

# General District Operations Policy

## I. Roles and Responsibilities

### I. 1 Board of Supervisors

Supervisors are responsible for their conservation District's overall compliance with state and federal laws, as well as WSCC policies. Their specific powers and duties are spelled out in RCW 89.08.210 through 89.08.220.

The Board of Supervisors elects three officers. The officers include Chair, Vice Chair, and Auditor. The Chair is the head of the Board. The Chair sets the meeting agenda, presides at meetings, appoints committees, assigns their responsibilities and asks for their reports, and orients new supervisors. The Vice Chair acts in place of Chair when needed and advises the Chair on program and policy. The Auditor oversees the District's finances.

In addition to electing officers, the Board also appoints a treasurer, secretary, public disclosure officer and other positions as needed. The Board of Supervisors designates the district accountant as the Treasurer and the District Manager as the Secretary, and Public Disclosure Officer.

The Board may also establish committees to work on specific activities or issues. For example, a committee is established annually to complete the internal audit. Committees are also established to interview potential employees, review personal services proposals, and other applications or submissions.

### I. 2 Associate Supervisors

In addition to the five Supervisors, the Board may also include a number of Associate Supervisors. Associate Supervisors may not vote or constitute any part of a quorum at a meeting of the Board. They may however assist the Board by providing valuable input regarding natural resource issues. They may also participate in any of the subcommittees established by the Board. Associate Supervisors are eligible for reimbursement of travel expenses to attend meetings and conferences.

### I.3 District Staff

The Board of Supervisors may employ as many staff members as is necessary to implement the programs of the District. As of 2023, the District currently retains a District Manager and one part-time accountant. The District Manager is directly responsible to the Board of Supervisors and has some delegated authorities that are described in this document and other District policies.

## 2 Meetings

Meetings are fundamental to conducting District business. Board meetings have two basic purposes: to decide on District policy and to monitor their implementation. Board meetings also serve social, educational, inspirational, and communication purposes. Board meetings must be open to the public, except for special circumstances (e.g. executive sessions).

### 2.1 Regular Monthly Board Meetings

The Board meets at the district office, 401 S. SR 27, Oakesdale, on the second Wednesday of each month to conduct regular District business. The meeting times vary through the year, with 12:00 PM meetings in winter months (November to March), 7:00 PM meetings in the remaining months.

Meeting notices are sent by email to Board members and interested parties, generally at least two days before the meetings by the Secretary. The notices usually include a draft agenda, staff reports, and minutes from meetings in the previous month. The meetings include review of minutes and accountants report, old business, new business, and plans for the next meeting.

The Secretary or designee takes minutes at each meeting. The minutes include attendance, brief descriptions of discussions, and all motions (including who proposed the motion, who seconded it, whether it passed and any abstentions).

## 2.2 Special Board Meetings

Special Board meetings may be called by the Chair or Vice Chair as necessary to address items that need Board input or action before the next regularly scheduled meeting.

## 2.3 Annual Meetings

The District hosts an Annual Meeting each winter that includes a lunch, informational presentations related to conservation, and a presentation of accomplishments of the past year.

## 3 Annual and Long-Range Planning

Planning is the basic tool for developing District programs. There are several different levels of District plans. A Long Range Plan (or "long range program") is developed for 5-10 year time periods, to serve as a broad outline of the District's response to long term shifts in land use, population patterns and improvements in technology. An Annual Plan (or "annual plan of work") outlines specific objectives and activities to achieve long range plans. The annual plan should be completed two to three months before the year being planned.

The long-range plan is updated through dialogue at one or more public meetings. Public input is requested and incorporated for consideration by the Board of Supervisors. The Annual Plan is updated by the staff and presented at a regular monthly board meeting, which is open to the public.

## 4 Elections and Appointments

Pine Creek Conservation District election and appointments for Board of Supervisor positions are conducted in accordance with RCW 89.08, Washington Administrative Code (WAC), Chapter 135-110, and Washington State Conservation Commission Election and Appointment Guide. These procedures exist to assist conservation districts and conservation district supervisors in the election, appointment, and replacement of supervisors in the State of Washington, and to assure fair treatment of all parties involved in such proceedings, and to provide guidance for compliance with the Washington Administrative Code (WAC), Chapter 135-110.

## 5 Reasonable Accommodation

The District is committed to providing accommodation individuals with disabilities in employment and in its transactions with employees, clients, applicants, and the general public, including public hearings, meetings, or conferences, unless an undue hardship would result. The District will adhere to all applicable laws, regulations and guidelines to provide reasonable accommodation to individuals with disabilities.

The disabled individual has an obligation first to inform the District of their need for such reasonable accommodation.

## 6 Political Activities

Pursuant to Washington State law (RCW 42.17.30), no District official may use, directly or indirectly, the facilities of the District for the purpose of assisting a campaign for election of any person to any office or for the promotion of or


opposition to any ballot proposition. This includes the wearing or displaying of political paraphernalia while conducting District business. This policy does not purport to regulate District employees or elective officials while they are not conducting District business.

District officials may not express opinions on political subjects and candidates, take an active part in political campaigns, and wear political campaign badges and buttons when serving in an official capacity or meeting the public. In addition, District Employees may not:

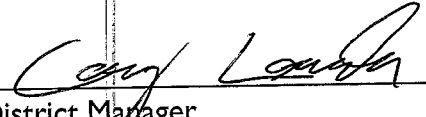
1. Use their official authority or influence to interfere with or affect the results of an election or nomination for office.
2. Coerce, command, or advise another District employee to pay, lend, or contribute anything of value to a party, committee, organization, agency or person for political purposes.
3. Use District equipment, time, supplies, staff or facilities for any political purposes or when assisting or opposing any candidate for partisan or nonpartisan offices or on any ballot proposition.

  
District Chair

1-11-2023  
Date

  
District Supervisor

1-11-2023  
Date

  
District Manager

1-11-2023  
Date

## **Pine Creek Conservation District Personnel Policies and Procedures (part I of 2)**

The District Manager will develop recommendations for final approval by the Board of Supervisors on District-wide personnel policies. The Board of Supervisors will approve additions, revisions, or new policies to be formally incorporated into the Policies and Procedures Manual. This policy will be reviewed regularly by the Board of Supervisors. The District Manager or his/her designee is responsible for district-wide policy publication and distribution.

### **Contact Supervisor**

The Contact Supervisor is the Board member who provides administrative supervision and personnel management for the District Manager. The Chair of the Board of Supervisors serves as the Contact Supervisor.

## **Employee Categories**

### **Regular Employees**

Regular employees are those employees who successfully fulfill the six-month introductory period and have been offered regular employment by the Board of Supervisors. Regular employees who work an average of 40 hours per week are eligible for sick leave, annual leave, retirement benefits, and paid holidays. Employee eligibility for the Public Employees Retirement System (PERS) will be determined by the guidelines published by PERS.

### **Project Employees**

Project Employees are those employees hired for specific tasks outlined in grant contracts for a specified duration of time. Project employees who are employed full time for more than five months also receive annual leave, sick leave, health insurance benefits, retirement, and paid holidays. Part time and temporary (less than five months) project employees will receive benefits only in the form of the employer's portion of unemployment, social security, Medicare, and Labor & Industries payments, as well as sick leave. Part time and temporary project employees who are initially hired for and expected to work for a period less than 5 months out of any 12 month period, will not receive paid annual or holiday leave or be eligible for any other benefits program other than the required sick leave.

### **Volunteers and Interns**

Volunteers and Interns are those persons who voluntarily donate time to the District or are acquiring college credit for voluntary work. All volunteers and interns will be screened and selected to fill the positions available. The criteria will vary based on need. All volunteers and interns shall comply with the applicable provisions of this policy and procedures of the District, including completion of a Volunteer Agreement that is pursuant and subject to the Volunteer Protection Act of 1997, 42 U.S.C. 14501, et. seq., and S.C. Code Sections 8-25-10 through 8-25-50 (1976 as amended) for the activities stated in the volunteer description.



## **Employee status**

The District employs both full-time and part-time staff on regular, project and temporary status. Full-time employment constitutes at least 37.5 hours per week on either regular or project status.

Terms of employment require the employee to be evaluated upon completion of a six-month introductory period, at which time the employee will be placed on a regular or appointed project status for the duration of the project.

Both during and after the introductory period, continued employment is at-will by the District. The employee may be terminated at any time, with or without cause, and with or without notice, subject to applicable state and federal laws. Continued project employment is at the sole discretion of the Board of Supervisors and contingent upon factors determined by the Board of Supervisors, including but not limited to available funding, job performance, changes in program direction, or reorganization.

## **Employee Compensation**

The District pays compensation that is nondiscriminatory and competitive. The District Manager is responsible for coordinating the continuing review of compensation with the Board of Supervisors. This review should determine whether compensation accurately and fairly reflects each position's responsibilities and performance. Ultimately, the Board of Supervisors retains full discretion with regard to any changes in rates of pay and makes no guarantee of annual or periodic pay increases.

Non-exempt positions are paid an hourly wage. Exempt positions are salaried and receive a predetermined monthly amount constituting one twelfth of the set annual salary. At approximately each December meeting (and at the successful conclusion of the 6-month introductory period for new employees) each employee may be considered for a pay increase.

All employees are paid on a monthly basis. The official payday is the second Wednesday of each month to coincide with monthly public board meetings.

## **Employee Benefits**

The District provides retirement benefits to its full time regular employees. Information and summaries intended to explain these benefit plans will be furnished to all plan participants and beneficiaries on a timely and continuing basis. The District reserves the right to modify, amend, or terminate its benefits as they apply to all current, former, and retired employees. Additionally, the Administrator of each benefit plan has the discretionary authority to determine eligibility for benefits and to interpret the plan's terms.

### **Retirement**

The District participates in the Washington State Public Employees Retirement System (PERS). Both the District and the employee contribute a percentage of the employee's pay into the employee's retirement account. The contributed percentage is set by the State Legislature. Participation in the retirement program is mandatory for both employer and regular full-time and some regular part-time employees, depending upon the number of hours worked per month.

### **Health Care Benefits**

The District does not offer health care benefits.

### **Benefits During Leave**

Employees who are on a paid leave of absence shall continue to receive benefits they were entitled to prior to the start of their leave, including the accrual of annual leave, sick leave, holidays, and retirement. Unless stated otherwise in these policies, benefits that accrue according to length of service, such as annual leave, sick leave, and holidays do not accrue during periods of unpaid leave or during periods in which the employee receives workers' compensation. In certain cases, self payment of insurance premiums may apply.

### **Operating Hours and Work Schedules**

Normal operating hours are 8:00 am to 4:30 p.m. Monday through Friday, except those days designated as official holidays. The workweek commences on Monday morning at 12:01 a.m. and ends the following Sunday evening at midnight. An eight-hour, five day period (five/40), or ten-hour four day (four/40) schedule is consistent with the normal work period, although a four/40 schedule must be approved by the District Manager to maintain operational capacity of the District. A four/40 work schedule may be revoked at any time. Employees will be charged annual leave and medical/family leave at the rate of total hours scheduled to work in the work day, not to exceed 40 hours per work week. Employees utilizing a four/40 schedule will be paid eight hours for each paid holiday and must charge the remaining hours in the alternative work day to annual leave, compensatory time or leave without pay to total 40 hours in the work week. Each non-exempt employee is allowed a 1/2 hour unpaid lunch break and two fifteen (15) minute paid breaks per day. Break time cannot be accumulated or used for any purpose other than daily breaks.

Due to the nature of District work, some employees may benefit from schedules that differ from normal office hours. In this situation, several work schedule options are available. In all cases, productivity and operational requirements shall be considered by the District Manager prior to approval. Use of the following work schedule options is at the discretion of the District Manager and may be denied, revised or discontinued at any time based on the operational needs of the District or another reason.

Employees generally are expected to report for work during inclement weather conditions unless the District Manager or their designee declares an emergency closing. It is expected that employees make every reasonable effort to report to work, so long as doing so does not endanger their personal safety. An employee who is unable to get to work or leaves work early because of unusual weather conditions may charge the time missed to annual leave, personal holiday, compensatory time off, or leave without pay.

### **Flextime Schedule**

Flextime permits flexible starting times and quitting times while maintaining a standard number of core hours which must be worked. Flextime schedules may be approved by the District Manager, so long as the operation of the District remains functional and the individual employee's ability to complete tasks is not compromised. All flextime schedules must comply with the FLSA and prevent an overtime obligation for non-exempt employees.

