

# PORT OF ORCAS

## RESOLUTION #08-13-98B

### PERSONNEL POLICY MANUAL


**WHEREAS**, the Port of Orcas is an employer bound by the Washington State Labor Laws, and

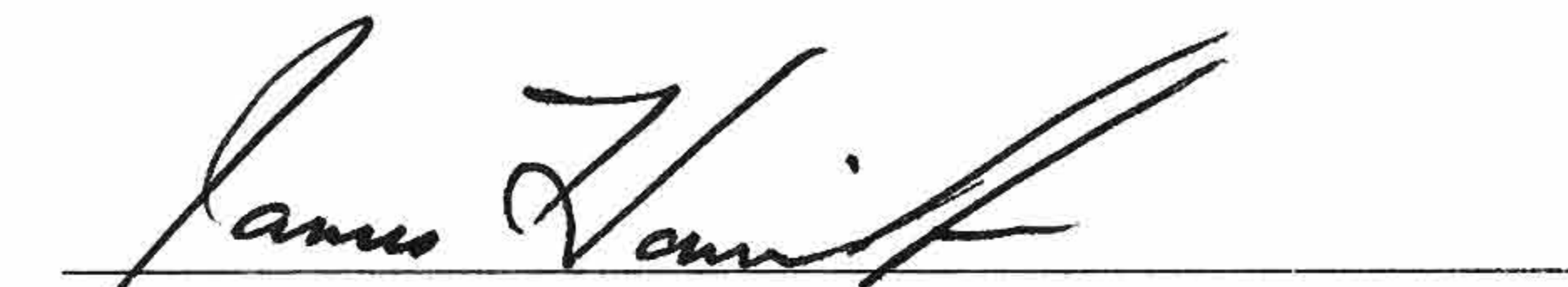
**WHEREAS**, a comprehensive personnel policy is instrumental in managing employees in a legal, fair, and equitable manner,

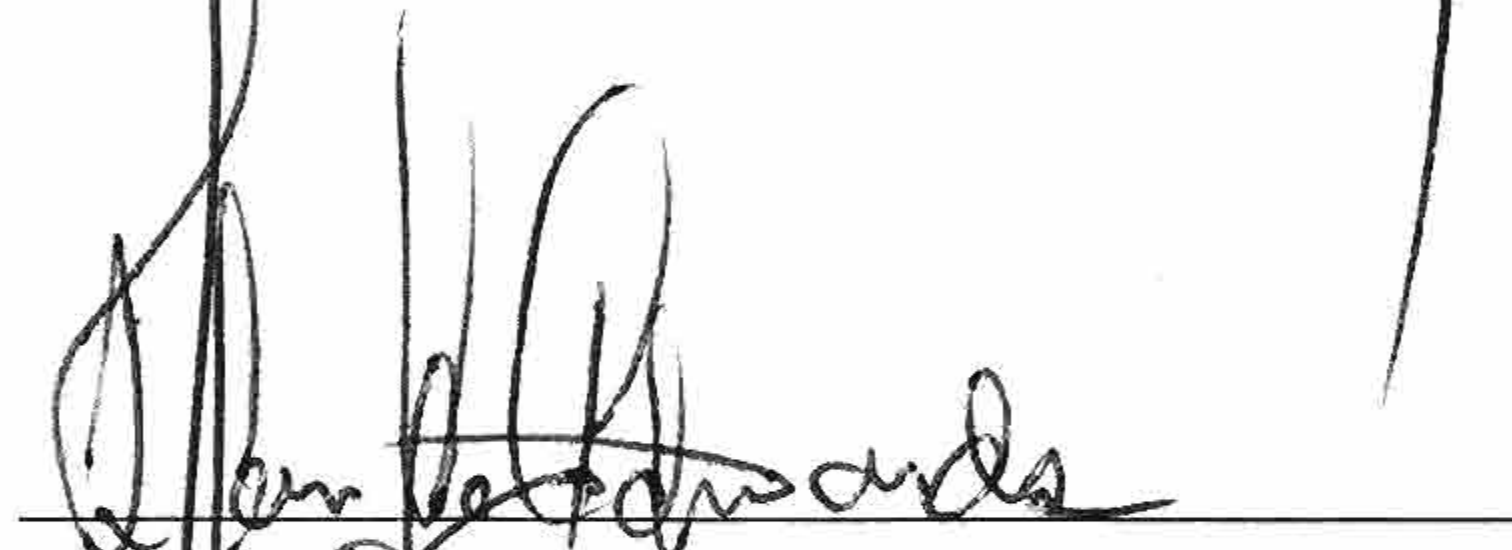
**THEREFORE BE IT RESOLVED**, that the Port of Orcas Commission adopt the attached Personnel Policy Manual, and

**BE IT FURTHER RESOLVED**, that the attached Personnel Policy Manual incorporates and replaces the previously existing policies: Port Employee Policy (Resolution #04-23-97), Personal Gifts Policy (adopted by vote on March 12, 1998), and the Drug-Free Workplace Policy (Resolution #05-13-93A).


