

076838 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, August 3, 2015** at **9:00 a.m.** Chairman Dean Kinzer, Arthur D Swannack and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

9:00 a.m. - Call to Order/Board Business/BOCC Workshop.

Present: Gary Petrovich, Mark Storey, Bob Reynolds, Tim Myers, Chris Nelson, Bill Spence, Eli Majnarich (9:00 a.m.) and Troy Henderson (9:15 a.m.).

076839-076841 1-3. The following items were discussed but no action was taken.

- Pullman-Moscow Airport Contributions
- Wahkiakum County Support Request
- Personnel Change Orders
- Emergency Management Credit Card
- Developmental Services Program Agrmt.
- Harris Rebar
- Filling Vacant Position Policy
- SRSRB Update
- Fair/Facilities Updates
- Fair/Facilities Staff Update
- McKinstry MOU
- Information Technology Staff Update
- Steptoe Bridge
- Hatley Bridge
- Proposed Road/Bridge Vacations
- Port Meeting Questions
- Health Dept. Staff Update
- GFOA Report
- Revenue Projections
- 1% Tax Increase for 2016
- 2016 State Auditor Fee Increase
- Budget Amendment #1

9:30 a.m. - Recess.

10:00 a.m. - Flag Salute.

Present: Kelli Campbell, Bill Spence, Kara McMurray and Eli Majnarich.

D076841A 4. Pledge of Allegiance.

Consent Agenda:

D076841B 5. Motion by Commissioner Largent to accept the consent agenda. Motion **seconded** by Commissioner Swannack and **carried**.

076842 6. General Claims/Veterans' Relief/Payroll warrants numbered **318034-318108** for **\$683,427.32** approved.

076843 7. July 20, 2015 minutes approved.

076844-076846 8. Personnel change orders approved.

076847 9. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the 2016 holiday schedule a presented.

076848 10. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to authorize the publishing of a notice of hearing for the Whitman County budget amendment #1.

076849 11. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the 2015 revised Extension delegation of signature.

076850 12. Commissioner Largent moved Commissioner Swannack seconded the motion and it carried to increase the MasterCard credit line for Robin Cocking, Emergency Management from \$1,500 to \$5,000.

076851 13. Commissioner Largent moved Commissioner Swannack seconded the motion and it carried to approve the County Program Agreement with the Developmental Disabilities Administration County Services (DSHS #1563-44671).

076852 14. Commissioner Largent moved Commissioner Swannack seconded the motion and it carried to approve the County provider agreement with Boost Collaborative.

076853 15. Commissioner Largent moved Commissioner Swannack seconded the motion and it carried to approve the County provider agreement with Himark Transport, Inc.

076854 16. Commissioner Largent moved Commissioner Swannack seconded the motion and it carried to approve the Investment Grade Audit proposal as presented by the McKinstry Company.

076855 17. Commissioner Largent moved Commissioner Swannack seconded the motion and it carried to approve the updated policy "Preventing and Responding to Workplace Violence" as presented.

**Resolution No. 076855
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF revising policy POL-0100-40-HR PREVENTING & RESPONDING TO WORKPLACE VIOLENCE POLICY AND PROGRAM;

WHEREAS, County policy requires an annual review and update of the Preventing & Responding to Workplace Violence policy and program; and

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Whitman County Board of Commissioners that policy POL-0100-40-HR PREVENTING & RESPONDING TO WORKPLACE VIOLENCE POLICY AND PROGRAM are approved and adopted as attached and are effective September 1, 2015.

Dated at Colfax, WA this 3rd day of August 2015.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

Arthur D Swannack, Commissioner

Michael Largent, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board



PREVENTING & RESPONDING TO WORKPLACE VIOLENCE
Policy: POL-100-40-HR • Effective Date: • Res. #076855
Cancels: Res. #075625 • Reference: None

This policy applies to all non-elected Whitman County employees while on official county business or on county property.

Definitions:

Weapon – An implement or instrument which has the capacity to injure, kill or intimidate others. Weapons may include Blackjack, sling shot, billy, sand club, sandbag, metal knuckles, dirk, dagger, firearm, knife with a blade longer than three inches, razor with an unguarded blade, metal pipe or bar used or intended to be used as a club, explosives, and poisonous or injurious gas.

Workplace Violence – Threats and/or acts of violence against an employee, client, or visitor. Includes threats to inflict physical harm, damages to property, or any purposeful or knowing behavior that would cause a reasonable person to feel threatened with physical harm committed by an employee or non-employee in the workplace. Does not include reasonable force in the defense of oneself or others and actions taken by public safety personnel and County employees while performing their duties as they are trained and required to do.

WVPP – Workplace Violence Prevention Program

1. Whitman County Will Not Tolerate Violence in the Workplace

Whitman County is concerned and committed to employee safety and health. The County does not tolerate any type of workplace violence committed by or against County employees, clients, or visitors. It will make every effort to prevent violent incidents from occurring by implementing a WVPP.