### **Alternative Work Period**



There is a specific definition of "alternative work period" that varies from the standard regular work period that must be followed in order to utilize alternative work periods without violating provisions of state and federal wage and hour laws. This definition allows 40 hours of work within a seven consecutive 24-hour day period. The work week may begin and end on any day, however, no more than 40 hours can be worked without overtime obligations in any 168-hour work week period. The implementation of this policy is subject to the following guidelines.

Alternative work schedules may be approved by the District Manager, so long as the operation of the District remains functional and the individual employee's ability to complete tasks is not compromised. All schedules must comply with the US Fair Labor Standards Act and prevent an overtime obligation for non-exempt employees.

Employees will be charged annual leave and medical/family leave at the rate of total hours scheduled to work in the alternative work day, not to exceed 40 hours per work week. Employees approved for an alternative work period will be paid eight hours for each paid holiday and must charge the remaining hours in the alternative work day to annual, compensatory time or leave without pay to total 40 hours in the work week.

### **Exempt Employee Schedules**

Exempt employees are not required to strictly adhere to the normal attendance requirements as are hourly employees, however, flexible attendance should not interfere with District operations, employee productivity or the work of subordinates. Workday lengths for exempt employees are determined primarily by their current workloads although general working hours and the ability to consider alternative work schedules remain the same as non-exempt employees. Exempt employees are expected to attend meetings and carry out other activities outside of regular working hours as appropriate.

### **Payroll Information and Timekeeping Procedures**

Each employee shall keep a daily log tracking specific hours of each activity during the day. The activity is typically tied to a particular grant or grant outcome. The time must be tracked to the hour and include a beginning and ending time and total hours spent for each activity. Employees must record actual hours worked on the actual days worked. Employees will also delineate office and field hours on a daily basis.

Each employee is responsible for filling out and signing his or her own monthly timesheet and submitting it to the District Manager by 5 pm on the first Friday of the month. Timesheets must be completed and signed in ink by the employee and reviewed by the District Manager in order to receive their paycheck.

### **Employee Performance Evaluations**

Performance of the duties of each position is evaluated against the requirements developed for each of the positions. A formal review may be completed by a personnel committee appointed by the Board of Supervisors on a yearly basis generally during the month of December. The review will include the employee whose performance is being evaluated. Performance rating is an overall evaluation of performance in the judgment of the supervisor. It may be the basis for any merit pay increases granted by the Board of Supervisors, although all pay rate changes are at the sole discretion of the Board of Supervisors.

## Employee Training

It is the expressed goal of the District Board of Supervisors to make available appropriate training, pursuant to an employee-training plan, to facilitate the professional development of district staff.

## Leave Categories

The District authorizes leave for employees for a variety of reasons in accordance with the guidelines established below.

### Annual Leave

All full time regular employees are entitled to accrue annual leave. Annual leave is accrued or earned based on the employee's length of service. The total annual leave is available starting on January 1 of each year.

Annual leave is accrued at the following rates for full time employees ((based on [civil-service rates used at WSU](#)):

Year	Accrual Per Year	Accrual Per Month
1-2	14 days	9.33 hours
3	15 days	10.00 hours
4	16 days	10.67 hours
5-6	17 days	11.33 hours
7-9	18 days	12.00 hours
10-14	20 days	13.33 hours
15-19	22 days	14.67 hours
20-24	24 days	16.00 hours
25+	25 days	16.67 hours

Annual leave can accrue to 240 hours (30 days), but no more. Upon the Manager's separation, retirement or death, 100 percent of their accumulated annual leave will be paid at the employee's current rate of pay to the employee or employee's heirs. Leave time that was granted in the year of the employee's separation but not accrued is not paid out upon separation.

Employees shall document any use of annual leave on the appropriate time sheet. Any leave balance "brought forward" will be reported by the District Financial Manager at each board meeting. An employee shall, within 5 working days, bring to the attention of management; any perceived errors in the account. It is the responsibility of the employee to take the appropriate action to assure hours in excess of the maximum allowable accrual are used.

Annual leave cannot be cashed out while the employee is in continuous employment of the District.

## Compensatory Time



Prior authorization for a non-exempt employee to work more than 40 hours per week must be granted, in writing, by the employee's supervisor. If overtime is authorized and if the employee so chooses, compensation may be in the form of compensatory time off at the rate of 1.5 hours per hour overtime worked.

### **Informal Leave for Exempt Employees**

Exempt employees may take informal paid leave as mutually agreed by the employee and the Contact Supervisor. Informal leave is accrued on a one for one basis and may not exceed 40 hours.

### **Sick Leave**

All employees are entitled to sick leave that accrues at the rate of 2 hour for every 40 hours worked. This rate exceeds the [minimum State requirements for paid sick leave](#). Washington State Law requires employers to allow employees to take leave by 90 days after start of employment. Accrual starts on day 1 of employment. For details on relevant Washington State Laws see [Chapter 49.46 RCW](#) and [Chapter 296-128 WAC](#). Any accumulated sick leave in excess of 240 hours will be forfeited. Upon the employee's separation, retirement or death, 50 percent of his/her accumulated sick leave will be paid at the employee's current rate of pay to the employee or employee's heirs. An employee rehired within 12 months of separation will also have their accrued, unused sick leave reinstated as required by law.

Employees must notify the District Manager (or designee) of their absence from work, at the earliest time possible prior to the beginning of the employee's regular work day and the reason for the sick leave taken. The District may require a doctor's certificate after three (3) consecutive work days of absence to verify legitimate use of sick leave.

Sick leave may be used by the employee for these situations:

1. An employee's mental or physical illness, injury or health condition;
2. Preventive care such as a medical, dental or optical appointments and/or treatment;
3. To care for employee's spouse, domestic partner, children, step children, parents, parents-in-law, grandparents or grandparents-in-law who are ill, have health care appointments, or have a serious health condition;
4. For the birth of a son or daughter, and to care for the newborn child;
5. For placement of a son or daughter for adoption or foster care; or
6. By specific request for other family members (not listed above) for whom the employee has day-to-day responsibilities to care for or financially support, and who are ill, have health care appointments, or have a serious health condition;
7. If the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking.

If sick leave, annual leave, and compensatory time are exhausted, the employee may request in writing up to 12 weeks of leave of absence without pay within a 12-month period. This request will only be accepted from employees who have worked for the District for 12 months. If the request is approved by

the Contact Supervisor and District Manager, the employee's monthly benefits award will be provided at the same rate (part-time or full-time) as during regular employment for no more than the approved 12 week period. The 12 weeks begin when all of the employee's paid leave has been exhausted. Any time associated with donated leave (Section 10.124) is counted as part of the 12 weeks.

Each employee shall document the use of medical/family leave on his or her time sheet. An employee shall bring to the attention of management, within 5 working days; any perceived errors in the account.

### **Family and Medical Leave**

The following is a summary of the District's Family and Medical Leave Policy. Further information regarding the Family and Medical Leave Act of 1993 (FMLA), and Washington Paid Family & Medical Leave (PFML) and local leave laws should be referenced. The District will follow the guidelines of each of these programs.

The FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
  - the birth of a child and to care for the newborn child within one year of birth;
  - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
  - a serious health condition that makes the employee unable to perform the essential functions of their job;
  - To care for an immediate family member who has a serious health condition; or
  - Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty"

An employee on family leave is entitled to use accrued sick leave, annual leave, and comp/exchange time. Request for this leave should be made in writing at least 30 days in advance to the Director. All other periods of family leave shall be leave without pay. Sick and annual leave will not accrue while on leave without pay.

Washington PFML allows eligible employees to take paid, job-protected leave for qualified medical or family needs including:

- Your serious health condition prevents you from working.
- For prenatal or postnatal care, including complications.
- Any leave taken by a birthing parent in the "[postnatal period](#)" will be designated as medical leave unless otherwise specified.
- Care for a family member with a serious health condition.
- Bond with a new baby or child in your family.
- Spend time with a family member who is about to deploy overseas or is returning from overseas deployment (military exigency).



See [paidleave.wa.gov](http://paidleave.wa.gov) for more details on eligibility and take any questions to the District Manager.

### **Leave of Absence Without Pay**

Leaves of absence without pay may be authorized by the District Manager only after compensatory time, annual leave, personal days and, in the case of sickness, sick leave has been exhausted. Factors which will be considered in granting leave include, but are not restricted to, personal reasons (after all other leave has been exhausted), District financial reasons, and District workload.

Unauthorized absence will be treated as absence without pay and may be grounds for disciplinary action. Upon return, the employee shall give a written statement to the District Board of Supervisors explaining the reason for the absence.

Annual and sick leave will not accrue during periods of leave without pay.

### **Jury duty**

The District allows all employees who are called to serve on jury duty to take the time required to serve. Employees who are summoned for jury duty or who are subpoenaed to appear in court or in a deposition should present a copy of the summons or subpoena to their direct supervisor. Employees who are dismissed from jury duty or are not required to remain in court must report to work during regular work hours.

Any employee required to report to jury duty shall receive full pay and benefits during that time. Leave of absence for jury duty must be requested in advance. Employee must report for work when released from jury duty. Compensation received from the court for jury duty must be given to the District. The employee may keep parking and mileage reimbursement they receive.

### **Bereavement Leave**

Up to twenty-four hours of paid leave is allowed when an employee experiences a death in the employee's immediate family. For the purposes of this leave, immediate family members shall include the following whether related by blood or marriage: spouse/registered domestic partner, child, grandchild, great-grandchild, sibling, parent, grandparent, great-grandparent, aunt, uncle, niece, or nephew. The District will also consider a request for bereavement leave in the event of the death of other family members for whom the employee has day-to-day responsibilities to care for or financially support. Additional time off required for grieving may be authorized as sick leave. An employee must obtain approval of the District Manager or Contact Supervisor when taking such leave.

### **Military Leave**

Any employee who is a member of a military reserve force of the United States or of the National Guard will be entitled to military leave with pay not to exceed twenty-one (21) working days during each calendar year.

### **Inclement Weather and Natural Disasters**

Conditions such as severe weather, fire, flood, earthquake, or other natural disasters can disrupt District operations as well as endanger the health and welfare of employees. In certain circumstances, the

District Manager may, at their discretion, declare the office to be officially closed due to unusual or inclement conditions. In such cases, the District Manager may grant administrative leave or allow employees to work at home or another location as deemed appropriate.

## **Holidays**

### **Paid Holidays**

All full time regular employees are entitled to the following paid holidays:

New Year's Day	Veteran's Day
Martin Luther King, Jr.'s Birthday	Thanksgiving Day
Presidents Day	Native American Heritage Day
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	One Personal Day

A holiday that occurs on a Saturday will be observed on the preceding Friday. A holiday that occurs on a Sunday will be observed the following Monday. If a holiday occurs during an employee's annual leave period, the employee will be required to record the day as holiday pay on their timesheet. Part time employees are not eligible to receive holiday pay.

### **Unpaid Holidays**

Employees may take two unpaid holidays at any time during the calendar year for reasons of faith or conscience or an organized activity conducted under the auspices of a religious denomination, organization, or church, with prior approval of the District Manager, in accordance with RCW 1.16.050(3). The unpaid holidays are in effect and available for use on January 1 of each year. The unpaid holidays must be taken in full workday increments, may not be supplemented with paid accrued leave time, and shall not accumulate from year to year.

## **Employment Procedures and Equal Employment Opportunity**

The District is an equal opportunity employer and hires individuals solely based on their qualifications and ability to do the job to be filled.

### **Employment Procedures**

Employment at the Pine Creek Conservation District is at-will, which means that either the employee or District may terminate the employment relationship at any time with or without cause or advance notice. No agent or representative of District has the authority to enter into any agreement of employment for any specified period of time, or to enter into an employment agreement that in any way modifies the at-will status of employment at the District. Both federal and state laws regulate the employment of minors (under age 18). Before a minor can be employed, the minor must obtain a permit to work, and District must obtain a permit to employ.

All job references, verification of employment, previous positions held, and employment dates, will be checked before the candidate is hired.



Employees will receive an orientation with procedures and policies and a copy of a job description for the position for which they were hired. The job description summarizes the knowledge, skills, and abilities required for the position. All new employees receive an orientation packet during the first week of employment, which includes:

- Job Description
- W-4 form
- Immigration Form I-9
- Pine Creek Conservation District Policy and Procedures Manual
- Retirement enrollment (if eligible)
- Background Check (All prospective new employees may be subject to a criminal history and driving record check through the Washington State Patrol.)

