability to perform the essential functions of his/her position.
- Failure to report arrest or charging of a crime.
- Failure to report a traffic violation if required to operate a County vehicle.

7. DUTY TO REPORT MISCONDUCT

Employees should report any violation of Department policies, neglect of duty, illegal conduct, or other violations of law by any employee of the County to their supervisor or County Official as soon as practical.

8. CONTACT WITH THE PUBLIC/PUBLIC COURTESY

Employees will, at all times, be courteous to the public. They will be orderly, attentive, and will exercise patience and discretion. Contacts with the public should be used for the furtherance of positive public relations whenever possible.

Since each employee is an official representative of the entire County, the personal attitude and approach in the performance of one's duties must be consistent with that of fellow employees and the policies of the County. Regardless of specific assignments, there exists a necessity for minimum levels of understanding and adherence to all County and Department policies. Effective County governance depends on a high degree of cooperation between the County and the public it serves. The practice of courtesy in all public contacts encourages understanding and appreciation. Discourtesy breeds contempt and resistance. Citizens may rightfully expect fair and courteous treatment by County employees. In dealing with people, each employee must attempt to make every contact one which inspires respect as an individual and as a professional and one which generates the cooperation and approval of the public.

9. PUBLIC STATEMENTS

Employees will not make statements on behalf of the County for publication or broadcast concerning the activities, plans, policies, or administration of the County or their Department unless authorized by their County Official to do so.

Employees authorized to issue information are cautioned only to release the actual facts, to exercise use of extreme care and discretion so as to not make any statements or convey information, which if later quoted, may create a misunderstanding or compromise the effectiveness of the County. An employee shall avoid representing as fact, that which is actually a personal opinion. Any statement about the County or its function, which reflects an employee's personal opinion, will be clearly represented as such.

10. ATTENDANCE

Each employee is important to the overall success of the County operation. When absent, someone else must do the job. Everyone is expected to keep regular attendance, be on time, and work as scheduled.

In accepting employment with the County, each employee is required to meet certain standards. Maintaining an acceptable level of job attendance is part of good work performance and is one of the standards by which an employee's overall contribution to the County may be measured. Continued employment carries with it the personal responsibility of each employee to be on the job on time every scheduled workday. Unauthorized absences and/or tardiness are disruptive to work schedules, costly to the County and its citizens, and detrimental to the morale and efforts of employees who maintain a good work record.

10.1 Employees Required To Give Proper Notice Of Absence

An employee who cannot report to work for any reason shall notify his supervisor or County Official prior to the employee's regular shift according to departmental procedure. Notification of a co-worker is acceptable only after reasonable attempts to contact a supervisor and leaving a voice mail or other message for such supervisor. In the event of a continuing illness the employee shall continue to notify his County Official daily of his inability to report to work, or supply a doctor's statement of expected return date.

Scheduling of anticipated use of leave shall require a minimum of two (2) days' notice. Emergency use of sick leave shall require a minimum of verbal notice to the immediate supervisor.

In the event of an emergency that prevents the employee and/or his family from notifying the County of an absence, notification shall be made as soon as practicable.

10.2 Unexcused Absence

Any absence from work without an approved reason and/or without proper notification is considered unexcused. Unexcused absences shall be considered very serious, and the employee shall be subject to disciplinary action up to and including termination. Employees shall not be paid or allowed to use accrued vacation or sick leave for unexcused time spent away from work.

Employees on unexcused absence for two consecutive work days shall be considered to have abandoned their position and will be terminated as of the last day actually worked.

11. FITNESS FOR DUTY

When an employee is unable, or there is reason to believe the employee is unable to perform the essential functions of the employee's job for medical/physical reasons, the County may direct the employee to be examined by a medical professional(s) of the County's choice at the expense of the County. When a physical or mental condition of any kind becomes evident which is impairing the effectiveness of an employee or the employee's ability to perform the essential functions of the job, or which makes continuance on the job a risk to the employee or others, one of the following actions may be taken:

If the condition is correctable, the County may allow a reasonable period of time for its correction. Failure of the employee to correct within such period may be grounds for termination or other action.