2. Whitman County will Provide Authority and Resources

Whitman County will make every reasonable effort to provide adequate authority and budgetary resources to responsible parties so its goals and standards are met. The program will be annually reviewed and updated as needed by the Whitman County Incident Team.

3. Supervisors and Employees Implement and Maintain the WVPP

Whitman County encourages employee participation in designing and implementing the WVPP. Supervisors and managers are responsible for ensuring all safety and health policies and procedures involving security are clearly communicated and understood by all employees, all incidents and hazards are accurately and promptly reported, and all rules are enforced fairly and uniformly.

4. Whitman County Prohibits the Making of Threats or Violent Actions

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on County premises will be reported to the proper authorities and fully prosecuted. This list of behaviors, while not comprehensive, provides examples of conduct that is prohibited.

- Causing physical injury to another person
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person
- Intentionally damaging County or another employee’s property
- Possession of a weapon while on County property or while on County business. Exceptions:
 - (1) Commissioned Law Enforcement
 - (2) Juvenile Services Staff (Chemical Spray) as approved by the Department Head
 - (3) Park Rangers (Multi-purpose tool)
 - (4) Facilities Maintenance (Multi-purpose tool)
- Committing acts motivated by, or related to, sexual harassment or domestic violence

5. All Employees Must Follow Safe Work Practices

As of July 1, 2001 and periodically thereafter, all employees will have training and instruction on general and job-specific workplace security practices. Each employee is responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe and secure work environment. All employees will adhere to work practices that are designed to make the workplace more secure, and will not engage in verbal threats or physical actions that create a security hazard for others in the workplace.

6. Employees Must Immediately Report Violent or Potentially Dangerous Situations

The County requires prompt and accurate reporting of all violent incidents, whether or not physical injury has occurred, by using the Violent Act/Threat Reporting Form available from all supervisors or Human Resources. The County will not discriminate against victims of workplace violence.

Any potentially dangerous situations must be reported immediately to a supervisor or the HR Department. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be contacted and the results of investigations will be discussed with them. The County will actively intervene at any indication of a possibly hostile or violent situation.



REPORTING WORKPLACE VIOLENCE
Procedure: PRO-100-40-1-HR Effective Date: 09/01/15 Res. # 076855
Cancels: 075625 Reference: Workplace Violence Prevention Program

Action By

Action

Employee

1. If imminent danger exists, call 911, and/or press panic buttons.
2. Notify the supervisor of the incident.
3. Cooperate with law enforcement and/or the Incident Team.
4. Complete the Whitman County Violent Act/Threat Report Form and submit it to the supervisor.

Supervisor

5. If imminent danger exists, call 911 and/or press panic buttons.
6. Submit the Whitman County Violent Act/Threat Report Form to Human Resources.
7. Notify and cooperate with law enforcement and/or the Incident Team.
8. Consult with the Incident Team for advice and assistance in developing a strategy for addressing the issue.
9. When appropriate, develop a workplace safety plan in consultation with the victim, the Employee Assistance Program, Incident Team, and other appropriate resources.
10. Investigate the incident or request assistance from Human Resources for investigation. (Human Resources will contact the supervisor about an investigation after reviewing the Violent Act/Threat Report Form)
11. Take steps to protect the victim. This may include, but is not limited to:
 - 11.1 Temporarily adjusting or changing work schedules;
 - 11.2 Temporarily changing work stations;

- 11.3 Grant accrued or unpaid leave within the provisions of county policy, and collective bargaining agreements, to allow employees who are victims of domestic violence to obtain medical treatment, counseling, legal assistance, temporarily to leave the area, or to make other interim arrangements to create a safer situation for themselves;
- 11.4 Placing the accused on paid administrative leave until an investigation is complete;
- 11.5 Other assistance as may be deemed reasonable and appropriate by management.
12. If provided with a current court order prohibiting contact between the involved parties, take business-practical and reasonable measures to facilitate compliance with the order within the workplace.
13. To the extent possible, treat information about the victim, including the victim's whereabouts, as confidential. Where necessary, apply restrictions to internal telephones, electronics, standard information dissemination protocols, departmental and county publications, to the extent allowed by law and consistent with business needs.
14. Take reasonable and practical steps to provide for the safety of other people present in the workplace.
15. Once an investigation is complete, determine if corrective action or discipline is appropriate.
16. Consult the Whitman County Workplace Violence Prevention policy and Program.

Whitman County Workplace Violence Prevention Program Introduction

Whitman County is concerned and committed to employee safety and health. The County does not tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing the following Workplace Violence Prevention Program (WVPP).

Each manager, supervisor, and employee is responsible for implementing and maintaining the WVPP and is encouraged to participate in designing and implementing the program. All employees must adhere to work practices that are designed to make the workplace more secure, and must not make verbal threats or physical actions that create a security hazard for others in the workplace.