### **Equal Employment Opportunity**

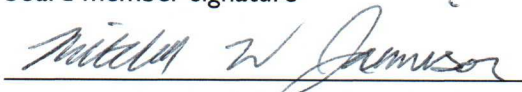
The District is an equal opportunity employer and it is our policy that employees and applicants will not be subjected to discrimination or harassment based on race, color, religion, sex, age, creed, national origin, honorably discharged veteran's status, marital status, sexual orientation, physical or mental disability, or any other basis prohibited by applicable state, federal or local laws. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, reduction in force, recall, transfer, and leaves of absence, compensation and training. The District complies with all applicable federal, state and local laws that prohibit discrimination in employment.

Any District employee who is found to have violated the District's strict policy against any type of discrimination will be subject to disciplinary action, up to and including termination of employment.

The Pine Creek Conservation District Personnel Policies and Procedures (part I of 2) were reviewed and approved on 11-20-24.



board member signature



board member signature

## **Pine Creek Conservation District Personnel Policies and Procedures (part 2 of 2)**

The District Manager will develop recommendations for final approval by the Board of Supervisors on District-wide personnel policies. The Board of Supervisors will approve additions, revisions, or new policies to be formally incorporated into the Policies and Procedures Manual. This policy will be reviewed regularly by the Board of Supervisors. The District Manager or his/her designee is responsible for district-wide policy publication and distribution.

### **Productive Work Environment (Complaints of Unlawful Discrimination, Harassment, or Retaliation)**

The District promotes a productive work environment and does not tolerate unlawful discrimination, harassment, or retaliation.

#### **Discrimination**

The District is committed to providing a workplace that is free from unlawful discrimination. Unlawful discrimination occurs when an employee is disciplined, terminated, demoted, or suffers some other adverse consequence in their employment on the basis of race, color, national origin, creed, religion, sex, age, pregnancy, marital status, physical or mental disability, genetic information, gender identification, sexual orientation, gender identity or status as an honorably discharged veteran, or any other class protected by federal, state, or local law.

#### **Harassment**

The District is committed to providing a work environment which is free from unlawful harassment. The District expressly prohibits any form of unlawful harassment by or against its employees on the basis of race, color, national origin, creed, religion, sex, age, pregnancy, marital status, physical or mental disability, genetic information, gender identification, sexual orientation, gender identity or status as an honorably discharged veteran, or any other class protected by federal, state, or local law.

Sexual harassment is conduct that is directed at an employee because of his or her sex, is unwelcome, and is offensive. Each supervisor and manager has a responsibility to keep the workplace free of any form of harassment, and in particular, sexual harassment. No supervisor or manager is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment.

Other sexually harassing or offensive conduct in the workplace, whether committed by supervisors, managers, non-supervisory employees, or non-employees, is also prohibited. Prohibited conduct includes, but is not limited to:

- i. Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;



- ii. Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;
- iii. Demeaning, insulting, intimidating, or sexually suggestive comments about an individual;
- iv. The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs;
- v. Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

Any of the above conduct, or other offensive conduct directed at individuals on the basis of race, color, national origin, creed, religion, sex, age, pregnancy, marital status, physical or mental disability, genetic information, gender identification, sexual orientation, gender identity or status as an honorably discharged veteran, or any other class protected by federal, state, or local law, is strictly prohibited.

### **Complaint Procedures**

An employee who feels harassed should communicate to the offending individual how they feel and ask them to stop. If that does not work or if the employee is uncomfortable confronting the offending individual, the employee should report the incident promptly. A complaint can be made verbally or in writing to the District Manager. In the alternative, as the employee may wish, the complaint may be brought to the attention of the Contact Supervisor.

A harassment complaint generally will be handled as follows:

- i. Every complaint is to be reported promptly, whether by the complainant or by the person receiving the complaint. If reported verbally, the person taking the complaint should produce a written statement for the complainant to review and sign.
- ii. The complaint will be investigated as soon as reasonably practicable. Choice of investigator, level of formality, and the procedures used in the investigation may vary, depending upon the nature of the allegations and full circumstances of the situation, including the context in which the alleged incidents occurred.
- iii. Confidentiality will be maintained throughout the investigatory process to the extent practical and consistent with the need to undertake a full investigation.
- iv. There shall be no retaliation by the District, its supervisors, manager, or other employees toward any employee bringing a complaint in good faith or cooperating with the investigation of a harassment complaint.
- v. Where the investigation confirms the allegation of unlawful harassment or retaliation, the District will take prompt corrective action, and, where appropriate, discipline the offending individual. Discipline may include verbal and written reprimands, professional counseling,

reassignment, demotion, or other appropriate action, up to and including termination. The affected individuals will be informed of the outcome of the investigation.

The District Manager and Contact Supervisor are assigned responsibility for implementing this policy, ensuring compliance with and knowledge of its terms, and for taking immediate and appropriate corrective action if they witness inappropriate behavior or receive a complaint. The District Manager and Contact Supervisor must open and maintain channels of communication to permit employees to raise concerns of sexual or other workplace harassment without fear of retaliation, stop any observed harassment, and treat harassment matters with sensitivity, confidentiality, and objectivity. Failure to carry out these responsibilities may result in disciplinary action up to and including discharge.

### **Retaliation**

The District is committed to providing a work place that is free from unlawful retaliation. The District prohibits any form of retaliation against any employee for good faith actions in filing a complaint under the District's discrimination and harassment policies, and for participating in the investigation of any complaint of discrimination or harassment. Improper retaliation may include, but is not limited to, discipline, termination, transfers, assignment of unfavorable duties, or treating the employee who made the complaint in a hostile manner when such action or behavior is motivated in substantial part by the employee's participation in protected activity. Any person who feels they have been retaliated against, should immediately report their concern to the Board of Supervisors via verbal or written communication to the Contact Supervisor. The District strictly prohibits retaliation under this policy, and any sustained allegations of retaliation will lead to discipline, up to and including termination.

### **Employee Disclosure Act (Whistle Blower)**

Chapter 42.41 RCW encourages local government employees to report improper governmental actions. It is the policy of the District, (1) to encourage reporting by its employees of improper governmental action taken by District officers or employees and (2) to protect District employees who have reported improper governmental actions in accordance with the District policies and procedures.

### **Employee Disclosure Act (Whistle Blower) Definitions**

*Improper Governmental Action* means any action by an employee that violates state law, abuses authority, wastes public funds, or endangers public health or safety. Improper Governmental Action does not include personnel actions, including but not limited to: employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, relations to collective bargaining or civil service laws, alleged violations of labor agreements, or reprimands to any action that may be taken under RCW 41.56 or RCW 53.18.



*Retaliatory Action* means any adverse change in the terms and conditions of a District employee's employment.

*Emergency* means a circumstance that if not immediately changed, may cause damage to persons or property.

*Whistle blower* means a reporting employee, who in good faith, reports allegedly improper governmental action, initiating an investigation. The term whistle blower also means a reporting employee, who in good faith provides information in connection with an investigation and/or an employee who is believed to have reported allegedly improper governmental action or to have provided information with connection to an investigation, but who in fact, has not reported such action or provided such information.

### **Employee Disclosure Act (Whistle Blower) Procedure**

A District employee who becomes aware of improper governmental action should raise the issue first with their supervisor. If requested by the supervisor, the employee shall submit a written report to 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 District Manager.

Where the employee reasonably believes that the improper governmental action involves the District Manager, the employee may raise the issue with the District Auditor and Contact Supervisor.

The District Manager shall take prompt action to assist the District in properly investigating the report of improper governmental action. District officers and employees involved in the investigation shall keep the identity of reporting employees confidential, to the extent possible under law, unless the employee discloses his/her identity in writing.

After an investigation has been completed, the employee reporting the improper governmental action shall be advised of a written summary of the results of the investigation, except that personnel actions taken as a result of the investigation shall be kept confidential.

District employees may report information about improper governmental action directly to the county prosecuting attorney with responsibility of investigating the improper action if the District employee reasonably believes that:

- i. An adequate investigation was not undertaken by the District to determine whether an improper governmental action occurred; or
- ii. Insufficient action has been taken by the District to address the improper governmental action; or

iii. In the case of an emergency where the employee believes damage to persons or property is likely to occur if action is not taken immediately.

Employees may report information about improper governmental action directly to an outside agency if the employee reasonably believes that an adequate investigation was not undertaken by the District to determine whether an improper governmental action occurred, or that insufficient action was taken by the District to address the improper action or that for other reasons the improper action is likely to recur.

### **Protection Against Retaliatory Actions**

District officials and employees are prohibited from taking retaliatory action against a District employee because he/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 District Manager, or Contact Supervisor in writing. District officials and supervisors shall take appropriate action to investigate and address complaints of retaliation. If the employee's supervisor does not satisfactorily resolve a District employee's complaint that he/she has been retaliated against in violation of this policy, the District employee may obtain protection under this policy and pursuant to state law by providing a written notice to the District board that:

- a. Specifies the specific retaliatory action; and
- b. Specifies the relief requested.

District employees shall provide a copy of their written charge to the District Manager or his/her designee no later than thirty (30) days after the occurrence of the alleged retaliatory action.

The District shall respond within thirty (30) days to the charge of retaliatory action. After receiving either the response of the District or thirty (30) days after the delivery of the charge to the District, the District 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 District Manager within the earlier of either fifteen (15) days after delivery of the District's response to the charge or retaliatory action or forty-five (45) days after delivery of the charge of retaliation to the District for a response. Upon receipt of request for hearing, the District shall apply within five (5) working days to the Washington State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge. The District will consider recommendations provided by the Administrative Law Judge, including that the retaliator be suspended with, or without pay, or dismissed.



## **Drug – Free Workplace**

In accordance with the Federal Drug-Free Workplace Act, the District is committed to maintaining a drug-free workplace to protect its employees, clients, and the general public from serious risks posed by the illegal manufacture, distribution, possession, or use of controlled substances. Illegal use includes use of any illegal drug, the misuse of legally prescribed drugs, or the use of illegally obtained prescription drugs. Substance abuse threatens and impairs employee health, safety, security, morale, and job performance. Thus, the District will take reasonable steps to prevent and eliminate it in the workplace.

All employees are prohibited from illegally manufacturing, distributing, dispensing, possessing, or using controlled substances, while conducting District business (including business travel), or during work hours. District employees are further prohibited from reporting to work under the influence of controlled substances.

A legally prescribed drug designated by prescription or other written approval, in the employee's name, from a physician for the use of the drug in the course of medical treatment. The use of any substance that carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to supervisory personnel prior to performing duties. It is the employee's responsibility to read warning labels and/or to seek medical advice from a physician when appropriate. It is also the responsibility of employees to remove themselves from service if they are experiencing any adverse effects from medication. The misuse or abuse of legal drugs while performing business is prohibited.

As a general condition of employment at the District, and as a specific and express condition of employment on a federal contract, each District employee must abide by the terms of this policy. Employees must also notify the District if they are convicted of a criminal drug statute violation no later than five calendar days after such conviction.

Employees that do not report their conviction will be subject to discipline up to and including termination. Within thirty days of such notice from the employee, the District may take appropriate disciplinary action against the convicted employee.

Disciplinary action including termination will be taken against any District employee who has violated the Federal Drug-Free Workplace Act or the District Drug-Free Workplace policy.

## **Drug testing policy and procedure**

This policy applies to all Pine Creek CD employees while they are in the workplace, on District property, or while performing District business. Pine Creek CD expects its employees to report to work free from drug and/or alcohol impairment and to remain at work in a condition that enables them to perform their job duties in a safe, efficient, legal and professional manner.

## Definitions

- a. Alcohol and/or Other Drug Abuse. A condition in which the use of alcohol and drugs impairs the employee's job performance.
- b. Controlled Substances. Those substances whose dissemination is regulated by law including, including, but not limited to, opiates, narcotics, depressants, stimulants, hallucinogens, cannabis and alcohol. This definition includes both prescription and over-the-counter medications.
- c. Drug. Any substance which may impair an employee's ability to perform job duties in any of the following ways: safely, efficiently, legally and/or professionally.
- d. Impaired. Behavior which may limit the employee's ability to perform job duties safely, efficiently, legally and/or professionally as expected of all District employees:
- e. Workplace. The building or work area constituting the principal place where work is performed or assigned including common areas (such as reception area or halls) and personal work areas (such as offices or group work stations), any remote areas where the employee is engaged in official business (including field locations), and/or vehicles, either District or privately owned, when used while conducting District business.

Employees may be subject to a drug and alcohol urinalysis or breath test when there is reasonable cause to believe that drug or alcohol abuse exists at work and/or after an accident at the workplace or involving district equipment.

If an employee appears to be impaired by drugs or alcohol, Pine Creek CD may require the employee to submit to appropriate tests, including urinalysis or breath tests, to confirm the existence of such alcohol or prohibited drug substance in his or her system. Failure to promptly permit such tests upon request can result in disciplinary action up to and including immediate termination.