If the condition cannot be corrected, the County will attempt to find a reasonable accommodation that will permit the employee to continue to perform the essential functions of the position satisfactorily. If the employee refuses to accept a reasonable accommodation, the employee may be terminated.

If, in the opinion of the County, the condition cannot be corrected within a reasonable amount of time or the employee cannot be reasonably accommodated in the current position, the County will

attempt to place the employee in another position for which the employee is qualified. If the employee refuses such assignment, the employee may be terminated.

Nothing within this section shall require the County to obtain a medical opinion prior to taking any personnel action.

12. POLITICAL ACTIVITY

Employees of the County shall not solicit any money, influence, service or other things of value or otherwise aid or promote any political committee or the nomination or election of any person to public office while on the job or during working hours.

An employee may seek political office; provided, however, holding such office does not create a conflict of interest or interfere with the employee's regular duties with the County. The County Prosecutor shall be consulted when a question of conflict of interest exists.

No employee shall use official authority or influence to further a political cause or candidate.

13. GIFTS, GRATUITIES, FEES

County personnel shall not, under any circumstance, solicit any gift, gratuity, loan or fee where there is any direct connection between solicitations and their departmental membership or employment with the County.

County personnel shall not accept, either directly or indirectly, any gift, gratuity, loan, fee or any other thing of value, the acceptance of which may tend to influence or appear to influence directly or indirectly the actions of said personnel or other persons in any manner of County business.

14. DRESS AND GROOMING

It is the policy of Pend Oreille County that the dress and grooming of employees project a professional and business image. Each employee is expected to dress and groom appropriate for the job. It is the responsibility of the County Official to provide grooming and dress standards within their department. Special requirements for reasons of safety may also be established. Failing to observe established standards for dress and grooming can be cause for disciplinary action.

In setting standards for dress and grooming, County Officials shall consider the following factors:

- a. The nature of the work;
- b. Safety considerations, such as necessary precautions when working with or near machinery;
- c. The nature of the employee's public contact, if any, and the normal expectations of outside parties with whom the employee will work;
- d. The prevailing practices of other workers in similar jobs.

15. APPEARANCE OF WORK AREAS

The County objective is to provide and maintain clean, safe and healthy work conditions. It is the responsibility of each employee to maintain a safe, neat work area and insure that all working documents, desks, and cabinets are secured appropriately.

16. SMOKING

Smoking in a public building is unlawful. All County buildings, facilities (whether leased or owned) and County vehicles are designated to be smoke free. Smoking by employees is prohibited on all County owned or leased property.

17. DRUG AND ALCOHOL USE

It is Pend Oreille County's commitment to provide a drug-free, healthy and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Pend Oreille County premises and while conducting business-related activities off Pend Oreille County premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. "Alcohol abuse" means the ingestion of alcohol or alcoholic beverages, on or off duty, which adversely affects the employee's ability to perform their job safely or efficiently. "Illegal drug" means any controlled substance as defined in RCW 69.50, not possessed or taken in accordance with a lawful prescription.

The legal use of prescribed drugs is permitted on the job if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

The unlawful manufacture, delivery, sale or possession of controlled substances on or off duty by employees of Pend Oreille County is strictly prohibited.

When the County Official or supervisor has reasonable suspicion to believe an employee is drug or alcohol impaired and not able to perform their job safely or efficiently or post-accident, the County Official or supervisor may require the employee to submit to a urine, blood or breathalyzer test to determine the presence of alcohol or drugs in the body. Failure to submit to testing could lead to disciplinary action.

Violations of this policy may lead to disciplinary action, up to and including termination of employment.

18. OUTSIDE EMPLOYMENT

18.1 County Comes First

When an individual accepts employment with the county it is understood that the County has first call upon the services of its employees, regardless of any impingement upon secondary employment.

18.2 Incompatible Work And Activities

Employees shall not engage in outside employment or activities that are incompatible with County employment, or will detract from the efficiency of work performance, or in conflict with County interest. The County asks that the employee think seriously about the effects that such extra work or activities may have on the limits of endurance, overall personal health, and effectiveness with the County. The County will hold all employees to the same standards of performance and scheduling demands and cannot make exceptions for employees who hold outside jobs or engage in activities which directly conflict with County employment.