All employees will have training and instruction on general and job-specific workplace security practices. Training and instruction will be provided when the WVPP is first established and periodically thereafter. Training is provided to all new employees and to other employees for whom training has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

Every employee is required to promptly and to accurately report all violent incidents or potentially dangerous situations whether or not physical injury has occurred. If an actual threat or act has taken place, the victim must complete the Violent Act/Threat Reporting Form available from all departmental supervisors or Human Resources. Also any potentially dangerous situations must be reported immediately to a supervisor or to the HR Department for investigation and remedy.

A copy of County Policy: POL-0100-40-HR PREVENTING & RESPONDING TO WORKPLACE VIOLENCE is readily available to all employees through Human Resources and from each manager and supervisor. Whitman County's WVPP document is available for review in the Human Resources office.

Workplace Violence Prevention Program Responsibility

The WVPP Administrator is the Whitman County Human Resources Manager and he/she has the authority and responsibility for implementing the provisions of this program for Whitman County.

All managers, supervisors and employees are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the program. Supervisors and managers are responsible for ensuring that all safety and health policies and procedures involving security are clearly communicated and understood by all employees, all incidents and hazards are accurately and

promptly reported, and all rules are enforced fairly and uniformly. Each employee is responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe and secure work environment.

In addition, the Whitman County Incident Team will assess the vulnerability to workplace violence and reach agreement on preventative actions to be taken. This group will be responsible for reviewing employee training programs in violence prevention and plans for responding to acts of violence. They will also audit the overall WVPP compliance annually and recommend changes as needed.

Program Compliance

Whitman County has established the following policy to ensure compliance with its rules on workplace security. County management is committed to ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by employees. All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

The County's system ensures that all employees, including supervisors and managers, comply with work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard. It includes:

- Informing employees, supervisors, and managers about our WVPP
- Evaluating the performance of all employees in complying with our workplace security measures
- Recognizing employees who perform work practices that promote security in the workplace
- Providing training and/or counseling to employees who need to improve work practices designed to ensure workplace security
- Disciplining employees for failure to comply with workplace security practices
- Reviewing the performance of departments in providing appropriate employee training on a regular basis

Whitman County recognizes that to maintain a safe, healthy and secure workplace there must be open, two-way communication between all employees, including managers and supervisors, on all workplace safety, health and security issues. A communication system designed to encourage a continuous flow of safety, health, and security information between management and our employees without fear of reprisal and in a form that is readily understandable is vital. Our communication system consists of the following items:

- New employee orientation on the County's workplace security policies, procedures and work practices
- Periodic review of our WVPP with all personnel
- Training programs designed to address specific aspects of workplace security unique to Whitman County
- Regularly scheduled safety meetings that include workplace security discussions
- A system to ensure that all employees, including managers and supervisors, understand the workplace security policies
- Posted or distributed workplace security information
- A system for employees to inform management about workplace security hazards or threats of violence
- Procedures for protecting employees that report threats from retaliation by the person making the threats

Hazard Assessment

The Implementation Workplace Violence Committee completed an initial hazard assessment in May 2000. Beginning in 2001, the Whitman County Incident Team will perform, by the end of each July, a workplace hazard assessment for workplace security in the form of record keeping and review, and may include a workplace survey. The assessment group will identify workplace violence and security issues and make recommendations to management and employees.

Record Keeping and Review

Periodic updates and reviews of the following workplace violence reports and records will be made:

- Occupational Safety and Health Administration (OSHA) 300 logs
- Workplace violence incident reports
- Information compiled for recording assault incidents or near-assault incidents (i.e. Threat & Assault Log)
- Insurance Records
- Police Reports
- Workplace Survey
- Accident Investigations
- Training Records

- Grievances
- Inspection Information
- Other relevant records or information

The WC Incident Team will complete the report and record review by the end of July each year.

Workplace Security Inspections

Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence will be coordinated by the WC Incident Team and Safety Committee. Periodic inspections are performed according to the following schedule:

- When we initially established our Workplace Violence Prevention Program
- When new, previously unidentified security hazards are recognized
- When occupational injuries or threats of injury occur
- Whenever workplace security conditions warrant an inspection

Workplace hazards are best identified by the department working in each location. For this reason each department submits an annual hazard survey to the Incident Team. The concerns and ideas are then reviewed by the Team for possible action. Periodic inspections for security hazards consist of identification and evaluation of workplace security hazards and changes in employee work practices, and may require assessing for more than one type of workplace violence. The County performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

Inspections for workplace security hazards from violence by strangers (Type 1) include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers
- The need for security surveillance measures, such as mirrors or cameras
- Position of signs notifying the public that limited cash is kept on the premises
- Procedures for employee response during a robbery or other criminal act
- Procedures for reporting suspicious persons or activities
- Posting of emergency telephone numbers for law enforcement, fire and medical services where employees have access to a telephone with an outside line
- Limiting the amount of cash on hand
- Staffing levels during evening hours of operation and at other high risk times
- The use of work practices such as “buddy” systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the work day)
- Adequacy of lighting and security for designated parking lots or areas
- Electronic firewalls, anti-virus software, anti-spam software, etc.