### Post-accident drug testing

Following an accident involving a District employee, vehicle or equipment, the employee involved in the accident should, call 911 if a injury that needs treatment has occurred. The employee should report the accident to the Contact Supervisor or District Manager as soon as it is reasonably safe to do so. The employee may be required to submit to a post-accident drug and alcohol test if any of the following factors are present: (i) a fatality occurs as a result of the accident; (ii) the accident causes bodily injury to any person who, as a result of the accident, immediately receives medical treatment at or away from the scene of the accident; (iii) the employee receives a citation under state or local law arising from the accident; and/or (iv) the accident causes damage to one or more vehicles which requires removal of the vehicle by



towing. The District Manager and/or Contact Supervisor may also request post-accident testing when the District Manager or Contact Supervisor, in their discretion, determines that it is appropriate under the circumstances to do so. Testing shall occur as soon as possible, and must occur within eight (8) hours after the accident for alcohol testing and 32 hours after the accident for drug testing. An employee required to take a post-accident alcohol test may not use alcohol for eight (8) hours following the accident, or until a post-accident test is given, whichever comes first. An employee who is subject to post-accident testing must remain readily available for such testing and may not take any action to interfere with testing or results of testing. Employees who do not comply with post-accident testing requirements will be considered to have refused to submit to testing.

**Procedure for issuing and responding to a request for drug testing:**

- i. Every request for testing is to be documented promptly in writing, by the employee or supervisor that observed the behaviors and circumstances that appear to indicate that Pine Creek Conservation District personnel were under the influence of drugs or alcohol during work. This documentation should include the specific circumstances that describe the reasonable cause for requesting testing. This document should be shared with the Contact Supervisor and/or District Manager immediately.
- ii. The Contact Supervisor and District Manager will review the request for testing immediately and determine whether a request for testing will be made. If the District Manager is the subject of the request, another Supervisor will review the request with the Contact Supervisor. If a request for testing is deemed prudent, the Contact Supervisor or District Manager will notify the subject of the request for testing and arrange for testing location, date, and time. The details of the urinalysis testing location, date, and time will be shared with the subject of the request immediately. The District will cover cost of the testing and the employee may use sick or personal leave until test results are delivered.
- iii. The circumstances that led to the request will be investigated by the Contact Supervisor and/or District Manager as soon as reasonably practicable. Choice of investigator, level of formality, and the procedures used in the investigation may vary, depending upon the nature of the allegations and full circumstances of the situation, including the context in which the alleged incidents occurred. Information gathered during the investigation must be documented in writing.
- iv. If the investigation establishes reasonable cause and the test confirms the presence of a drug and/or alcohol, the District will take prompt corrective action, and, where appropriate, discipline the offending individual. Discipline may include verbal and written reprimands, demotion, or other

appropriate action, up to and including termination. The affected individuals will be informed of the outcome of the investigation, the test, and the corrective action in writing as soon as feasible.

## **Safety**

People are our greatest asset - employee safety comes first, no exceptions. Accordingly, all rules of conduct, rules of safety and safety instructions for any device operated by district staff shall be diligently observed.

The District complies with all applicable federal, state and local health and safety regulations and works to provide a work environment as free as practicable from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by the District or by federal, state or local laws. Failure to follow safety and health requirements may result in disciplinary action up to and including termination. The District maintains the following Accident Prevention Guidelines.

Where issues of employee safety are of concern, the District Manager and/or Contact Supervisor should evaluate the workplace and make appropriate recommendations regarding a reasonable response.

### **Personal safety conduct**

- All employees shall conduct themselves in a manner that assures maximum safety to all persons affected by their actions.
- At no time shall employees engage in practical jokes, scuffling, horseplay or misuse of District equipment.
- Any source of ignition, including smoking, is prohibited in any area where a match, flame, spark or careless disposal of lighted material constitutes a fire hazard.
- Personal work clothing shall be suitable for the individual job and be of the type offering maximum protection from accidental injury. Use good judgment about loose clothing, jewelry or hanging objects worn while working around moving equipment.
- Hard hats will be worn in construction sites, in electrical substations and in any work area where there is a potential hazard from falling objects.
- Proper eye protection will be worn when an employee is exposed to flying objects, dust, harmful rays, chemicals, flying particles, etc.
- Proper footwear will be worn as necessary for a particular task. This includes wearing hip boots or chest waders.
- Gloves, aprons and/or other protective clothing will be used when handling chemicals, hot or cold materials or rough materials.



## **Job Hazards**

Every employee shall be alert for possible hazards that could result in an accident, and act promptly to eliminate the hazard. If the hazard cannot be corrected immediately, report the problem to the District Manager.

### **Office & clerical safety**

- All employees should observe safe lifting and carrying procedures when moving boxes, office machines or other heavy materials.
- Water, oil or other slippery substances shall be removed at once to eliminate slipping hazards. Extension cords, wastebaskets, and other materials shall be kept to the side of walkways or aisles to prevent tripping hazards. Standing on chairs, boxes or makeshift supports to reach overhead objects is prohibited.
- Desk and filing drawers shall be kept closed at all times when not in use. Caution should be observed in opening top file drawers to avoid tipping the cabinet. Only one drawer shall be opened at any one time.

### **Road & traffic safety**

- When it is necessary for an employee or vehicle to work in/on any street, road or highway, proper traffic control will be in place. This control shall consist of coning, emergency lighting, signs or if needed, all these methods.
- Highly visible clothing should be worn by employees working in or directly adjacent to any street, road or highway. An employee can request highly visible clothing to be provided to them.

### **Equipment Safety**

- The use of tools and equipment shall be confined to the purpose for which intended.
- All damaged or worn tools and equipment shall be promptly repaired or replaced. Temporary or makeshift repairs are prohibited.

## **Accidents**

All accidents and/or injuries must be reported by employees to the District Manager or Contact Supervisor regardless of the nature or severity of the accident or injury. The District Manager shall evaluate any injury or suspected injury and assist in securing appropriate medical assistance.

Any employees involved in any job-related accident or suffering a job related injury or illness is required to promptly report the accident and/or injury/illness to the District Manager or the Contact Supervisor immediately. Failure to report may be grounds for denying worker's compensation, and/or cause for discipline up to and including termination.

## **Workplace Violence**

Violent actions on District property or facilities, or while on District business, will not be tolerated or ignored. Any unlawful violent actions committed by employees or members of the public while on District property, or while using District facilities, will be prosecuted as appropriate. The District intends to use reasonable legal, managerial, administrative, and disciplinary procedures to secure the workplace from violence and to reasonably protect employees and members of the public. Any District employee who violates this policy shall be subject to disciplinary action up to and including termination.

The word violence in this policy shall mean an act or behavior that:

- is physically assaultive;
- a reasonable person would perceive as obsessively directed, e.g. intensely focused on a grudge, grievance, or romantic interest in another person, and reasonably likely to result in harm or threats of harm to persons or property;
- consists of a communicated or reasonably perceived threat to harm another individual or in any way endanger the safety of an individual;
- would be interpreted by a reasonable person as carrying potential for physical harm to the individual;
- is a behavior, or action, that a reasonable person would perceive as menacing;
- involves carrying or displaying weapons, destroying property, or throwing objects in a manner reasonably perceived to be threatening; or
- consists of a communicated or reasonably perceived threat to destroy property.

Any report of violence, will be evaluated immediately and confidentially, and appropriate action will be taken, where possible, in order to protect the employee from further violence. Appropriate disciplinary action will be taken when it is determined that District employees have committed acts of violence.

## **Procedures for Dealing With Acts of Violence in the Workplace**

When a violent act occurs:

If the act or altercation constitutes an emergency, CALL 911. Contact the District Manager or Contact Supervisor after calling 911.

If possible, separate the parties involved in the violent altercation. If the parties cannot be separated, or it would be too dangerous to the employee or District Manager to attempt to separate the parties, CALL 911.

In instances that involve emergency situations, or criminal activity, the District Manager will contact the appropriate law enforcement agency. Incidents involving emergency situations and/or criminal activity will be referred to law enforcement for assessment and, if necessary, investigation.



In instances when it is not appropriate to refer an incident to law enforcement, the District Manager and Contact Supervisor will evaluate the situation and make a recommendation regarding the need for an investigation. If an internal investigation is recommended, the District Manager and Contact Supervisor will coordinate the investigation process.

In instances that are not emergency situations, employees should contact the District Manager or Contact Supervisor.

### **Standard of Conduct and Ethics**

The conservation program developed by the District Board of Supervisors cannot be effectively carried out unless district staff, in addition to being technically competent, demonstrates professional integrity in their conduct. All employees and supervisors are expected to maintain the highest standards of ethical and personal conduct. The following minimum requirements should be adhered to.

#### **Attendance**

Employees are expected to report for work and leave work at the time designated. Planned or unplanned lost time is to be discussed with the District Manager. Excessive tardiness and poor attendance disrupt workflow and customer service and will not be tolerated.

#### **Diligence during work period**

Employees are expected to perform assigned duties during the entire schedule for which compensation is being received, except for reasonable amounts of time for personal needs. Employees are expected to meet established performance standards. Any conditions or circumstances in the work environment that prevent an employee from performing effectively are to be reported immediately to the District Manager.

#### **Criminal Conduct**

Employees should not engage in criminal, infamous, dishonest, immoral, or notoriously disgraceful or other conduct prejudicial to the District.

#### **Dress**

Employees should dress appropriately for the work of the day. Employees should keep in mind that slogans, logos, statements, and other materials attached to some clothing may be contentious to some people and could present a poor or incorrect image of the District.

#### **Personal Vehicles for Work**

Employees should not use personal vehicles for work purposes except when approved by the District Manager. Employees should keep in mind that bumper stickers, posters, window stickers, and other materials attached to a personal automobile may be contentious to some people and could present a

poor or incorrect image of the District. A vehicle displaying such items should not be used for work purposes.

### **Conflicts of interest & Self-interest**

Employees and Board members shall not use District assets for personal profit, nor shall they award District business to related parties. Likewise, employees and Board members shall not accept gifts from any person where the gift is related to the performance of District tasks. The following acts are prohibited:

- Use of intangible assets, such as the District's name, logo, intellectual property, mailing list, computer file, or any other intangible asset for any purpose for which the individual is compensated by someone other than the district.
- Use of any physical asset, such as a District vehicle, or a tool or office space for any purpose for which the individual is compensated by someone other than the District.
- Awarding of District business to any person or entity that shares a direct financial interest with a District employee or board member. For example, a partnership between a District employee or a District board member and a third party should not be awarded District business.
- Accepting gifts from any person or entity that is awarded District business.
- Accepting gifts from the public for performing acts required to perform an authorized District function.
- Any act that would cause the appearance of violating this policy to a reasonable member of the community within the District.

The following acts are allowed:

- Accepting food and refreshments from landowners, vendors, or potential vendors in the context of normal District duties.
- Accepting promotional materials, such as pens, notepads, calendars, and other similar items having small value.
- Accepting achievement awards from any entity provided the award has only nominal cash value.

### **Financial Interest**

Employees should not have a direct or indirect financial interest that conflicts substantially, or appears to conflict substantially, with the duties and responsibilities of a District employee or engage in a financial transaction that results from information obtained through employment.

Failure to adhere to these standards may result in disciplinary action up to and including termination.



## **Technology Use Policy**

The District provides a variety of business tools to aid its employees in completing their assigned tasks. This technology includes, but is not limited to computer hardware, computer software, e-mail access, internet access, telephones, copiers, printers, and digital cameras. It is the responsibility of each employee to abide by the expected uses of all District-owned or purchased technology. Any technology owned by another entity but utilized for District business will be considered District technology. Misuse or abuse of District technology will result in reimbursement to the District of actual expense incurred and may result in disciplinary action up to and including termination. Notification to appropriate law enforcement agencies may be made in the event of perceived unlawful use.

All District technology is deemed the property of the District. When requested, employees will return any District-owned equipment. Within its discretion, the District may limit or exclude any employee from access to any District technology.

Technology users are advised that almost any communication on publicly owned equipment is a public record subject to disclosure under Washington state law. Users should be aware that any information technology resource, whether networked or stand-alone, may be accessible to other users. The District does not guarantee the privacy or confidentiality of e-mail or voice mail communications, whether internal or external. Users should assume that any communication, whether deleted or unsaved, may be retrieved. All users should compose communications with the expectation that they could be made public.

There is no right to privacy in the workplace. The Board of Supervisors retains discretion to examine any employee's computer files, usage, activities, records, etc. at any time. Inappropriate usage must be reported by all employees to the District Manager or Contact Supervisor.

