

accepted practices. Employees who have questions about what is or is not acceptable in given circumstances should ask their supervisor.

Where discipline is required, the process the Port normally follows has four levels. Depending on circumstances of individual situations, discipline may begin at any of the four levels, and the Port may skip or repeat steps in the discipline process. The four general levels of discipline are:

1. **Oral reprimand or counseling.** The employee and supervisor discuss the shortcoming(s) and the corrective action that should be taken. A notation of the discussion will be made in the employee's file.
2. **Written warning.** For more serious infractions a written record is made in the employee's file with details of the shortcoming. The employee and the supervisor shall sign the record before it is filed.
3. **Disciplinary suspension, with or without pay.** The employee is temporarily removed from the workplace as a disciplinary action, or as an opportunity to investigate or to discuss circumstances with the Commission. In either case, the employee may be discharged following the suspension without further instance of misconduct.
4. **Discharge.** An employee may be terminated either as a result of one instance of misconduct or for repeated violations, depending on circumstances.

Some kinds of misconduct are more serious than others and thus are subject to more severe disciplinary action. As a general guideline, the following examples are offered for what the Port considers serious misconduct and less serious misconduct. In actual cases, the seriousness could vary depending on the circumstances of an individual situation.

Examples of serious misconduct may include, but are not limited to, the following examples. The first instance of any serious misconduct may be grounds for discharge without prior warning.

- Any violation of the Drug and Alcohol policy
- Dishonesty, theft, or removing Port, customer, or other employee property without authorization
- Falsification of Port records or reports, including time records
- Conviction of a felony or a misdemeanor involving theft or moral turpitude
- Possession of firearms, fireworks, explosives, or other deadly weapons on Port property without authorization
- Insubordination or refusal to perform assigned work
- Abuse or harassment toward a co-worker, supervisor, or citizen



- Violation of a safety rule or safety practice
- Willful damage to any Port property, equipment, or materials
- Malicious or careless acts which result in personal injury, property damage, or expense
- Knowingly giving away Port property or services such as moorage, electricity service, aircraft tie downs, hangar space, parking, or any service with a value established by the Port Commission or item purchased by or donated to the Port for use by the Port
- Accepting gifts, fees, or other valuable items in the performance of duties for the Port, except as provided for in the policy Accepting Gifts

Examples of less serious misconduct may include, but are not limited to, the following examples. Disciplinary action for such misconduct will begin at whatever step of the four-level disciplinary process that is appropriate for the particular instance of misconduct, up to and including discharge.

- Wearing inappropriate dress or wearing the Port uniform while engaging in any activity that reflects poorly on the Port
- Rudeness toward customers or other employees
- Unauthorized absence from duty
- Repeated absence or tardiness for any reason
- Use of Port vehicles or equipment except for Port business during regular hours, unless authorized
- Incompetence or failure to meet reasonable standards of efficiency
- Public undermining of Port policy while on Port property
- Violation of Port policies, regulations, and rules, or not enforcing Port policy
- Sleeping or loafing on the job, or spending unnecessary time away from the job
- Copying for personal use computer software that is the property of the Port, or allowing others to copy the Port's software

It is understood that this policy in no way promises that progressive discipline will necessarily be followed in instances of misconduct.

## **GRIEVANCE PROCEDURE**

The Port has a grievance procedure to allow employees to express dissatisfaction with the application of rules and regulations affecting them and to attempt to change a decision that causes them dissatisfaction or hardship.

The purpose of the grievance procedure is to encourage communication between employees and supervisory staff to ensure prompt and fair resolution of any questions that may arise, and to provide a process for reviewing employee grievances. The



intention of the procedure is to encourage resolution of grievances at the earliest opportunity.

**Step 1.** Employees should submit their grievance in writing to their immediate supervisor as soon as practical following the incident that caused the grievance. The supervisor should give a written decision on the grievance to the employee within a reasonable amount of time.

**Step 2.** An employee who is not satisfied with the supervisor's decision may file a written request for review with the Chair of the Port Commission within ten working days of that decision. For the position of Airport Manager, the Port Commission is the immediate supervisor. In the event of an unresolved dispute the airport manager has the right to representation of his or her choice. The Port Commission will meet with the employee and shall issue a final written decision within the limits of their authority. The decision of the Port Commission is final and is not subject to further appeal or arbitration.

## **SEPARATION**

### **LAY OFF**

The Port may lay off employees for lack of work, budgetary restrictions, or other changes that may take place. Regular employees shall be given ten working days notice except in cases of emergency. Temporary employees may be laid off without prior notice. Lay off in no way reflects upon an employee's performance, but is necessitated by external causes.

### **RESIGNATION**

An employee wishing to resign is asked but not required to give a written statement to the supervisor giving the effective date and the reason for resignation. Advance notice of at least ten working days is appreciated but not required.

### **DISCHARGE**

It is understood that employment with the Port is for no specific period of time. Employment can be terminated at will by the employee or by the Port at any time with or without cause.

Employees whose behavior or performance is unacceptable will be discharged. The Port Commission or supervisors have the authority to recommend that an employee be discharged. All discharge recommendations will be reviewed with and approved by the Port Commission before final action is taken.



## **SPECIAL PROVISIONS**

### **ETHICS**

As a public organization, the Port is subject to more scrutiny than private organizations. The Port is held to a higher standard, both legally and in terms of community expectations. The ethics implicit in the acts of employees, management, and Commissioners must be correct in both fact and in appearance.

### **POLITICAL ACTIVITY**

Employees shall have the right to vote and to express their opinions on all political subjects and candidates. Employees shall not be prohibited from holding political office or participating in a political campaign, provided that such involvement does not create a conflict of interest as set forth in the Revised Code of Washington (RCW), and provided that such activity does not occur while that employee is doing Port work or being paid to do Port work. Employees shall not be penalized in any way for refusing to make any political contribution.

Employees cannot make use of any Port assets or supplies for any political purpose. Employees shall not, while on duty at the Port or in Port uniform, wear any political buttons or other insignia.

### **CONFIDENTIALITY**

Confidential information concerning the Port, the Commission, Port staff, customers, or any member of the public with whom the Port does business shall not be given to individuals outside the Port or discussed in public areas where it might be overheard.

### **OUTSIDE EMPLOYMENT**

A Port employee may hold outside employment as long as it does not interfere with Port time, duties, and obligations. Outside employment that is carried on partially on Port property can be a conflict of interest, when referrals are requested from Port offices and where permits must be granted by the Port to carry out such business. Port employees may not refer people to their own businesses unless it is included in a list of all similar businesses in the Port District.

Employees may not engage in any outside employment duties during work hours. Employees may not use Port facilities or equipment for outside employment or personal business, except under the same regulations and conditions as those who are not