18.3 Notification Of Off Duty Employment

Employees shall notify the County Official, in writing, in advance, of all employment or business activities outside the scope of their County employment and of any outside activities that may directly conflict with the County.

18.4 Conflicts With Off Duty Employment

The County Official will notify the employee at any time that outside employment or business activity is found to be in conflict with the interests of the County.

Prior to taking action under this section, the County Official shall consult with the Human Resources Office. This section shall not be applied to restrict an employee from the exercise of a constitutionally protected right that the County may not lawfully inhibit.

19. DRIVING RECORD

Employees required to drive must possess a valid driver's license and must comply with any restriction. Suspension or revocation of a driver's license may be grounds for termination. Termination from employment under such circumstances shall be in the sole discretion of the County and may be based upon the County's inability to provide meaningful interim employment. All employees who may be required to drive on County business may at any time have their driving record checked by the County. If the record indicates serious violations, the employee may be subject to warnings or sanctions.

Employees whose driving records indicates felony or criminal traffic violations within the last five (5) years, or more than two moving infractions within the last three (3) years may be disqualified from driving on behalf of the County.

Employees who are charged with a violation that causes them to reach the above standard shall be immediately suspended from driving on behalf of the County until disposition of the charge.

Employees required to drive shall notify their County Official of any change in license status, and all traffic violations. Failure to report a traffic violation or change in license status to the County Official is viewed as a violation of County policy and may subject the employee to discipline. The

County monitors driving records as a component of risk management, in order to identify needs for driver improvement.

20. HARASSMENT/SEXUAL HARASSMENT

20.1 Statement Of Concern

The County seeks to eliminate and prevent harassment as well as to alleviate any effects such harassment may have on the working condition of an employee. All such harassment is forbidden. Harassment includes unsolicited remarks, gestures or physical contact, display or circulation of written materials or pictures derogatory towards either gender or towards racial, ethnic or religious groups, or basing personnel decisions on an employee's response to such harassment. The County regards job-related harassment as a serious transgression.

Sexual Harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

With respect to sexual harassment, Pend Oreille County prohibits employees from engaging in any of the following:

- Vulgar or sexual comments, jokes, stories or innuendo.
- Graphic or suggestive comments about someone's body or manner of dress.
- Gossip or questions about someone's sexual conduct or orientation.
- Vulgarity, leering, inappropriate touching, obscene or suggestive gestures.
- Display in the work place of sexually suggestive photographs, cartoons, graffiti and the like.
- Possessing or viewing pornographic or sexually explicit photographs or other material.
- Unwelcome and repeated flirtations, requests for dates and the like.
- Unwelcome sexual advances by a supervisor or a coworker.
- Solicitation or coercion of sexual activity, dates or the like by the promise (either expressed or implied) of rewards, preferential treatment or of punishment.
- Intimidating, hostile, derogatory, contemptuous or otherwise offensive remarks that are directed at a person because of that person's sex, where the remarks cause discomfort or humiliation and interfere with the performance of the employee's duties.
- Retaliation against an employee for refusing sexual overtures, for complaining about sexual harassment or for cooperating with the investigation of a complaint.

Nonsexual Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, gender, national origin, age or disability, or that of his/her relatives, friends or associates, and that:

- has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

20.2 Policy

The policy of the County is that every employee has a fundamental right to be free of such harassment. In response to formal reports of harassment, the County will seek to protect all parties involved from retaliation, false accusations, or future harassment, and where indicated, will take prompt and adequate remedial measures.

Should an issue of harassment be raised, all related matters will be kept private to the greatest extent possible throughout the investigation, counseling and disciplinary stages. Any County Official receiving notice of harassment shall notify the Human Resources Office who will direct an investigation and insure that the charge is resolved appropriately.

20.3 Reporting Harassment

Any employee who feels harassed or is aware of harassment of another employee is urged to immediately report this to an immediate supervisor, County Official, or the Human Resources Office. The report may be informal or formal. A formal report shall include a written statement or a grievance under labor agreement.

