

**PEND OREILLE COUNTY  
NEWPORT, WASHINGTON**

**RESOLUTION NO. 2024- 06.5**

**RESOLUTION APPROVING ACKNOWLEDGEMENT OF TERMS AND  
CONDITIONS FOR EXTRA-HELP EMPLOYMENT FOR CHRISTINE RAHOUN**

**WHEREAS**, Pend Oreille County and Christine Rahoun are parties to the attached Acknowledgement of Terms and Conditions for Extra-Help Employment; and

**WHEREAS**, pursuant to the provisions of RCW 36.32.120(6), the Board of County Commissioners of Pend Oreille County, Washington ("the Board") has the care of county property and the management of county funds and business; and

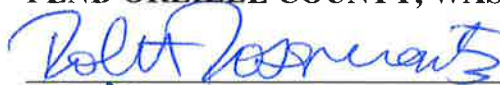
**WHEREAS**, the Board believes that the best interest of the public will be served by entering into said agreement with Christine Rahoun for training of a current employee.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, by the Pend Oreille County Board of Commissioners that the Acknowledgement of Terms and Conditions for Extra-Help Employment, which is attached hereto and incorporated herein, be established and adopted.

**BE IT FURTHER RESOLVED**, by the Pend Oreille County Board of Commissioners, that the Acknowledgement of Terms and Conditions for Extra-Help Employment is hereby approved, and the Chair of the Board, or a majority of the Board is hereby authorized to execute it on behalf of Pend Oreille County.

**ADOPTED** this 15 day of April, 2024.

**BOARD OF COUNTY COMMISSIONERS  
PEND OREILLE COUNTY, WASHINGTON**



Robert Rosencrantz, Chair



John Gentle, Vice-Chair



Brian Smiley, Member

ATTEST:

  
Crystal Zieske, Clerk of the Board




## Pend Oreille County

### ACKNOWLEDGEMENT OF TERMS AND CONDITIONS FOR EXTRA-HELP EMPLOYMENT

The undersigned employee makes this acknowledgement in consideration of employment with Pend Oreille County as a temporary extra help employee. The employee acknowledges the following:

1. I am accepting employment with Pend Oreille County as a temporary extra help employee which is defined in Pend Oreille County Personnel Policy 100, section 4 (6).
2. Pend Oreille County will compensate me at the hourly rate of \$40.00.
3. Temporary extra help employees do not receive and are not entitled to employee benefits, including but not limited to health or life insurance benefits, or vacation, holiday, or sick leave **unless** otherwise required by law. Contributions to the Washington State Retirement System shall be paid to the extent required by law.
4. Pend Oreille County does not guarantee temporary extra help employees a minimum number of work hours or a guaranteed work schedule. Temporary extra help employees work on an on-call basis. When Pend Oreille County needs extra-help to meet the needs of a department or office, the temporary extra-help employee may be contacted. Temporary extra-help employees may work non-sequential days and hours, and may work weekdays, weekends, holidays, evenings, and nighttime hours. The undersigned acknowledges she/he is being hired to address the following operational needs:

 Limited Term. Specific and defined projects or for a continuing body of work of limited duration including grant-funded projects, capital improvement projects, other non-routine projects, during the absence of a regular employee, to perform work requiring specialized skills, or to fill a vacancy for a limited period during recruitment. The term of employment is limited to the term of the particular project, regular employee absence, work requiring specialized skills, or position vacancy, but in no event shall the term exceed more than 70 hours/month for five months or more in a 12-month period for two consecutive years.

5. Temporary extra help employees have no promise or expectation of continued employment with Pend Oreille County.

6. The employment of temporary extra help employees is terminable at will, and either Pend Oreille County or the employee may terminate the employment for convenience upon delivery of written notice.
7. I expressly understand and agree that this Acknowledgement contains the sole description of my employment status, and Pend Oreille County makes no promises, representations, or obligations other than those contained in this document. This Acknowledgement supersedes all previous communications, representations, or agreements, either verbal or written, between the employee and Pend Oreille County.
8. No change, alteration, modification, or addition to this Acknowledgement will be effective unless it is in writing and properly signed by Pend Oreille County and the employee.

I, (please print name) Christine Ralston, by my signature below, hereby acknowledge that I understand the terms and conditions stated in this document and accept them in consideration of my employment as a temporary extra help employee with Pend Oreille County.

Christine Ralston  
Signature

4-12-2024  
Date