Inspections for workplace security hazards from violence by customers or clients (Type 2) include assessing:

- Access to, and freedom of movement within, the workplace
- Adequacy of workplace security systems, such as door locks, security windows, physical barriers and restraint systems
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment
- Employee’s skill in safely handling threatening or hostile service recipients
- Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g. alarms or panic buttons
- The use of work practices such as “buddy” systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the work day)
- Adequacy of lighting and security for designated parking lots or areas
- The availability of employee escape routes
- Electronic firewalls, anti-virus software, anti-spam software, etc.

Inspections for workplace security hazards from violence by co-workers (Type 3) include assessing:

- How well the anti-violence policy has been communicated to employees, supervisors and managers
- How well management and employees communicate with each other
- How well employees, supervisors and managers know the warning signs of potential workplace violence
- Access to, and freedom of movement within, the workplace by non-employees, specifically recently discharged employees

- Frequency and severity of employee-reported threats of physical or verbal abuse by managers, supervisors or other employees
 - Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace
 - Employee disciplinary and discharge procedures
 - Electronic firewalls, anti-virus software, anti-spam software, etc.
- Inspections for workplace security hazards from violence by personal relations (Type 4) include assessing:
- Access to, and freedom of movement within, the workplace by non-employees, specifically personal relations with whom one of our employee's is having a dispute
 - Frequency and severity of employee-reported threats of physical or verbal abuse which may lead to violent acts by a personal relation
 - Adequacy of workplace security systems, such as door locks, security windows, and physical barriers
 - Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs
 - The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the work day)
 - Adequacy of lighting and security for designated parking lots or areas
 - Warning or police involvement to remove personal relations of employees from the work site and effectiveness of restraining orders
 - Electronic firewalls, anti-virus software, anti-spam software, etc.

Workplace Survey

The Whitman County Incident Team may periodically distribute a survey among employees to identify security issues

Workplace Hazard Control and Prevention

In order to reduce the risk of workplace violence and based on the record/report review and workplace security inspections, the Incident Team performs the following measures:

Engineering Controls and Building or Work Area Design:

A list of possible safety projects and tasks is annually compiled and updated. Please see appendix A.

Workplace Practices:

Training/instruction of staff, reporting procedures for possible/actual violent acts or threats, County POL-0100-40-HR, enforcement policy, and monitoring, maintenance, and improvement of the County's WVPP.

Workplace Hazard Control and Prevention - Adoption

The Board of County Commissioners reviewed and adopted each of the above policies and procedures developed and recommended by the Implementation Workplace Violence Prevention Group as of July 1, 2000.

Training and Instruction

The County has established the following policy on training all employees with respect to workplace violence and security.

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace security practices. Initial training and instruction will be provided after the WVPP is first established and periodically thereafter. Training shall be provided to all new employees and to other employees for whom training has not previously been provided. It shall also be provided to all employees, supervisors, and managers given new job assignments for which specific workplace security training for the job assignment has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

General workplace violence and security training and instruction include, but is not limited to, the following:

- Explanation of the WVPP including measures for reporting any violent acts or threats of violence
- Recognition of workplace security hazards including the risk factors associated with the four types of violence
- Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors
- Ways to defuse hostile or threatening situations
- Measures to summon others for assistance
- Employee routes of escape

- Notification of law enforcement authorities when a criminal act may have occurred
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for those employees desiring such assistance
- The availability of an employee assistance program(s) to access pre and/or post incident services

In addition, the County provides specific instructions to all employees regarding workplace security hazards unique to their job assignment, to the extent that such information was not already covered in other training. We have chosen the following items for training and instruction for managers, supervisors and employees:

- Crime awareness
- Location and operation of alarm systems, panic buttons and other protective devices.
- Communication procedures
- Proper work practices for specific workplace activities, occupations or assignments, such as law enforcement, health care, public transportation, etc.
- Self-protection
- Dealing with angry, hostile or threatening individuals
- Using the “buddy” system or other assistance from co-employees
- Awareness of indicators that lead to violent acts by service recipients
- Employee assistance programs
- Review of anti-violence policy and procedures
- Managing with respect and consideration for employee well-being
- Pre-employment screening practices
- Role playing a violent incident

Incident Investigation

Procedures for investigating incidents of workplace violence – threats and physical injury – include:

- Reviewing all previous incidents
- Visiting the scene of an incident as soon as possible
- Interviewing threatened or injured employees and witnesses
- Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator
- Determining the cause of the incident
- Taking corrective action to prevent the incident from recurring
- Recording the findings and corrective actions taken