20.4 Response To Reports Of Harassment

Written reports concerning harassment will be forwarded to the Human Resources Office unless there is an allegation against that person, and if so, then written reports will be forwarded to the County Prosecutor. This procedure will apply to written statements received from reporting employees or written records made by supervisory employees, including County Officials. Whenever supervisory employees become aware of allegations of harassment, they will make a written record of the allegations and will forward the record to the County in accordance with this policy.

20.5 Investigation Of Harassment

The Human Resources Office or the County Prosecutor will begin an investigation if necessary. The first pre-investigation step shall be to inquire of all persons reporting as to whether the record now includes all allegations of harassment. The investigation will be conducted promptly on a priority basis.

The investigation will be directed at ascertaining the facts concerning the allegations. If, in the course of investigation, evidence of harassment involving other employees is found, the County shall initiate separate investigations.

The investigator shall cause the person reported to have harassed an employee to be advised of the allegations and to afford such person an opportunity to reply orally or in writing. The employee shall also be advised that any retaliatory conduct will be subject to disciplinary action regardless of allegations of harassment.

The results of the investigation shall be reduced to writing. A finding shall be made that there is or is not reasonable cause for disciplinary action. Nothing in this section shall limit the authority of the County to modify policies or practices to correct any appearance of harassment without finding reasonable cause for disciplinary action or taking any disciplinary action. The report will also include any recommendations to remedy any harm that was suffered if the evidence shows that the employee alleged to have been affected by harassment was injured or harmed.

A report that finds reasonable cause for disciplinary action will be maintained in the personnel file of any employee subject to discipline. The employee may have placed in the personnel file a statement of rebuttal or correction. For the purpose of this section, a former employee may present such statement.

Throughout the complaint, investigation, and remedial processes, confidentiality will be maintained to the greatest extent possible.

20.6 Records Relating To Harassment

Records relating to harassment include written reports regarding alleged harassment, memos between County employees concerning investigation of such allegations and County recommendations in response to allegations. Records relating to harassment will be retained by the County for a minimum of six (6) years. All such records will be retained in a separate file. There will be a cross-reference to the separate file of the reporting employee, the allegedly affected employee and the employee who was reported to have harassed another. Once the material in the file is determined to have no reasonable bearing on job performance or on the efficient and effective management of the County, reference to it in one or more individual personnel files may be removed.

No information from the file nor any indication of the cross reference to the file will be disclosed to persons who do not have confidential access to the personnel affairs of the County, provided that there are two exceptions which permit some disclosure. First, an employee who reported harassment and/or an employee who was allegedly affected by harassment may request that the County provide information to another regarding the investigation of harassment. On a case-by-case basis, the County, in its own discretion, may agree to release specified information.

However, when the County does provide general information to persons who are not officers or employees of the County regarding an employee or former employee from the County's

personnel file and the employee's personnel file reflects a finding of reasonable cause for disciplinary action, the County will also send information regarding the investigation of harassment; except that no readily identifiable reference to other parties involved may be included, and any statement which the employee had requested be held in the file will accompany the disclosure. Information about the finding of reasonable cause for disciplinary action would not be given in response to a request for verification of dates employed.

20.7 Protection Against Retaliatory Actions

Pend Oreille County officials and employees are prohibited from taking retaliatory action against an employee because he or she has in good faith reported harassment or participated in an investigation of harassment in accordance with these policies and procedures.

Employees who believe that they have been retaliated against should advise their supervisor, County Official or the Human Resources Office who shall take appropriate action to investigate and address complaints of retaliation. Retaliatory action is strictly prohibited by law and will lead to disciplinary action, up to and including termination.

21. NO RIGHT TO EMPLOYEE PRIVACY

Employees have no expectation to be free from search of County owned or leased vehicles, lockers, desks, computers or contents of other similar Department controlled spaces. Pend Oreille County's reservation of the right to search areas used exclusively by an employee may be based on reasonable belief that policy has been violated. Such searches shall be approved by the County Official or his/her designee, and, if possible, notice will be given to the employee with an opportunity to be present.

In matters affecting health and safety of other employees and the public at large, the County reserves the right to commence a search with or without notice to the County Official or affected employees.