Use of any District technology, whether for District or personal business, may not display, transmit, or otherwise communicate any illegal or inappropriate content. Examples of such material include but are not limited to political statements or proselytizing; sexually explicit material; racial or ethnic slurs or epithets; anything that might be construed as harassment or offensive to others based on race, national origin, gender, disability, or other classifications protected by state and federal law.

User names, passwords, and access codes assigned for the use of District technology are confidential and must be maintained as assigned. Employees will not share this information with anyone outside of the District.

District technology is provided primarily for the completion of District business. The use of technology for personal business is acceptable as long as the following conditions are met:

- Personal use of technology cannot result in expense being incurred by the District. The District cannot gift property or services to anyone. Public servants are often called upon to provide lectures or

perform work for activities that are indirectly connected with our governmental function. Use of technology for such purposes is not prohibited.

- Personal use of technology must occur on break and lunchtime or be so brief in nature as to be incidental to the work assignment of the employee.
- District technology may not be used to conduct or support business for other organizations, either for self-employment or other employment.

### **E-mail**

E-mail messages are not confidential. All E-mail messages and attached documents sent to or received by an employee can be made subject to audit at any time. Electronic records can be subpoenaed, including E-mail messages and attached documents. E-mail messages sent or received will be retained in keeping with the "Local Government Records Retention Schedule & Records Management Manual".

To insure the reliability and integrity of our E-mail communication, the following guidelines and procedures must be utilized:

- A) Do not permit use of your E-mail account by anyone else. Use of the E-mail system is strictly limited to District employees.
- B) E-mail access is intended for individual use.
- C) Unsolicited e-mail, with attachments, from an unknown sender should be deleted without opening either the e-mail or attachment. If a pattern of unsolicited e-mail is found, the employee should contact the District Manager for assistance in blocking the e-mail.

### **File Storage**

Each District employee provided with computer access is set up with a file storage area on the District's Google Workplace drive. It is the responsibility of each employee to monitor and maintain his or her computer files.

All files related to District business should be saved to the drive. Each employee is responsible to notify the District Manager of the location of their work files.

### **Cell phones and telephones**

As needed, employees will be provided with a District-owned cell phone. The cell phone should be used exclusively for District business. Infrequent personal use of District-owned cell phones is permitted but should not result in additional data, texting, or talk time charges. If additional charges are incurred, the employee is responsible for reimbursing the District for those additional costs.



District-owned cell phone numbers are distributed to other District staff or Supervisors, cooperators, contractors, agency personnel and others who need to contact the employee during the course of District projects or activities.

The employee must not utilize features of the cell phone in any manner that may be contentious to some people and could present a poor or incorrect image of the District.

Use of the District office phone is restricted to District business.

An employee found to be using the phone in violation of these rules will be subject to disciplinary action up to and including termination.

### **Copy Machines and Printers**

Personal use of the copy machine, fax machine or any of the District printers is not allowed, except with the authorization of the District Manager. Any use allowed will be minor and not cause the District to incur unreasonable cost.

### **Administration of Discipline & Termination**

The District Board of Supervisors retains the right to administer discipline as it sees fit. The District Board of Supervisors may consider a disciplinary procedure that may consist of verbal reprimand, written reprimand, initiation of a 90-day employee improvement plan, or termination. The policies and procedures in this manual do not constitute a contract of employment and should not be interpreted as such by an employee or prospective employee. District employees are at-will and may be terminated at any time.

### **Termination**

The District may terminate employment because of an employee's resignation, discharge, or retirement, or a permanent reduction in the workforce. Discharge can be for any reason not prohibited by law. In the absence of a specific written agreement, employees are free to resign at any time and for any reason. The District reserves the right to terminate employment "at-will", with or without notice and with or without cause. At-will employees, however, cannot be terminated for any reason that would violate anti-discrimination laws or public policy.

Employees are requested to give advance written notice of their intent to resign including the anticipated date of termination.

Requests for employment references should be made in writing to the District Manager and should include an authorization by the employee for the release of the requested information. Generally, the District will not release reference information without the employee's authorization, or will limit the information to verification of the employee's position, job location, and dates of employment with the District.

## **Grievance Procedure**

It is the policy of the District Board of Supervisors that all employees will be treated fairly and equitably in all respects. If an employee feels they have not been treated in this manner they have the right to present their grievances in the following manner:

1. Whenever possible, grievances should be resolved informally. Every effort should be made by the employee, the immediate supervisor (if applicable), and the Contact Supervisor to come to an agreeable resolution of the problem within two weeks). Complaints that the District Manager or Contact Supervisor does not have authority over should be referred to the Board of Supervisors for consideration.
2. Unsuccessful attempts at an informal resolution should be followed by a formal grievance procedure, which consists of the employee submitting their grievance in writing to the Board of Supervisors. This communiqué should include the nature of the grievance, recommended remedial action being sought, and provide all information available to support the grievance.
3. Upon receipt of a written grievance the board will make every effort to resolve the complaint at the next scheduled board meeting.
4. Persons who believe they are being, or have been subjected to harassment or discriminatory behavior should report the incident(s) to their immediate supervisor within thirty (30) days of the incident(s). Throughout any harassment resolution process, the confidentiality of the complaint(s) and witness(es) will be maintained. An individual may file a formal complaint through the Human Rights Commission in Olympia at (360) 753-6770 within 180 days of the incident(s), or with the U.S. Equal Employment Opportunity Commission within 300 days of an incident(s).

## **Personnel Records**

The District maintains personnel records for applicants, employees, and past employees in order to document employment-related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements.

The District tries to balance its need to obtain, use and retain employment information with a concern for each individual's privacy. To this end, it attempts to maintain only the personnel information that is necessary for the conduct of its business or required by federal, state or local law including job description, job offer, performance evaluations, and forms required by state and federal employment agencies.

Employees have a responsibility to keep their personnel records up to date and should notify the District Manager in writing of any changes in at least the following:

· Name



- Address
- Telephone number
- Marital status (for benefits & tax withholding purposes only)
- Number of dependents
- Persons to be notified in case of emergency

In addition, employees who have a change in the number of dependents or marital status should complete a new Form W-4 for income tax withholding purposes.

Employees may inspect their own personnel records and may copy, but not remove documents in the file. Inspections by employees must be requested in writing to the District Manager and must be conducted in the presence of either the District Manager or Contact Supervisor. Employees who believe that any file material is incomplete, inaccurate, or irrelevant may submit a request for file revisions to the District Manager. If the request is not granted, the employee may place a written statement of disagreement in the file and make a complaint using the regular grievance procedure.

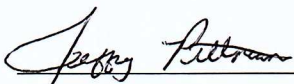
Only the District Manager or Accountant, both of whom have an employment related need-to-know for information about another employee, may inspect the files of other employees.

Employees should refer all requests from outside the District for personnel information concerning applicants, employees, and past employees to the District Manager. The District Manager normally will release personnel information only in writing and only after obtaining written consent of the individual involved. Exceptions may be made to cooperate with legal, safety, and medical officials who need specific employee information. In addition, exceptions may be made to release limited general information, such as the following: employment dates, position held, and location of job site.

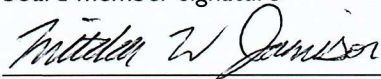
#### Authorization Structure

The Board of Supervisors shall have full responsibility and authority for all District activities as defined in Revised Code of Washington (RCW-Title 89.08). In accordance with RCW 89.08, some of this authority may be delegated to the District staff by the board as indicated in this Personnel Policy.

The Pine Creek Conservation District Personnel Policies and Procedures (part 2 of 2) were reviewed and approved on April 9, 2025.



board member signature



board member signature

### Receipt of Personnel Policies

The Pine Creek Conservation District's personnel policies are available for review on the shared drive and links have been shared via email. It is your responsibility to read these policies, as they will acquaint you with your employee benefits, and the District's personnel practices and guidelines.

These policies do not create an employment contract or a guarantee of employment of any specific duration between the District and its employees.

As the District grows and changes, personnel policies may change. The District reserves the right to revise, supplement, clarify or rescind any policy or portion of a policy when deemed appropriate by the Board of Supervisors. All staff will be notified of any such changes.

If you have any questions about these policies or any other policies of the District, please feel free to ask the District Manager or the Board of Supervisors.

I have read and understand the statement above.

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Employee Signature

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Employee Printed Name

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Date



## **Pine Creek Conservation District Financial Policies & Procedures**

The Pine Creek Conservation District is a special purpose district and unit of government and provides technical and financial assistance to the general public and is supported primarily through grants from various state, local and federal agencies.

### **1.0 Standard of Conduct for Purchases or Contracts**

Any purchases or contracts between the District and any member of the Board of Supervisors or staff shall abide by Revised Code of Washington (RCW) Chapter 42.23 - Code of Ethics for Municipal Officers. According to RCW 42.23.030, municipal officers are prohibited from being beneficially interested in a contract. Contract is defined in RCW 42.23.020 as "...any contract, sale, lease or purchase." However, RCW 42.23.030 (6)(a) does allow the purchases and contracts in which the total amount received under the contract or contracts by the municipal officer or the municipal officer's business does not exceed \$1,500 in any calendar month. This applies to the total of all contracts, sales, leases and purchases between the District employee, Supervisor, or an associate supervisor and the District, except for cost share agreements (see Section 12.011).

Standards of conduct for employees engaged in the selection, award and administration of contracts for grant funded projects or programs are as follows:

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a grant award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the District must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts with the exception of an unsolicited gift that does not exceed \$50 in value. Offers of gifts should generally be refused. Employees should review with their supervisors any offers of gifts.

Violation of these standards of conduct by officers, employees, or agents of the District may be cause for discipline up to and including dismissal.

### **2.0 Basis of Accounting**

The accounting records of the District reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW.

The accounts of the District are maintained on the basis of funds. For reporting purposes, the activities of the District's funds are combined.

The District uses the cash basis of accounting where revenues are recognized only when received and expenditures are recognized when paid.

### **3.0 Banking**

The District maintains financial accounts at approved financial institutions including State Bank Northwest in Garfield, WA and US Bank in Colfax, WA.

Authorized signatures on the accounts include the District Manager and all members of the Board of Supervisors.

Checks written by the District on any of the checking accounts that do not clear the accounts within 90 days of being issued shall be investigated by the District Manager or District Treasurer. Recipients of the checks will be contacted to confirm whether they did or did not receive the check. If they did not receive the check, the District will request from the recipient a written statement verifying that the check was not received and that the payment is still owed. The new check will then be issued. If the check exceeded \$100, a stop payment will be initiated before the payment is reissued.

### **4.0 Expenditures and Disbursements**

To indicate Board of Supervisors' approval for payment of those vouchers audited and certified by the treasurer, the following statement is entered in the minutes of the board meeting:

"The following checks are approved for payment:

Check numbers: \_\_\_\_\_ through \_\_\_\_\_ totaling \$ \_\_\_\_\_

And EFT's totaling \_\_\_\_\_."

#### **4.1 Usual and Customary Expenditures**

The District incurs certain recurring operating expenses in the course of implementing projects and programs. Operational efficiency is enhanced by authorizing payment of such expenses prior to approval by the Board of Supervisors.

Payment of the following kinds of expenses related to the continuing employment of District staff is also authorized prior to Board approval: utilities, office supplies, field supplies, fuel, vehicle maintenance, recurring maintenance and custodial activities related to the District office building, health/dental/life insurance, supplemental insurance, payroll taxes (income tax, social security, medicare), workers compensation, employment security, and wages.

Electronic Funds Transfer (EFT) is authorized only from the checking account and only for the payment of the payroll taxes to the Internal Revenue Service and other related payroll expenses. Each month, the EFT may be completed by the District Manager and/or the District Treasurer.

All payments shall not exceed the usual and customary amounts for these expenses. The usual and customary amount shall be the average of the preceding six months for that vendor or expense, plus twenty percent.

The District Manager is delegated authority to make purchases and incur costs for equipment, supplies and/or services up to \$5000 per month and up to \$2,000 per item without prior board approval. Any purchases exceeding those values require explicit board pre-approval as well as follow the guidelines outlined in the chart



below. No other payments shall be made without prior approval by the Pine Creek Conservation District Board of Supervisors.