Proposed Security Projects As of May 2014**Appendix A****Training**

De-Escalation Techniques
 Workplace Violence Prevention Update and annual review
 Handling Difficult Customers
 Earthquake Drill
 Hazardous Devices
 Safety Committee
 Incident Team
 Using panic buttons
 Field Safety (home visits, etc.)
 Self Defense
 How to handle an armed client/robbery
 Cash Handling
 Emergency Management Binders
 Training for reporting suspicious persons
 Regulate access to certain area
 Ability to warn others, not just use panic button to sheriff office

Lighting

Auditor Work areas and hallways in progress

Surveillance

Public Service Bldg.	Cameras	no
District Court	One entrance with security screening	no
Juvenile Services	One entrance with security screening	
Prosecutor	Cameras	no
Courthouse building	Outside cameras	
Public Service Building	Camera in hallway of building	no
District Court	Camera at front counter, Probation and courtroom	no
BOCC/Admin/HR	Intercom to suite door	no
Public Service Building	Cameras in parking lot	no
Public Works	Camera in reception area	
PW Landfill	Cameras	
Pullman Health Department	Cameras at office and building doors	
BOCC/Admin/HR	Mirror at HR Director door	camera 3-1-13
Colfax Health Department	Camera in reception area	
Auditor	Cameras	
BOCC/Admin/HR	Camera delay	
District Court	Existing camera does not work	removed 3-1-13?
Juvenile Services	More cameras	
Administrative Services	Cameras in building and parking lots	
Treasurer	Cameras at tills	
Fair/Facilities	More cameras	

Barriers

Prosecutor	Tinted windows to offices
BOCC/Admin/HR	Counter at front of department
Prosecutor	Bolt reception desk to the floor
Public Works	Lock/secure the swinging gate in the reception area
BOCC/Admin/HR	Locked door with intercom system
Prosecutor	Locked door with key card entrance only
Auditor	Glass service windows
Colfax Health Department	Better secured front windows
Public Works	Locked door between reception and offices
District Court	More security for Judge
Juvenile Services	Barriers/security windows

Escape Routes

Clerk	Extra door in back of office
Probation	Change door to swing in to the hallway
Juvenile	An escape door
Public Works	Escape door for recycling
Probation	Escape door
Parks/DS & Fair/FM	Escape door
Extension	Add an escape door
Prosecutor	Escape door next to attorney offices
Prosecutor	Escape route into somewhere other than the hallway
Auditor	Escape route into somewhere other than the hallway
District Court	Escape route into somewhere other than the hallway
Pullman Health Department	Remove items in the escape route
Courthouse and Public Service Building	Improve traction on escape route stairs
Assessor	Escape route can be slick; provide carpet
Prosecutor; Public Works; Auditor; BOCC/Admin/HR; Pullman Health Department; Assessor	Escape windows
Courthouse courtyard	Remove landscaping providing hiding places for assailants
Emergency Management	Escape Route needed; provide more than one way in or out

Tools

Pullman and Colfax Health Department	Panic buttons/buzzers in the exam rooms
PW Landfill	Scale House Drop Safe for Large Bills
PW Landfill	Scale House Lock for Cash Drawer
Public Works	A conference area away from the work space
PW Landfill	Panic button between buildings
PW Landfill	Security tools at the bathroom
Juvenile; BOCC/Admin/HR; PW Landfill; Auditor; Public Works; Colfax and Pullman Health Department	Bomb threat cards needed
Prosecutor	Panic buttons may not work
District Court	Specific panic buttons for DC were never installed
Vault	Phones are installed but do not work It can run ethernet then person can take their own phone

Signage

Courthouse	Larger signs banning weapons
Prosecutor	"We prosecute robbers" sign
Pullman Health Department	"No drugs, limited cash"
Colfax Health Department	Larger and brighter signs
Public Works	"Limited cash" near front counter
BOCC/Admin/HR	"No cash on premise" outside suite
Auditor	"Limited cash on hand" at the cash drawers
District Court	"Limited cash"
Fair/Facilities	"Limited cash"

Policy

Remove items easily available to the public that they could request or do not need access to	
Make WVPP material available in all locations	
Courthouse	Security patrols
Courthouse	A move to make all court offices on the second floor with a security barrier
Courthouse	A move to make all non-judiciary offices on the main floor
Courthouse/ Public Service Building	Limit visibility of valuable items
Courtrooms	A bailiff or officer present during all court proceedings
Courthouse	Reserves act as security
All Departments	Update to Emergency management binders

Courts	Bailiff in all court proceedings
Courthouse	Don't unlock Mill Street door until 9:00 a.m.
Courthouse	All court affiliated offices on second floor
Public Works	Emergency phone numbers beside phones
Clerk's Office	A plan in case of urgent/extreme/imminent emergency outside of following a procedure step list