22. WORKING FROM HOME

The County provides a workplace for its employees. Accountability for employees work is an issue of primary importance to our citizens. The County's ability to monitor employees who desire to work at home is limited at best. The potential for abuse, particularly over long periods is high. In addition, most County jobs do not lend themselves to accomplishment of tasks in the most effective and efficient manner while working away from their normal work location. Because of all those factors and others, working from home is not permitted unless specifically approved by the County Official.

23. WORK PRODUCT OWNERSHIP

The County asserts ownership in intellectual property of all types (including, but not limited to, any invention, discovery, trade secret, technology, scientific or technological development, art, writings,

research data and computer software) regardless of whether subject to protection under patent, trademark, copyright, or other laws subject to the following:

The County shall have sole ownership of all intellectual property created by an employee who was hired specifically or required to produce it or commissioned by the County.

The County shall have sole ownership of all intellectual property created by an independent contractor who was hired specifically or required to produce it or commissioned by the County and every contract with an independent contractor shall provide that such property is a “work for hire”.

Intellectual property either related to the individual's employment responsibility, or resulting from activities performed on County time, or with support by County, State, Federal funds, or with support by a nonprofit or for profit nongovernmental entity, or by a private gift or grant to the County, shall be subject to ownership by the County. The intellectual property policies and guidelines of the County are subject to, and thus amended and superseded by, the specific terms pertaining to intellectual property rights included in state, federal grants and contracts, or grants and contracts with nonprofit and for profit nongovernmental entities or private donors, to the extent of any conflict.

Intellectual property unrelated to the individual's employment responsibility that is developed on an individual's own time and without County, State or Federal support or use of County facilities is the exclusive property of the creator and the County has no interest in any such property and no claim to any profits resulting there-from.

24. IDENTIFICATION BADGES

24.1 Policy

Photo identification serves many purposes, but the most important is personal safety for employees and other people in and around County facilities. Photo identification badges identify the people who should or should not be in the "behind the counter" office area. They help to identify employees to the public.

The Human Resources Office is responsible to administer and maintain the identification badge production process.

Each employee is responsible to maintain the condition of the photo identification badge. It is also the responsibility of the employee to report a missing/lost ID badge to the Human Resources Office and to obtain a replacement badge.

24.2 Procedure

Badges are issued to new employees at time of orientation. The badge will consist of the employee's picture, name, title and department.

New or replacement badges for existing employees are available upon appointment with the Human Resources Office. Replacement badges issued due to wear, name change, title

change, or department change will be made at no cost to the employee. Employees will be required to pay a \$5.00 replacement fee for their ID badge after one free replacement due to lost badges.

Upon termination, employees are required to immediately return their badge to the Human Resources Office, their supervisor or County Official.

24.3 Proper Badge Display

Badges should be readily visible and not obscured by coats or other clothing. Employees are encouraged to question or report persons in their immediate work areas that they do not recognize and/or those persons not displaying a badge.

25. EMPLOYEE "GOOD SAMARITAN" ASSISTANCE

Pend Oreille County provides and requires CPR and First Aid Training to ensure responsible, knowledgeable employees, aware of good safety and health standards throughout County employment:

- a. Ensure this education is used within the limits of the following policy statement, and
- b. Ensure personal safety at all times, both while as an employee of Pend Oreille County and during personal time.

Pend Oreille County employees feeling a moral obligation to assist in an emergency (or perceived emergency) situation must understand that their "good Samaritan" assistance is outside their authority of activity while on the job with the following exceptions:

- a. The assistance is being given to another County employee while on County business or,
- b. The assistance is being given to a victim as a result of a County employee or County equipment action.

Should an employee be injured on the way to or from, or while assisting in an emergency situation, and this activity takes place during the employee's paid County time; and if the employee was not given permission by his/her supervisor to depart his/her County obligations to assist in the (perceived) emergency; that employee will be determined as acting on his/her own volition and the County would not be held responsible for the results of those actions toward the party or property involved nor the employee's health, welfare or property during the employee's absence from the employee's usual performance of his/her assigned duties.