<b>Dollar Threshold</b>	<b>Competitive Process</b>	<b>Major Activities</b>
Less than \$10,000	Micro-Purchase	<ul style="list-style-type: none"> <li>❖ Seeking competition is always recommended, though not required for this dollar range.</li> <li>❖ Telephone calls or electronic communication can be made to vendors describing the equipment, materials or goods desired and requesting price, schedule and qualifications to perform. Purchases should be made based on the District's inquiries and experience and knowledge of the market to obtain the best quality product at the best price.</li> </ul>
\$10,000 - \$49,999	Informal Competition -- also called "evidence of competition"	<ul style="list-style-type: none"> <li>❖ Either written solicitation or documented telephone solicitation may be used. The solicitation should include at a minimum: a description of goods or services required, project schedule, request for qualifications, request for bid, and due date for responses. If solicitation is done by phone, it must be thoroughly documented.</li> <li>❖ Seek bids from a reasonable number of qualified sources (a minimum of three vendors). If written, the solicitation may be faxed or emailed to them and responses may be faxed or emailed to the District to expedite processing. A list of vendors can be developed from telephone listings, internet listings, a formal advertisement requesting information on available services, etc.</li> <li>❖ Evaluate responses and make award decision.</li> <li>❖ Negotiate contract with successful bidder.</li> <li>❖ Document for file: names of vendors solicited; information on vendor's responses, basis for award decision, and copy of contract.</li> </ul>
\$50,000 or more	Formal Competition	<ul style="list-style-type: none"> <li>❖ Prepare an Invitation for Bid (IFB).</li> <li>❖ Publish formal advertisement. Develop bidder's list from firms responding to notice.</li> <li>❖ Issue IFB to responding bidders.</li> <li>❖ Conduct a preproposal conference to clarify the extent of the work and permit prospective bidders to ask questions.</li> <li>❖ Date and time stamp proposals received by due date.</li> </ul>

		<ul style="list-style-type: none"> <li>❖ At least two individuals evaluate proposals strictly against the criteria set forth in the IFB and score the proposals. Determine apparent successful bidder.</li> <li>❖ Notify successful and unsuccessful firms.</li> <li>❖ Negotiate contract with successful contractor.</li> <li>❖ Conduct debriefing conferences, if requested.</li> </ul>
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The Board of Supervisors shall review all supporting documentation for claims paid and for its approval of all checks issued in payment of claims at its next regularly scheduled public meeting.

If, upon review, any claims are disapproved by the Board, the District Auditor and the Chair of the Board of Supervisors shall jointly cause the disapproved claims to be recognized as receivables of the District and shall pursue collection from the person responsible for the charge until the amounts disapproved are collected or until the District is satisfied and approves the claim.

#### **4.2 In-Store Accounts**

In-store accounts are convenient and efficient mechanisms for District staff to purchase field and office supplies. The District Treasurer shall maintain a list of the vendors and suppliers with whom the District has in-store accounts. Annually, those vendors and suppliers may be contacted with a list of authorized signatories on those accounts. In-store accounts cannot be used for personal purposes.

#### **4.3 District Credit Cards**

The District Manager shall implement the following system for the authorization, distribution, control, implementation and administration of District issued credit cards by District officers and employees:

- (1) Credit cards may be distributed to those District officers and employees who, in the opinion of the District Manager, have job responsibilities that would benefit from, or otherwise be facilitated by, the use of a credit card;
- (2) Credit cards may not be used for personal purposes or for cash advances unless unusual circumstances require the use of the credit card and advance approval is obtained from the Board of Supervisors;
- (3) Credit cards may be required to be immediately surrendered if used in a manner inconsistent with District policies or procedures;
- (4) The District Manager shall develop and implement guidelines and accounting controls to ensure the proper usage of credit cards and credit card funds including compliance with the District's current purchasing policies and procedures;
- (5) The District Manager shall set credit limits on each credit card issued, PROVIDED, that in no event shall the credit limit for any individual credit card exceed \$4,000, and
- (6) The District Treasurer shall establish and implement a procedure for the payment of all credit card bills



(7) Receipts for all purchases must be submitted to the District Manager or Treasurer for all purchases

#### **4.4 Personal Credit Cards**

Purchases and/or travel related expenses should be made with the District credit card, in-store accounts, petty cash or purchase orders whenever possible. However, if this is not possible or is extraordinarily inconvenient and interferes with the ability to conduct District business in a timely manner, personal credit cards may be utilized. Use of personal credit cards should be occasional and limited to specific circumstances, such as the following situations:

- (1) District employees or supervisors incur travel related expenses (e.g. lodging, parking fees, etc.) while in travel status for District business;
- (2) Urgent purchases are required to conduct District business, including the purchase of field supplies, workshop or other meeting supplies (e.g. refreshments or other necessary supplies), or District vehicle related expenses (e.g. fuel purchases, parking fees, emergency repairs for a District vehicle, etc.); or
- (3) Occasional purchases at wholesale club member stores (e.g. Costco) where the District may benefit from a significant discount for office supplies and equipment or field supplies.

Original itemized receipts must be submitted to the District Manager and/or Financial Manager in order to be eligible for reimbursement. Except for travel related expenses, employees must notify the District Manager of the use or intended use of a personal credit card for District related purchases as soon as is practical or the next business day. The District may refuse reimbursement of purchases made by employees with their personal credit cards if the purchase does not follow these guidelines.

#### **5.0 Receiving payment**

The District accepts payments from agencies, vendors, and individuals by check or EFT. Cash is not an accepted payment method.

Checks received by the district will be immediately endorsed “for deposit only” to the State Bank Northwest financial institution and logged into the district’s financial accounting software.

The District Treasurer will reconcile monthly receipts to bank validated deposits listed in the monthly bank statement and provide a report of deposits at each monthly board meeting.

#### **6.0 Emergency Procurements**

Notwithstanding any other provisions of this policy, the District Manager may make or authorize others to make emergency procurements of materials, supplies, equipment, or services when there exists a threat to public health, welfare, or safety or threat to proper performance of essential functions; provided, that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made

and shall set forth the contractor's name, the amount and type of the contract, and listing of the item(s) procured under the contract, which shall be reported to the Board of Supervisors at the next subsequent meeting.

## **7.0 Reserve Fund Policy**

Adequate fund balance and reserve levels are a necessary component of the District's overall financial management strategy and a key factor in external agencies' measurement of the District's financial strength.

Maintenance of fund balance for each accounting fund assures adequate resources for cash flow and to mitigate short-term effects of revenue shortages. Reserve funds are necessary to enable the District to deal with unforeseen emergencies or changes in condition.

### **7.1 General Policy**

The District shall maintain reserves required by law, ordinance and/or resolution. All expenditures drawn from reserve accounts shall require prior Board of Supervisors approval unless previously authorized by the Board of Supervisors for expenditure within the District's annual budget.

If reserves and/or fund balances fall below required levels as set by this policy, the District shall include within its annual budget a plan to restore reserves and/or fund balance to the required levels. All reserves will be presented in the District's annual financial report.

### **7.2 General Operating Reserves**

The District will maintain a General Fund Operating Reserve to provide for adequate cash flow, budget contingencies, and insurance reserves. The General Fund Operating Reserves will be determined as follows:

The District strives to maintain a cash flow reserve in an amount at least equal to two months of operating expenditures and in an amount at least equal to the annual leave liability for all staff. These funds should have a separate account/code/restricted funds designation so they are available if/when staff need to be paid sick leave or vacation or leave is required to be paid out upon termination/departure. The District will review the required cash flow reserve level that is necessary to meet the District's cash flow needs as needed. If it is determined that the two months of operating expenditure reserves and the leave liability amount is not adequate, the District Manager shall propose an amendment to these policies.

As of March 2022 the average monthly operating cost is \$7,925.71, the current leave liability is \$3,819.23 and the maximum leave liability is \$11,076.92. Therefore, the target reserve amount is \$26,928.34. Given the current financial position of the District, it cannot achieve this amount immediately. Therefore, the District will allocate the monthly amount of leave accrual until the target is met.

## **8.0 Amendments To Policy**

The Board of Supervisors reserves the exclusive right to alter, amend, rescind, abrogate, delete, supersede or replace the provisions of this policy or any part thereof, in any manner not inconsistent with state law.



Whether or not the Board of Supervisors takes action, the provisions of this policy shall be deemed automatically altered, amended, or superseded to conform to any mandatory state administrative ruling or statute, as of the effective date of any such enactment appertaining to the matters covered in this policy, to the effect that the provisions of this policy shall at all times conform to, and never conflict with, said state laws and regulations.

### **9.0 Severability**

If any provision of this policy is held to be invalid, the remainder of the policy shall remain in effect.



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Board Member



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06/08/2022

Board Member



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6-8-22

District Manager

## **Pine Creek Conservation District Financial Policies & Procedures Addendum**

This policy addendum would adjust two parts of the existing financial policy to adjust for increased spending due to increased project and program work as well as increasing costs of goods and services. The amended amounts are highlighted in bold and yellow in sections 4.1 and 4.3 below

### **4.1 Usual and Customary Expenditures**

The District incurs certain recurring operating expenses in the course of implementing projects and programs. Operational efficiency is enhanced by authorizing payment of such expenses prior to approval by the Board of Supervisors.

Payment of the following kinds of expenses related to the continuing employment of District staff is also authorized prior to Board approval: utilities, office supplies, field supplies, fuel, vehicle maintenance, recurring maintenance and custodial activities related to the District office building, health/dental/life insurance, supplemental insurance, payroll taxes (income tax, social security, medicare), workers compensation, employment security, and wages.

Electronic Funds Transfer (EFT) is authorized only from the checking account and only for the payment of the payroll taxes to the Internal Revenue Service and other related payroll expenses. Each month, the EFT may be completed by the District Manager and/or the District Treasurer.

All payments shall not exceed the usual and customary amounts for these expenses. The usual and customary amount shall be the average of the preceding six months for that vendor or expense, plus twenty percent.

The District Manager is delegated authority to make purchases and incur costs for equipment, supplies and/or services up to **\$7,500** per month and up to **\$2,000** per item without prior board approval. Any purchases exceeding those values require explicit board pre-approval from at least one board member, as well as follow the guidelines outlined in the chart below. No other payments shall be made without prior approval by the Pine Creek Conservation District Board of Supervisors.


### **4.3 District Credit Cards**

The District Manager shall implement the following system for the authorization, distribution, control, implementation and administration of District issued credit cards by District officers and employees:

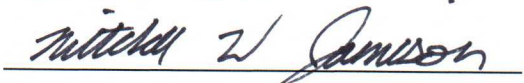
- (1) Credit cards may be distributed to those District officers and employees who, in the opinion of the District Manager, have job responsibilities that would benefit from, or otherwise be facilitated by, the use of a credit card;
- (2) Credit cards may not be used for personal purposes or for cash advances unless unusual circumstances require the use of the credit card and advance approval is obtained from the Board of Supervisors;
- (3) Credit cards may be required to be immediately surrendered if used in a manner inconsistent with District policies or procedures;
- (4) The District Manager shall develop and implement guidelines and accounting controls to ensure the proper usage of credit cards and credit card funds including compliance with the District's current purchasing policies and procedures;

- (5) The District Manager shall set credit limits on each credit card issued, PROVIDED, that in no event shall the credit limit for any individual credit card exceed **\$10,000**, and
- (6) The District Treasurer shall establish and implement a procedure for the payment of all credit card bills
- (7) Receipts for all purchases must be submitted to the District Manager or Treasurer for all purchases

The Pine Creek Conservation District Personnel Policies and Procedures (part 1 of 2) were reviewed and approved on 11-20-2024.



board member signature



board member signature



## **Pine Creek Conservation District Travel Policy**

The District owns and maintains vehicles for use by employees in completing their work. This policy defines ordinary travel as regular travel in District vehicle as needed to accomplish the goals of projects and programs.

In addition, District employees and Board of Supervisors are authorized to attend various meetings and events both sponsored by the District and by other entities. These meetings and events often involve travel (meals, transportation, lodging) in the region and the state. Members of the Board of Supervisors, as well as Associate Supervisors are eligible to receive reimbursement for travel expenses.

### **1.0 District Vehicle Use**

Vehicles are to be used for ordinary travel in the course of implementing district operations, programs, projects, and administration. With Board approval, district vehicles may be used to commute from the employee's official residence and official station, and to any temporary duty station for the development, implementation, or monitoring of projects. District vehicles may also be used for travel for training, meetings with landowners, and meetings with partner agencies and organizations.

Daily commute is not reimbursable by the state. Refer to the [Office of Financial Management's mileage reimbursement examples](#) for definitions and to determine which travel is reimbursable by state funds. To cover the cost of commute, a fraction of employee overhead and yearly basic allocation funds are used. Personal use of District vehicles is prohibited and people not affiliated with the District are not allowed to drive District vehicles.

All vehicle use must be documented by the employee in a travel logbook. Documentation in the logbook will include start and end odometer, destination, and the purpose of the trip. Fuel purchases will be made at Coleman Oil stations using the fuel card provided by the District, unless travel status requires fuel purchases at other locations.