Whitman County – Colfax

Appendix B

County Courthouse

400 N. Main Street
Colfax, WA 99111
(509) 397-5240

Public Service Building

310 N. Main Street
Colfax, WA 99111
(509) 397-4622

IT Building

301 N. Mill Street
Colfax, WA 99111
(509) 397-5195

Fair/Facilities

E. 111 Upton Street
Colfax, WA 99111
(509) 397-6263

Sheriff/Correctional Facility

411 N. Mill Street
Colfax, WA 99111
(509) 397-5355

Elections Building

304 Main Street
Colfax WA 99111
(509) 397-6263

Whitman County Incident Team

Report any event that may cause death or significant injuries, disrupt or shut down operations, cause physical or environmental damage, or threaten the financial standing or public image of the county, its employees, customers or the general public to a member of the Incident Team:

Chris Nelson, Information Technology	x5181 or x5186
Kelli Campbell, Human Resources	x5243 or x5242
Tim Myers, Parks/Developmental Services	x5411 or x5410
Troy Henderson, Public Health	x5377 or x5375
Mark Storey, Public Works	x5204 or x5200
Brett Myers, Sheriff's Office	x5357 or x5355
Ron Rockness, Sheriff's Office	x5358 or x5355
Bob Reynolds, Fair/Facilities Management	x5391 or x5394
Gary Petrovich, Administrative Services	x5241 or x5240
Bill Tensfeld, Emergency Management	x5605 or x5606
BOCC	x5246 or x5240

After Hours Parking Lot Escort x5355

If you would like an escort to your car after hours, please contact the jail facility at extension 5355 for scheduling.

Local Resources – Non-Emergency

City of Colfax	
City Hall	(509) 397-3861
Police	(509) 397-4616
Fire/Ambulance	(509) 397-3416

Employee Assistance Program Magellan Health Services 1-800-523-5668 *Free and Confidential

Whitman County – Outside Colfax

Location	Address	City, State, Zip	Phone
District Court-Pullman	SE 325 Paradise St.	Pullman, WA 99163	(509) 332-2065
Kamiak Butte	Fugate Road	Whitman County, WA	(509) 878-1869
Klemgard Park	Union Flat Road	Whitman County, WA	(509) 397-2684
Wawawai Park	Wawawai Road	Whitman County, WA	(509) 334-3774

Fairgrounds	322 Fairgrounds Rd, SR 26	Whitman County, WA	(509) 397-3753
County Landfill	252 Landfill Road	Whitman County, WA	(509) 334-2400
Oakesdale Shop	801 W. Steptoe St.	Oakesdale, WA 99158	(509) 285-4301
Colfax Shop	201 Duncan Springs Rd	Colfax, WA 99163	(509) 397-4733
St. John Shop	7 South Main St.	St. John, WA 99171	(509) 648-3946
Palouse Shop	230 E. Union	Palouse, WA 99161	(509) 878-1451
Colton Shop	708 Broadway	Colton, WA 99113	(509) 229-3427
Pullman Shop	2041 Country Club Road	Pullman, WA 99163	(509) 332-2328
Lacrosse Shop	320 N. Clark	Lacrosse, WA 99143	(509) 549-3946
In Case of Emergency			
Step I: Dial 911			
Step II: Inform Your Supervisor			
Step III: Contact an Incident Team Member			

Whitman County Incident Team

Report any event that may cause death or significant injuries, disrupt or shut down operations, cause physical or environmental damage, or threaten the financial standing or public image of the county, its employees, customers or the general public to a member of the Incident Team:

Chris Nelson, Information Technology	(509) 397-5181
Kelli Campbell, Human Resources	(509) 397-5243
Tim Myers, Parks/Developmental Services	(509) 397-6238
Troy Henderson, Public Health	(509) 397-5377
Mark Storey, Public Works	(509) 397-5204
Brett Myers, Sheriff's Office	(509) 397-5357
Ron Rockness, Sheriff's Office	(509) 397-5358
Bob Reynolds, Fair/Facilities Management	(509) 397-5391
Gary Petrovich, Administrative Services	(509) 397-5241
Bill Tensfeld, Emergency Management	(509) 397-5605
BOCC	(509) 397-5246

Local Resources – Non-Emergency

City	City Hall	Police	Fire/Ambulance
Colfax	(509) 397-3861	(509) 397-4616	(509) 397-3416
Pullman	(509) 334-4555	(509) 334-0802	(509) 332-8172
St. John	(509) 648-3905	(509) 648-3905	(509) 648-3950
Oakesdale	(509) 285-4020	(509) 285-5333	(509) 285-4020
Colton	(509) 229-3887	(509) 229-3887	(509) 229-3887
Palouse	(509) 878-1811	(509) 878-1611	(509) 878-1811
Lacrosse	(509) 549-3330	(509) 549-3330	(509) 549-3330

Employee Assistance Program: Magellan Health Services 1-800-523-5668*Free and Confidential