Should the employee be a member of any volunteer organization (i.e., Search and Rescue, Volunteer Fireman, etc.) or have the unique qualifications to assist in an emergency, (i.e., First Responder, EMT, etc.), they will restrict their activities to responding only when prior authority has been given by their respective County Official.

A County Official has the option to issue a written release for an employee to leave their work site or discontinue their work to assist in an emergency. This release would remain in effect until the County Official canceled the authority.

A County Official has the option to give authority to supervisors, who are answerable to that County Official, the right to authorize an employee, in person, by telephone, radio or pager, absence from the work site in order to assist in an emergency situation.

26. VIOLENCE IN THE WORKPLACE

26.1 Statement Of Concern

The Commissioners recognize the need for a violence free work environment for all County government employees and the public. The Commissioners will not tolerate violence in the workplace and they are committed to maintaining an environment clear of all forms of violence, including verbal or physical threats as well as forms of intimidation such as sexual harassment or abusive language. Employees are expected to report all threats and violence, physical or verbal, to their supervisors.

26.2 Definitions

"Assault" means the actual threat to use force with the apparent present ability, if not prevented, to execute that attempt which creates a reasonable fear of imminent peril.

"Battery" means the unlawful touching of another person.

"Law Enforcement Personnel" are those defined in the Revised Code of Washington.

"Perpetrator" means

- An employee inflicting acts or threats of violence on his/herself, or another employee.
- An employee inflicting acts or threats of violence on a third party.
- A third party engaging in violent acts or threats against his/herself, an employee, or another third party.

"Third Party" includes any visitor to a County workplace, including a former employee.

"Violent Act" is an act by a third party or an employee that may range from verbal or physical threats or intimidation to assault or battery.

26.3 General Provisions

In the workplace, an employee witnessing violence directed against another should observe the situation and attempt to get information such as the name and description of the perpetrator, but only if it can be done without endangering the employee or others.

When applicable, the County and its employees shall cooperate fully with police and other law enforcement officials in the investigation and prosecution of violent acts.

No employee, other than authorized law enforcement personnel, or third party, excluding law enforcement personnel, is permitted to bring weapons or firearms into the workplace or onto County property for any reason.

26.4 Implementation

(1) Managing A Potentially Violent Situation

County employees are expected to assist the general public and fellow employees in a courteous manner.

If, for example, a person becomes angry, the employee should courteously attempt to calm the person down. If that does not work, the employee should get his/her supervisor involved or call for assistance from another supervisor.

(2) A Person Threatening Bodily Harm

If the employee feels that he or another person is threatened, that is, in danger of imminent bodily harm:

The employee should attempt to leave the scene, if it can be done safely.

If the supervisor is unaware of the situation, the employee should notify the supervisor as soon as it can be done safely.

Either the employee or the supervisor may determine if law enforcement should be notified.

The County Official and the Human Resources Office shall be called as soon as possible by the supervisor or the employee who feels threatened, witnessed, or has knowledge of a violent act.

When the County Official or the Human Resources Office responds, if law enforcement has not been notified earlier, either one may determine it prudent to call the police or take other actions related to the incident.

Counseling will be made available to any employee involved in the incident as determined appropriate by the Human Resources Office.

26.5 Reporting Incidents

The supervisor shall complete a "Pend Oreille County Report of Incident" form and forward the report to the Human Resources Office within 24 hours of a violent act.

For an act involving the threat of bodily injury, the supervisor is responsible in making sure the Human Resources Office and the County Official are contacted, as soon as it can be done safely, to make them aware of the situation.

The person complaining may ask for anonymity during all or part of an investigation. However, anonymity will be maintained at the discretion of those investigating and administering the complaint. There is no right to or guarantee of anonymity.

26.6 Resolution And Investigation

To the extent practicable, investigations and resolutions shall be conducted in accordance with Policy 160, Investigation of Complaints and Discipline.

26.7 Education And Training For County Employees

Pend Oreille County shall provide education and training programs to inform all employees of methods and procedures to prevent, identify and handle violence at an early stage in themselves or others, including co-workers, which may contribute to workplace violence.

This policy has been established for the benefit of all employees and visitors to ensure a violence-free workplace. Any questions regarding this Policy or violence in the workplace may be directed to the Human Resources Office.