**ADOPTED**, this 13th day of August, 1998

  
Pete Walmsley, Chairman

  
James Hamilton, Commissioner & Secretary

  
Alan Edwards, Commissioner

  
Robert Gamble, Commissioner

  
Steve Hopkins, Commissioner

Attest:   
Duane J. Lunde, Airport Operations Mgr.

# **PERSONNEL POLICY MANUAL**

**August 13, 1998**

**PORT OF ORCAS**  
**Eastsound, Washington**



# PORT OF ORCAS PERSONNEL POLICY MANUAL

August 1998

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# **PORT OF ORCAS PERSONNEL POLICY MANUAL**

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## **HANDBOOK OVERVIEW**

### **HISTORY OF THE PORT OF ORCAS**

The Port of Orcas was established in 1958 by the citizens of Orcas Island to provide a safe airport which would serve both the local community and visiting pilots. The property and airstrip were purchased from the Ferris family for \$14,000 through the sale of \$20,000 worth of General Obligation bonds. The Port, a public entity, is a municipal corporation created under the laws of the state of Washington. The Port District consists of Orcas Island.

By state law, the Port may collect property taxes from property owners in the district to finance Port improvements and operations. In 1959 the Commissioners adopted a comprehensive airport plan, established an annual budget (\$1,024) and a tax levy (2 mils). Therefore, we think of the residents of the Port District as the owners of the Port.

The Port currently owns and operates the Orcas Island Airport. The Airport was improved and expanded with help from the Federal Aviation Administration (FAA) in the form of several grants between 1975 and 1996. In compliance with one of the FAA grant assurances, the Commission established collection of fees as follows: 1976 - commercial landing fees; 1990 - non-commercial land leases; 1992 - commercial facility and land leases; 1993 - automobile parking fees; 1994 - aircraft tiedown fees; and 1995 - fuel flowage fees.

The facility serves local pilots, visitors, US mail, commercial freight carriers, and medical evacuation aircraft. It is used by commuter airlines which provide links to surrounding island communities and to mainland cities, including Seattle and Bellingham.

The citizens of the Port District elect five Port Commissioners to oversee their investment. The Port Commission, in turn, hires a Manager and other staff to manage the day-to-day operations of the Airport. The Port's customers include both the local public and visitors who make use of the Airport while visiting our community. The responsibilities of Port employees, therefore, are to customers and ~~shareholders~~ alike.

**TAXPAYERS**



## WHAT THIS MANUAL IS

This manual was written to give employees a brief description of general employment policies, benefits, and employee relations standards for the people who work for the Port of Orcas. The Port's policies and approach to employees are based on traditional professional personnel practices and reflect a humanistic rather than a scientific management style.

Unless otherwise indicated, the policies in the manual apply to all Port employees. In specific instances where indicated, these policies also apply to Port Commissioners

**The statements in this manual are not, and are not intended to be, a contract with employees, nor do they promise continued or permanent employment. They are guidelines that will generally be followed.** The Port reserves the legal right to recruit, select, direct, discipline, and discharge employees and exercise full discretion over the organization's policies and performance of work.

It is the specific intent of these policies to guide the accomplishment of the following objectives:

To recruit, select, and advance employees on the basis of their relative ability, knowledge, and skills, including open consideration of qualified applicants for initial appointment.

To assure fair treatment of applicants and employees in all aspects of personnel administration.

To provide employees general information about their rights, benefits, duties, responsibility, and authority in the performance of their jobs for the Port.

To encourage efficient operation and production of all Port employees through humane interpersonal relations and personnel administration by all supervisors, in order to provide the best service to the users of the Port's facilities and the Port district.

The information in the manual is current at the time of printing. We reserve the right to make changes in policies, rules, and benefits at any time as needed without prior notice. Any questions you have about the most current policy or about the interpretation and application of policy should be addressed to the Port of Orcas Commissioners. The manual will be revised periodically to reflect changes in policy.