Whitman County – Outside Colfax

Location	Address	City, State, Zip	Phone
District Court-Pullman	SE 325 Paradise St.	Pullman, WA 99163	(509) 332-2065
Kamiak Butte	Fugate Road	Whitman County, WA	(509) 878-1869
Klemgard Park	Union Flat Road	Whitman County, WA	(509) 397-2684
Wawawai Park	Wawawai Road	Whitman County, WA	(509) 334-3774
Fairgrounds	322 Fairgrounds Rd, SR 26	Whitman County, WA	(509) 397-3753
County Landfill	252 Landfill Road	Whitman County, WA	(509) 334-2400
Oakesdale Shop	801 W. Steptoe St.	Oakesdale, WA 99158	(509) 285-4301
Colfax Shop	201 Duncan Springs Rd	Colfax, WA 99163	(509) 397-4733
St. John Shop	7 South Main St.	St. John, WA 99171	(509) 648-3946
Palouse Shop	230 E. Union	Palouse, WA 99161	(509) 878-1451

Colton Shop	708 Broadway	Colton, WA 99113	(509) 229-3427
Pullman Shop	2041 Country Club Road	Pullman, WA 99163	(509) 332-2328
Lacrosse Shop	320 N. Clark	Lacrosse, WA 99143	(509) 549-3946
In Case of Emergency			
<p>Step I: Dial 911 Step II: Inform Your Supervisor Step III: Contact an Incident Team Member</p>			

Whitman County Incident Team

Report any event that may cause death or significant injuries, disrupt or shut down operations, cause physical or environmental damage, or threaten the financial standing or public image of the county, its employees, customers or the general public to a member of the Incident Team:

- Chris Nelson, Information Technology (509) 397-5181
- Kelli Campbell, Human Resources (509) 397-5243
- Tim Myers, Parks/Developmental Services (509) 397-6238
- Troy Henderson, Public Health (509) 397-5377
- Mark Storey, Public Works (509) 397-5204
- Brett Myers, Sheriff's Office (509) 397-5357
- Ron Rockness, Sheriff's Office (509) 397-5358
- Bob Reynolds, Fair/Facilities Management (509) 397-5391
- Gary Petrovich, Administrative Services (509) 397-5241
- Bill Tensfeld, Emergency Management (509) 397-5605
- BOCC (509) 397-5246

Local Resources – Non-Emergency

City	City Hall	Police	Fire/Ambulance
Colfax	(509) 397-3861	(509) 397-4616	(509) 397-3416
Pullman	(509) 334-4555	(509) 334-0802	(509) 332-8172
St. John	(509) 648-3905	(509) 648-3905	(509) 648-3950
Oakesdale	(509) 285-4020	(509) 285-5333	(509) 285-4020
Colton	(509) 229-3887	(509) 229-3887	(509) 229-3887
Palouse	(509) 878-1811	(509) 878-1611	(509) 878-1811
Lacrosse	(509) 549-3330	(509) 549-3330	(509) 549-3330

Employee Assistance Program: Magellan Health Services 1-800-523-5668*Free and Confidential

Whitman County – Pullman Health

<p><u>Whitman County Public Health – Pullman Office</u> 1205 SE Professional Mall Pullman, WA 99163 (509) 332-6752</p>	
In Case of Emergency	
<p>Step I: Dial 911 Step II: Inform Your Supervisor Step III: Contact an Incident Team Member</p>	

Whitman County Incident Team

Report any event that may cause death or significant injuries, disrupt or shut down operations, cause physical or environmental damage, or threaten the financial standing or public image of the county, its employees, customers or the general public to a member of the Incident Team:

- Chris Nelson, Information Technology (509) 397-5181
- Kelli Campbell, Human Resources (509) 397-5243
- Tim Myers, Parks/Developmental Services (509) 397-6238

Troy Henderson, Public Health	(509) 397-5377
Mark Storey, Public Works	(509) 397-5204
Brett Myers, Sheriff's Office	(509) 397-5357
Ron Rockness, Sheriff's Office	(509) 397-5358
Bob Reynolds, Fair/Facilities Management	(509) 397-5391
Gary Petrovich, Administrative Services	(509) 397-5241
Bill Tensfeld, Emergency Management	(509) 397-5605
BOCC	(509) 397-5246

Local Resources – Non-Emergency

City of Pullman	
City Hall	(509) 334-4555
Police	(509) 334-0802
Fire/Ambulance	(509) 332-8172
Employee Assistance Program	Magellan Health Services 1-800-523-5668 *Free and Confidential
Whitman County Offices	
Commissioner's Office	(509) 397-5246
Information Technology	(509) 397-5195
Human Resources	(509) 397-5242
Parks/Developmental Svcs.	(509) 397-6238
Public Health	(509) 397-6280
Public Works	(509) 397-4622
Sheriff's Office	(509) 397-5355
Fair/Facilities Maintenance	(509) 397-6263

**WHITMAN COUNTY PUBLIC HEALTH
WORKPLACE VIOLENCE PLAN**

Appendix C

The following guidelines will assist management to minimize the potential of workplace violence and threats:

- Conduct pre-employment screenings on all new employees.
- Provide training on what to do in the event of violent confrontation, how to avoid being a victim and to know how and where to report violent acts or threats.
- Provide a means to alert others to a dangerous situation.
- Establish ground rules of acceptable behavior.
- Limit former employees from unlimited access to the workplace.

