

Employees on leave must notify their supervisor of their intention to return to work at least two weeks before the end of an approved leave. Employees shall be considered to have voluntarily resigned if no notice is received by that date. Exceptions may be made with the approval of the Commission for extenuating circumstances.

If it is practical to return the employee to the same job, the Port will do so. If this is not practical, employees returning on time from approved leave will be considered for the first position for which they are fully qualified within a reasonable period of time.

Unpaid leaves of absence shall not exceed four months unless it is at the convenience of the Port. An employee on an unpaid leave of absence shall not accrue additional continuous service time but will not lose accrual credits built up to the beginning of the leave. During the unpaid leave of absence, medical insurance premiums will be paid by the Port until the end of the month the leave starts and can be continued if the employee pays the premium for up to another ninety days.

JURY DUTY/SUBPOENAED WITNESS LEAVE

Employees may take time off from work when they are called to serve on jury duty or subpoenaed to testify as a witness. In some instances, employees may receive regular compensation while serving as a juror or subpoenaed witness.

A regular employee who serves on jury duty shall receive full regular compensation, less any compensation (except for mileage reimbursement), received for such service during the period of leave up to ten working days per year.

A regular employee who is subpoenaed as a witness will be compensated the same as if on jury duty.

BEREAVEMENT LEAVE

Employees who have thirty days or more of continuous service, and who have suffered the loss by death of a member of their immediate family, may take one day of paid leave and additional leave from accrued vacation leave at their normal pay at the discretion of the Port Commission.

Sick leave can be given at the discretion of the employee's supervisor or Commission if the employee's mental condition, resulting from the death of a member of the immediate family, does not permit the employee to return to work.

For the purposes of this policy, immediate family shall be defined as the employee's spouse, spousal equivalent, daughter, step-daughter, son, step-son, mother, father, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, niece, nephew, uncle, aunt, grandchildren, and grandparents.

MATERNITY/PATERNITY/MARRIAGE LEAVE

In the case of pregnancy and childbirth, unpaid leave shall be granted for the period of actual disability as certified by a physician. Upon return from leave for pregnancy and childbirth, an employee shall return to her same job or a similar job with at least the same pay.

Additional family leave may be granted as follows.

Employees who have thirty days or more of continuous service may take up to three days leave at their normal pay at the discretion of the Port Commission at the birth of their child.

Mothers or fathers may use accrued sick leave for the birth of a child, or in the case of adoption or acquisition of a foster- or step-child, following the same policy of request and return to work as specified for leave of absence.

The Port will make all efforts to accommodate an employee's needs for the birth of a child, including trying to arrange temporary part time schedules and setting up alternate work schedules. Although the Port will try to accommodate employees' needs for birth and child raising, it will do so only as long as it doesn't impact the Port's ability to provide service or add to the cost of providing such service.

A one time only two-day paid marriage leave may be granted to an employee, with the approval of the Commission.

EDUCATION AND TRAINING

The Port will pay for certain classes and courses taken by regular full time employees. Written request should be made to the Commission for education assistance. The request should include specifics of the course and how the employee's completion of the course will benefit the Port.

Items that may be paid for are tuition, travel expenses, and required course materials. Payment will be conditioned on attending classes, completing the course work, and

receiving a passing grade. Employees who do not satisfactorily complete the course will be required to reimburse the Port.

If education is required for continued employment, such as for a mandatory certification, then the time spent in class shall be treated the same as work hours.

Classes that may be paid for by the Port are:

1. Classes to maintain required certification.
2. Classes specifically recommended by an employee's supervisor to expand skills or keep up with changes in the demands of the job.
3. Education to improve an employee's general abilities related to job skills and requirements, including professional conferences.

EMPLOYEE CONDUCT AND DISCIPLINE

INTRODUCTION

The safe, orderly, and efficient operation of the Port requires that employees maintain proper standards of conduct and performance at all times. Standards of conduct and quality are necessary to protect the health and safety of all employees, to maintain uninterrupted operations, and to protect the Port's goodwill and property.

It is the responsibility of Port employees to project at all times a positive customer relations philosophy. This means, among other things, that employees are expected to arrive at work with the appearance, physical condition, and mental attitude necessary not only to work enthusiastically but to help co-workers do the same.

Port employees are expected to provide customers, guests, and other employees with professional, courteous, and competent service.

It is the policy of the Port of Orcas to help our employees know what is expected of them in conduct and performance. With that in mind, the Port has established policies which, together with observing all other proper standards of conduct, employees are required to follow. The following are merely examples of conduct expectations and are not a complete list.

DRESS CODE AND UNIFORMS

Within limits, dress is a matter of personal choice. Appropriate dress on the job reflects upon the Port's image and the demands of the job. Requirements of any given job may vary from day to day, and employees are expected to dress according to the demands of the day's schedule. Since each employee is in public view, dress should always be clean and neat within the limits of the tasks being performed.

WORKPLACE ENVIRONMENT

Most of the work areas of the Port are open and visible to the public. This requires extra care on the part of Port employees to maintain workplace areas to present a neat, orderly, and businesslike appearance.

Food should not be consumed in public. Areas out of public view can be used for eating. Coffee, tea, and other beverages shall only be consumed from a cup when working in the public view.