District employees are to maintain a valid driver's license and to immediately notify the District Manager or Board Chair of any changes in their driving status. Employees who drive a District vehicle must exercise due diligence to drive safely, follow all traffic laws, avoid distractions, and maintain the security of the vehicle and its contents. Drivers also must make sure the vehicle meets all legal standards for insurance, maintenance, and safety. Employees are personally responsible for any driving infractions or fines as a result of their driving a District vehicle and must report them to the Board of Supervisors.

In the case of a vehicle accident, first ensure that any and all injuries are properly taken care of as the situation dictates. Notify law enforcement immediately. Document the following



information from all other parties involved: vehicles make, model, license plate number, and driver's license numbers of all persons involved including passengers and witnesses. Report the accident to the District Manager or the Board of Supervisors as soon as possible.

## **2.0 Travel Status**

Before placing a traveler in travel status, the agency is to determine for each occurrence whether it is more economical or advantageous to reimburse the traveler for meals and/or lodging, or to require the traveler to return to the official station or official residence daily or on weekends.

Any employee of the District or member of the Board of Supervisors is considered to be in travel status if they are required to leave the County for official business. Written authorization from the Board of Supervisors is required for travel exceeding 3 days or travel outside the state of Washington. Employees will receive straight per diem.

Employees and Supervisors traveling on District business are representatives of the District and are expected to maintain a high level of professionalism and to follow all of the District's policies and rules.

## **3.0 Eligible Costs for Travelers in Travel Status**

Travelers may be reimbursed for the following types of expenses incurred when in travel status. Refer to the State Administrative & Accounting Manual subsection 10.90.20 for current maximums.

Lodging – When traveling more than 50 miles from residence, lodging is reimbursable. The actual cost of lodging. Receipts are required for reimbursement.

Meals – A traveler may be reimbursed for meal expenses when the traveler has been in travel status for at least eleven hours. Cost of meals including basic cost, and sales tax up to the current limit. Receipts are required for reimbursement. Tips are not reimbursable.

Lodging and meal rates comprise the two components of the maximum allowable per diem rate for the Continental United States.

Transportation - Costs of necessary official business travel in private motor vehicles, rental vehicles, or airlines. Reimbursement for the use of a privately-owned vehicle on official business is to be at the private vehicle mileage reimbursement rate. If needed, vehicles can be rented from rental firms approved by the Department of Enterprise Services (DES). Receipts are required for reimbursement. In cases where air travel is more economical or practical, the Board can approve purchase of airline tickets a travel provider qualified through the Department of Enterprise Services (DES) when making air travel arrangements.

#### 4.0 Travel Reimbursement

Travel reimbursements will follow the most current guidelines set by the State of Washington, Office of Financial Management (OFM).

Reimbursement for eligible miles on district vehicles for normal district business as defined in section 1.0 will be requested on the next voucher period for the grant that is funding the work that required use of the vehicle.

Reimbursement for costs employees or Board of Supervisors in travel status as defined in section 3.0 Eligible Costs for Travelers in Travel Status shall be requested by submission of a Travel Voucher form (form [A20-A](#)) accompanied by original receipts within thirty days following completion of travel. Travel reimbursements will be per diem and follow the most current guidelines set by the State of Washington, Office of Financial Management.

District Chair

Joe St John

Date

2-8-23



# **Pine Creek Conservation District District Manager Compensation Policy**

## **Purpose**

It is the policy of the District to provide fair compensation to its employees.

## **Policy**

The District Manager's position is a monthly salaried exempt employee classification at \$71,510 per year, effective January 1, 2024. Salaried employees are paid a uniform amount for a specific time period. The District Manager's compensation time period is monthly. Exempt salaried employees are expected to work as much of each workday as is necessary to complete their job responsibilities. No overtime, comp time, exchange time or additional compensation is provided.

For each workday that the manager does not work any hours, he/she will draw 8 hours out of his/her accumulated sick, annual or holiday leave hours (outlined below). For any workday that the manager does not work and is not covered by his/her leave pool, the monthly salary will be reduced a proportionate amount against total workdays available in that month.

### Probation period:

The District Manager is subject to a 90 day probation period starting on the first day of work (May 24, 2021) during which no annual leave is accrued and no healthcare benefits are made available. During this time and after the District Manager is terminable at will - PCCD reserves the right to terminate the District Manager at any time. The PCCD Board of Supervisors reserves the right in its sole discretion to make the determination of whether to terminate the District Manager with a simple majority vote by a complete (all 5 members) board.

### Annual (Vacation) Leave:

Following the probation period described above, the District Manager will be granted the yearly number of days of annual leave on January 1 (based on [civil-service rates used at WSU](#)). If the District Manager starts the position after January 1, then accrual per year will be pro-rated on a monthly basis. Annual leave can accrue to 240 hours (30 days), but no more. Upon the Manager's separation, retirement or death, 100 percent of their accumulated annual leave will be paid at the employee's current rate of pay to the employee or employee's heirs. Leave time that was granted in the year of the employee's separation but not accrued is not paid out upon separation.

Year	Accrual Per Year	Accrual Per Month
1-2	14 days	9.33 hours
3	15 days	10.00 hours
4	16 days	10.67 hours
5-6	17 days	11.33 hours
7-9	18 days	12.00 hours
10-14	20 days	13.33 hours
15-19	22 days	14.67 hours
20-24	24 days	16.00 hours
25+	25 days	16.67 hours

#### Holiday Leave:

The following 13 days are observed as paid holidays for the District Manager position:

New Year's Day	Veteran's Day
Martin Luther King, Jr.'s Birthday	Thanksgiving Day
Presidents Day	Friday after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	One Personal Day

#### Paid Sick Leave:

The District Manager will accrue sick leave at the rate of 2 hour for every 40 hours worked. This rate exceeds the [minimum State requirements for paid sick leave](#). Washington State Law requires employers to allow employees to take leave by 90 days after start of employment. Accrual starts on day 1 of employment. For details on relevant Washington State Laws see [Chapter 49.46 RCW](#) and [Chapter 296-128 WAC](#). Any accumulated sick leave in excess of 240 hours will be forfeited. Upon the Manager's separation, retirement or death, 50 percent of his/her accumulated sick leave will be paid at the employee's current rate of pay to the employee or employee's heirs.

#### Jury Duty:

The District Manager will be allowed paid leave status to serve on a jury.

#### Payroll Deductions:

All district employees will have withheld from their wages/salaries amounts specified by federal and state and local laws. Standard deductions will include Federal tax withholding, Social Security (FICA), Medicare, Department of Labor & Industries (Workers Compensation), and Employment & Security Department (Unemployment Insurance). Other deductions may be made with manager's and board's approval.

#### Health Insurance Benefit:

The district does not provide health insurance benefits as of January 1, 2023. District employees are responsible for maintaining their own medical insurance.

#### Retirement Benefit:

Pine Creek Conservation District participates in the Washington State Department of Retirement Systems (DRS) Public Employee's Retirement System (PERS). The District Manager is mandated into PERS membership and is enrolled into PERS plan 2 as of 6/1/2021 and has 90 days of the PERS start date to choose between PERS Plan 2 and PERS Plan 3. If no choice is made within 90 days of the PERS start date then DRS will default to PERS Plan 2.

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District Chair	Date
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District Supervisor	Date
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District Manager	Date
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# **Pine Creek Conservation District**

## **District Accountant Compensation Policy**

### **Purpose**

It is the policy of the District to provide a fair compensation to its employees.

### **Policy**

The District Accountant position is a part-time hourly employee. The hourly rate for the District Accountant is \$75/hour. The District Accountant's compensation time period is monthly. No overtime, comp time, exchange time or additional compensation is provided, except if approved by the board. No paid vacation or holiday leave is provided and no medical insurance or retirement benefits are provided.

### Payroll Deductions:

All district employees will have withheld from their wages/salaries amounts specified by federal and state and local laws. Standard deductions will include Federal tax withholding, Social Security (FICA), Medicare, Department of Labor & Industries (Workers Compensation), and Employment & Security Department (Unemployment Insurance). Other deductions may be made with manager's and board's approval.

  
District Chair

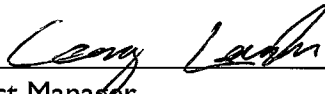
7-14-21

Date

  
District Supervisor

7/14/2021

Date

  
District Manager

7-14-21

Date



## **Public Records Policy**

The District owns the records in their possession. The District is responsible to manage those records and allow the public to inspect and obtain copies of those records.

### **Retention and Destruction of Public Records**

The public record retention and destruction process is governed by Chapter 40.14 of the Revised Code of Washington (RCW) and Chapter 434-615 of the Washington Administrative Code (WAC).

The State Archivist is the head of the Division of Archives and Records Management in the Office of the Secretary of State. The Archivist's office, along with a state records committee, is responsible for developing retention schedules for all public records. The Archivist's office publishes a local government records retention schedule which can be obtained from its web site at <http://www.secstate.wa.gov/archives/gs.aspx> or by calling (360) 753-5485.

Note: Under RCW 42.56.100, if a public records request is made at a time when the record exists but is scheduled for destruction in the near future, the local government cannot destroy or erase the record until the disclosure request is resolved.

### **Records Available for Public Inspection**

Revised Code of Washington Chapter 42.17.260(1)/42.56.070(1) requires each agency to make available for inspection and copying nonexempt "public records" in accordance with published rules. The act defines "public record" to include any "writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained" by the agency.

As part of the 2005 recodification of the Public Records Act, the Legislature asked the Attorney General to provide guidance to both records requestors and agencies on the public records process by drafting model rules on public disclosure. The model rules were formally adopted in late winter 2006. The model rules are non-binding and provide "best practices" for requestors and agencies. The District's intent is to adopt these best practices. The full document can be found on the Attorney General's website at <http://www.atg.wa.gov/ModelRules.aspx>. The following sections provide an overview of the District policies and procedures.

### **Public Records Officer**

The Board of Supervisors appoints a Public Records Officer whose responsibility it is to serve as a "point of contact" for members of the public seeking public records. The District's Public Records Officer is the District Manager. The purpose of this requirement is to provide the public with one point of contact within the District to make a request. The Public Records Officer name and contact shall be posted on the District website.

### **Inspection of Records**

Public records are available for inspection and copying by appointment only at the District office at 401 S SR 27, Oakesdale, WA 99158. Public records can also be provided electronically.

### **Organization of Records**

The District will maintain its records in a reasonably organized manner. The District will take reasonable actions to protect records from damage and disorganization. A requestor shall not take District records from the District office without the permission of the Public Records Officer or designee. Requestors are encouraged to view the documents available on the website ([www.pinecreekcd.org](http://www.pinecreekcd.org)) prior to submitting a records request.

### **Requests for Public Records**

Any person wishing to inspect or copy public records of the District should make the request in by email, phone, or in-person (arrange appointment) to the Public Records Officer and including the following information:

- Name of requestor
- Address of requestor
- Other contact information, including telephone number and any e-mail address
- Identification of the public records adequate for the Public Records Officer or designee to locate the records
- The date and time of day of the request

If the Public Records Officer or designee accepts such a request, he or she will confirm receipt of the information and the substance of the request by email.

### **Costs of Providing Copies of Public Records**

There is no fee for inspecting public records. If the requestor wishes to have copies of the records made instead of simply inspecting them, he or she should so indicate and make arrangements to pay for copies of the records or a deposit. Standard photocopies will be provided at 25 cents per page.

For administrative convenience, the District will waive copying charges for small requests (twenty-five or fewer standard photocopies). The District will charge actual costs for nonstandard copies include color copies, engineering drawings, and photographs. The District may send a copying project to a commercial copying center and bill the requestor for the amount charged by the vendor. The District can arrange with the requestor for him or her to pay the vendor directly.

The Public Records Officer or designee may require the payment of the copying costs before providing all the records. The District will not charge sales tax when it makes copies of public records.

There will be no charge for e-mailing electronic records to a requestor, unless another cost applies such as a scanning fee.

If a requestor asks the District to mail copies, the District will charge for the actual cost of postage and the shipping container (such as an envelope).



## **Responsibilities of the District in Processing Requests**

The District shall not distinguish among persons requesting records, and such persons shall not be required to provide information as to the purpose for the request. The District may inquire as to the purpose of the request in an effort to better understand the request and provide all responsive records, however, the requestor is not required to answer that inquiry, except to determine if the request is for a commercial use or would violate another statute prohibiting disclosure.

The District shall provide the fullest assistance, take the timeliest possible action on requests and make records promptly available. The District will devote sufficient staff time to processing records requests, consistent with the act's requirement that fulfilling requests should not be an "excessive interference" with the District's other essential functions. It should be noted that while the District intends to provide the timeliest "possible" action on requests, the District is not always capable of fulfilling a request as quickly as the requestor would like.

Communication is usually the key to a smooth public records process for both requestors and the District. Clear requests for a small number of records usually do not require predelivery communication with the requestor. However, when the District receives a large or unclear request, the District should communicate with the requestor to clarify the request. If the request is modified orally, the Public Records Officer or designee should memorialize the communication in writing or email.

For large requests, the District may ask the requestor to prioritize the request so that he or she receives the most important records first. If feasible, the District should provide periodic updates to the requestor of the progress of the request. Similarly, the requestor should periodically communicate with the District and promptly answer any clarification questions.

Within five business days of receiving a request, the District must provide an initial response to requestor. The initial response must do one of four things:

- (a) Provide the record;
- (b) Acknowledge that the agency has received the request and provide a reasonable estimate of the time it will require to fully respond;
- (c) Seek a clarification of the request; or
- (d) Deny the request. RCW 42.17.320/42.56.520. An agency's failure to provide an initial response is arguably a violation of the act.<sup>2</sup>

Unless it is providing the records or claiming an exemption from disclosure within the five-business day period, the District will provide a reasonable estimate of the time it will take to fully respond to the request. Fully responding can mean processing the request (assembling records, redacting, preparing a withholding index, or notifying third parties named in the records who might seek an injunction against disclosure) or determining if the records are exempt from disclosure.

The District may seek a clarification of an "unclear" request when the request is objectively "unclear." If the requestor does not respond to the District's request for a clarification within thirty days of the District's request, the District may consider the request abandoned and send a closing letter to the requestor.



The District will conduct an objectively reasonable search for responsive records. A requestor is not required to "ferret out" records on his or her own. A reasonable District search usually begins with the Public Records Officer and may expand to the rest of the staff depending on the request. All District staff are required to promptly respond to inquiries about responsive records.

After records which are deemed responsive are located, the District will take reasonable steps to narrow down the number of records to those which are responsive. In some cases, it will be helpful to consult with the requestor on the scope of the documents to be assembled. The District cannot "bury" a requestor with nonresponsive documents. However, the District is allowed to provide arguably, but not clearly, responsive records to allow the requestor to select the ones he or she wants, particularly if the requestor is unable or unwilling to help narrow the scope of the documents.

The District should provide a record within the time provided in its reasonable estimate or communicate with the requestor that additional time is required to fulfill the request based on specified criteria. Unjustified failure to provide the record by the expiration of the estimate is a denial of access to the record.

If the District becomes aware of the existence of records responsive to a request which were not provided, the District should notify the requestor in writing and provide a brief explanation of the circumstances.

### **Third Party Notice**

District may decide it must release all or a part of a public record affecting a third party. The third party can file an action to obtain an injunction to prevent an agency from disclosing it, but the third party must prove the record or portion of it is exempt from disclosure. Before sending a notice, the District should have a reasonable belief that the record is arguably exempt. Notices to affected third parties when the records could not reasonably be considered exempt might have the effect of unreasonably delaying the requestor's access to a disclosable record.

Before releasing a record, the District may choose to provide notice to a person named in a public record or to whom the record specifically pertains (unless notice is required by law). This would include all of those whose identity could reasonably be ascertained in the record and who might have a reason to seek to prevent the release of the record. The notice informs the third party that release will occur on the stated date unless he or she obtains an order from a court enjoining release. The requestor has an interest in any legal action to prevent the disclosure of the records he or she requested. Therefore, the District's notice should inform the third party that he or she should name the requestor as a party to any action to enjoin disclosure. If an injunctive action is filed, the third party or District should name the requestor as a party or, at a minimum, must inform the requestor of the action to allow the requestor to intervene.

### **Exempt Public Records**

The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. In addition, documents are exempt from disclosure if any "other statute" exempts or prohibits disclosure. Requestors should be aware of the following exemptions, outside the

Public Records Act, that restrict the availability of some documents held by the District for inspection and copying:

- Farm plans — Disclosure of information. RCW 89.08.560
- Attorney-client privilege. RCW 5.60.060
- Deliberative process exemption. RCW 42.17.310 exempts "Preliminary drafts, notes, recommendations, and intra-agency memorandums in which opinions are expressed or policies formulated or recommended" except if the record is cited by the District.
- Commercial use exemption. The act does not allow an agency to provide access to "lists of individuals requested for commercial purposes."
- Food, Conservation, and Energy Act of 2008, Section 1619. A November 4, 2010 Washington State Supreme Court Decision (Ameritrust Mortgage Co. v. Washington State Attorney General) affirmed that a federal statute can be an "other statute" for the purposes of Revised Code of Washington (RCW) 42.56.070 (1) and Washington State's Public Records Act. Section 1619 of the Food, Conservation, and Energy Act of 2008 (the 2008 Farm Bill), prohibits disclosure of certain information by USDA and its cooperators, including the District. District responsibilities under this decision are detailed in a "Acknowledgement of Section 1619 Compliance" document provide by USDA Natural Resources Conservation Service and signed by the District.

#### **Denial of Access to Public Records**

Any person who objects to the initial denial or partial denial of a records request may petition in writing (including e-mail) to the Public Records Officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the Public Records Officer or designee denying the request.

The Public Records Officer shall promptly provide the petition and any other relevant information to the Chair of the Board of Supervisors or District legal counsel to conduct the review. That person will immediately consider the petition and either affirm or reverse the denial within two business days following the District's receipt of the petition, or within such other time as District and the requestor mutually agree to.

Approved on 1/8/2025



Jeff Pittmann, Board Chair



**PINE CREEK CONSERVATION DISTRICT**  
**Branded Clothing and Personal Equipment Policy**

**Purpose**

Pine Creek Conservation District (hereafter 'PCCD' and 'the District') recognizes that staff and board members should maintain a professional appearance when representing the District at public events, workshops, conferences, and other work assignments. This is accomplished by providing branded clothing and/or branded personal equipment. Branded clothing and equipment also increases public awareness of district programs and initiatives and can contribute to employee retention by fostering group cohesion and reinforcing a positive work environment. This policy identifies the expectations and limitations of providing branded clothing and personal equipment.

**Definitions**

Branded Clothing – items that bear the District logo and/or recognizable branding elements, can be worn by a person, and are typically visible, including but not limited to: shirts, pants, jackets, hats, gloves, nametags, etc.

Branded Personal Equipment – items that bear the District logo and/or recognizable branding elements and increases recognition of district programs and initiatives, including but not limited to: pens, bags, travel mugs, cups, etc.

**District Provided Branded Clothing**

PCCD will provide select branded items for all regular employees and Board of Supervisors. This includes a branded name tag, as well as one branded clothing and/or personal equipment item to be determined by the Board of Supervisors. Any additional standard district branded clothing or equipment for employees and Board of Supervisors will be at the discretion of the Board of Supervisors.

**District Branded Clothing and Personal Equipment stipend for new Hires**

All regular employees that have successfully fulfilled the six-month introductory period and have been offered regular employment by the Board of Supervisors may be provided with an initial **\$250 stipend** to purchase branded clothing and/or personal equipment. These items can be selected at the discretion of the employee, but must be branded with the PCCD logo and/or meet district brand standards. This stipend applies to existing employees upon adoption of this policy.

The intent of this initial stipend is to provide branded clothing for new hires, but non-clothing items may be purchased with this stipend with approval from the District Manager. The District



Manager may approve purchases and reimbursements for branded clothing and personal equipment for project-based staff or other non-staff personnel, such as volunteers or interns, on a case-by-case basis.

### **District Branded Clothing and Personal Equipment Annual Stipend**

Upon completion of annual employment review, staff may receive an additional stipend of \$125 per year to purchase additional branded clothing and/or personal equipment as needed to replace worn out items or meet the needs of their position. Non-clothing items may be purchased with this stipend with approval from the District Manager.

### **Sourcing District Branded Clothing and Personal Equipment**

Branded clothing and personal equipment can be purchased through pre-arranged vendors. Items purchased and then provided to the embroidery/screen printing vendor are subject to the limitations of the vendor. Not all items will be able to be embroidered or screen printed by the vendor and will not be reimbursed in such instances.

### **District Branded Personal Field and Safety Gear**

All regular and project-based employees will be provided with basic field safety gear essential for their position, which may include recognizable brand elements and/or the PCCD logo. This includes, but is not limited to: gloves, high-visibility clothing, life jackets, personal protective equipment (PPE), and other equipment deemed necessary.

Upon separation from the District, the disposition of field and safety gear shall be evaluated on a case-by-case basis to determine whether it will be retained by the District or by the individual. This determination may consider the condition of the gear and the ability of the District to redistribute to other staff, but is fully at the District's discretion.

This Branded Clothing and Personal Equipment Policy was proposed and adopted by the Board of Supervisors of Pine Creek Conservation District at a Regular District meeting on April 9th, 2025.

 4/9/2025  
Jeff Pittmann, Chair

## **Pine Creek Conservation District Asset Management Policy**

The following policies and procedures provide an asset management system designed both to comply with statutory requirements and increase the District's control over those assets for which it has stewardship responsibilities.

### **Fixed Asset Policy**

It is the policy of the District to maintain accountability over all tangible fixed assets having a life exceeding two years and costing \$5,000 or more. The asset records will be maintained by the Financial Manager/Treasurer and verified by a physical inventory conducted each year.

The assets covered by this policy include all land, buildings, machinery and equipment, capital leases, leasehold improvements, construction in progress, and improvements other than buildings (i.e., parking lots) owned by the District which are valued at \$5,000 or more.

### **Small and Attractive Asset Policy**

It is the policy of the District to maintain accountability over small and attractive items. Small and attractive items are defined as easily moveable, desirable items with a unit cost of \$300 to \$4,999.99. These types of items are also not likely to be missed immediately upon disappearance and could be replaced without suspicion. Examples include, but are not limited to: electronic equipment, mobile power equipment, etc. This would not include more permanent fixtures such as desks, tables and shelving and specifically excludes small tools and minor equipment such as shovels, hand tools, supplies, etc.

### **Asset Identification**

Whenever feasible, each piece of property will be tagged or marked with the District identification number. Such markings will be removed or obliterated only when the item is sold, scrapped, or otherwise disposed of. Should the identification number be removed or defaced, the item shall be marked again with the original number obtained from the inventory listing.

### **Addition of Assets**

The District may acquire property by way of purchase, construction, donation, or lease. Regardless of the manner of acquisition, when the property is received, it will be assigned a unique identification number and affixed with a corresponding tag on the property if appropriate or feasible.

### **Deletion of Assets**

Assets which have been previously acquired may eventually be disposed of and, in that event, will need to be deleted from the fixed asset list. Deletion may be required due to sale of the asset or its surplus, scrapping, cannibalization, mysterious disappearance (lost or stolen), or involuntary conversion (fire, flood, etc.).



### **Modifications to Asset List**

Larger assets, such as major pieces of equipment and buildings, are often modified to increase their usefulness or increase their useful life. Modification may include partial additions or deletions, major repairs (e.g., a new engine for a vehicle), or component replacement (e.g., a new roof, heating system, etc., for a building).

### **Asset Inventory**

An inventory count may be conducted annually to verify the existence and condition of all items listed in the fixed asset records.

All land, machinery and equipment, capital leases, leasehold improvements, buildings, construction in progress and improvements other than buildings having an original value of \$5,000 or more must be inventoried. In addition, small and attractive assets having an original value of less than \$5,000 may be inventoried.

### **Lost or Stolen Assets**

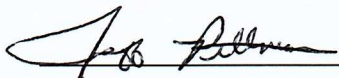
Whenever an item in the fixed asset system has disappeared without explanation and all efforts have failed to recover the item, the District staff member shall notify the District Manager and/or the Contact Supervisor in writing.

### **Surplus Assets**

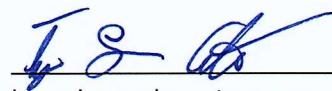
The Board of Supervisors may declare that any fixed assets including equipment, lands or property, or portions thereof, are surplus to the District's needs. The Board of Supervisors may cause such surplus equipment, lands or property to be leased, sold or conveyed. Further the Board shall establish the Fair Market Value or the rent or the consideration to be paid and such other terms and conditions for such disposition as the Board determines to be in the best public interest. The District Manager may declare any Small and Attractive Assets to be surplus to the District's needs and may cause the surplus items to be leased, sold or otherwise conveyed.

The Pine Creek Conservation District Asset Management Policy was reviewed and approved on

May 14, 2025.



board member signature



board member signature