Employees in each area should maintain their own worksite in an orderly condition, and all employees should cooperatively clean up common and public areas whenever there is a need to do so.

ATTENDANCE AND PUNCTUALITY

Regular attendance, including punctuality, is an important part of an employee's performance record. Excessive absenteeism or tardiness will result in disciplinary action. Employees who must be absent or late should notify their supervisors as soon as possible so that arrangements can be made to cover the work load or otherwise accommodate the absence.

SMOKING

Smoking is not permitted in any Port office or indoor work area, or at any time while working. Employees who choose to smoke may do so on breaks that are taken outside of public. At the same time, it is of utmost importance that no one smokes in any area where it would present a fire hazard. Smoking employees should seek suggestions from the supervisor for safe and otherwise acceptable areas to smoke on breaks.

Employees who smoke are encouraged to quit smoking. The Port may pay for any employee and family members to attend an approved stop-smoking program. The Port will prefer applicants who do not smoke and will strive to maintain a smoke-free workplace and work force.

EMPLOYEE HEALTH AND SAFETY

Port employees are encouraged to maintain their health and fitness. Physical fitness increases alertness and productivity, reduces stress, minimizes injury, reduces the use of sick leave, and leads to a longer, healthier life. Because these benefit both the employee and the employer, the Port may establish programs to encourage the health and fitness of Port employees.

Employees are expected to follow all safety regulations established in their work areas and by their supervisor. This includes participating in ongoing safety programs and using proper safety equipment at all times. Failure to do so is considered very serious misconduct and will result in discipline up to and including termination.

DRUG AND ALCOHOL USE

The Port recognizes that the maintenance of a drug-free workplace is essential to the safety and welfare of its employees and visitors, and fully complies with the Drug-Free Workplace Act of 1988. Unlawful manufacture, distribution, dispensation, possession or use of intoxicants, illegal drugs or controlled substances are against the Port's Standard of Conduct, and are prohibited in the workplace.

Prohibited conduct includes, but is not limited to, the following:

1. Reporting to work under the influence of intoxicants, drugs, or controlled substances.
2. Unlawful use, possession, transfer or trafficking of intoxicants, illegal drugs, or controlled substances in any amount or any manner on Port premises or vehicles at any time.

Employees using any prescription or over-the-counter drugs which might impair their work performance should notify their supervisor or the Commission at whose option an employee may be assigned to less hazardous duty or placed on sick leave if impaired work performance might pose a threat to the public confidence or to the safety of the employee or others. The supervisor will treat such information with strict confidentiality, as with any other medical information about an employee.

Employees must notify their supervisor or the Commission within five days of any conviction for a drug violation in the workplace.

Any employee who violates any aspect of this policy shall be subject to disciplinary action, up to and including termination.

The Port of Orcas is committed to supporting employees who undergo treatment and rehabilitation for alcohol and other chemical dependency that may jeopardize their health and continued employment. Employees who voluntarily seek treatment may use sick leave to attend a bona fide treatment or counseling program. The Port may condition continued employment on the employee's future avoidance of alcohol, drugs or other controlled substances.

As a part of the Port's commitment to a drug-free workplace, the Port may conduct regular drug-free awareness training programs to educate Port employees about substance abuse, including management and supervisory training; dangers of workplace substance abuse; information about available counseling or rehabilitative service alternatives; and penalties for drug abuse violations.

As a condition of employment, all employees must agree not to violate our drug and alcohol use policy. The Port will enforce this policy in accordance with our obligations under the Drug-Free Workplace Act of 1988 and in accordance with our own determination to provide a safe, drug-free work environment for employees.

HARASSMENT, INCLUDING SEXUAL HARASSMENT

Behavior that could be interpreted as on-the-job harassment by co-workers, supervisors, elected officials, volunteers, or customers will not be tolerated by the Port. Harassment in the workplace at any level will result in severe disciplinary action up to and including discharge.

Sexual harassment is a form of illegal discriminatory behavior. It is defined as either a threat or insinuation, either explicitly or implicitly, that an employee's response to sexual advances will affect the employee's employment, evaluation, wage, advancement, assigned duties, shifts, or any other conditions of employment or career advancement.

Also included is conduct such as offensive sexual flirtations, unwanted physical contact, advances, propositions, repeated verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, and the display of sexually suggestive objects or pictures. Such actions tend to create a hostile work environment and will be considered sexual harassment, whether committed by supervisory or non-supervisory personnel or by non-employees directed toward employees of the Port.

All such actions are prohibited, as well as any other on-the-job conduct which could be interpreted as harassment. Likewise, harassment based on other types of unlawful discrimination, such as race, religion, or national origin, is also intolerable and will be subject to the strictest discipline.

Employees who feel they have been subjected to such harassment, or any other form of discrimination, should immediately inform a member of the Commission. Complaints and concerns will be investigated promptly and thoroughly. All such complaints will be treated as confidentially as possible, consistent with the Port's obligation to conduct a complete and fair investigation. There will be no retaliation against employees reporting such concerns.

DISCIPLINE

The Port operates on the belief that employees prefer to work in an environment where they know what is expected and no one commits serious or repeated violations of