During normal duty hours access to the clinic and office area will be restricted

Whenever an employee enters the building during non-business hours, they will lock the door behind them preventing any unauthorized entry.

Each public health professional must evaluate the potential danger of each client and discuss any concerns with their supervisor.

Under no circumstances should a public health professional provide services in a client's home if they are concerned with their personal safety. A buddy system with another professional may be used, or the client may be required to come to the office or clinic.

The following guidelines should be used when a public health professional determines a client to be dangerous:

- The circumstances are discussed with their immediate supervisor
- The justification is discussed with the management team.
- The determination, with justification, is documented and maintained in the Clients record.

Each staff departing the buildings during normal business hours will write on the board their planned destination and estimated time return.

If it is believed that the return of a staff is overdue, the following steps should be taken:

- Immediately contact the staff’s immediate supervisor.
- Telephone if possible the last known visit.
- Telephone the staff’s home or cellular phone if possible.
- Notify the local law enforcement for a welfare check.

Protective Orders

All staff who apply for or obtain a protective or restrain order which list Whitman County Public Health locations as being protected areas, must provide to their supervisor a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining which is granted, and a copy of any protective or restraining order which is made permanent. Whitman County Public Health understands the sensitivity of the information requested and has developed confidentially procedures, which recognize and respect the privacy of the reporting staff.

When a potential violent situation occurs, staff members will:

- Have all clients moved from the area by means of the back door.
- Notify all staff of the location and incident
- When needed, a plan of action will be defined, with the staff member assuming a leadership role.
- The staff member assuming leadership will:
 - a. Have a staff member contact the local law enforcement.
 - b. Assure that physical intervention of staff members will not be attempted.
 - c. Determine an available, secure area.
 - d. Ensure that the clinic or office environment is free of all potentially harmful objects.
 - e. Debrief the incident with all staff.
 - f. Review the incident with assigned staff and assess any preventive measures.
 - g. Document the incident on required County Forms and in the Clients records.

All staff will be knowledgeable about the Warning Signs of Potentially Violent Individuals and Personal Conduct to Minimize Violence. See attachments.

Staff will follow all Policies and Procedures otherwise adopted by the Board of Whitman County Commissioners.

076856 18. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the updated policy "Filling Vacant Positions" as presented.

**RESOLUTION NO. 076856
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of the adoption for the Whitman County policies and procedures:

- POL-201-HR Filling Vacant Positions
- PRO-201-1-HR Filling Vacant Positions
- PRO-201-2-HR Requesting to Fill Vacant Positions
- PRO-201-3-HR Selecting Candidates from the Original Applicant Pool
- TSK-201-1-HR Maintaining Job Files
- TSK-201-2-HR Processing Personnel Change Orders After BOCC Signature
- TSK-201-3-HR Processing Personnel Change Orders For BOCC Signature

WHEREAS, this policy and its procedures have been updated for clarification, improved public service and efficiency purposes,

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached:

- POL-201-HR Filling Vacant Positions
- PRO-201-1-HR Filling Vacant Positions
- PRO-201-2-HR Requesting to Fill Vacant Positions
- PRO-201-3-HR Selecting Candidates from the Original Applicant Pool
- TSK-201-1-HR Maintaining Job Files
- TSK-201-2-HR Processing Personnel Change Orders After BOCC Signature
- TSK-201-3-HR Processing Personnel Change Orders For BOCC Signature

Dated this 3rd day of August 2015 and effective as of September 1, 2015.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner



FILLING VACANT POSITIONS

Policy: POL-201-HR Effective Date 09/01/2015 Res. #076856
Cancels: Res. #074602 Reference: None

This policy applies to all Whitman County employees, unless otherwise addressed in a bargaining unit contract.

Definitions:

Bona Fide Occupational Qualification - A legitimate, reasonable and proven reason to have job qualifications that would normally be illegal.

CSR – Civil Service Rules

Demotion – Movement from a position of higher classification salary range to a position of lower classification salary range.

Immediate Family - Members of an employee’s immediate family include: spouse; child or step-child; parent or step-parent; sibling or step sibling; in-laws; niece or nephew; aunt or uncle; first cousin; grandchild, and grandparent of the employee. Immediate family also includes: relatives living in the employee’s household; adopted and foster children living in the employee’s home; domestic partner; any immediate family member of a domestic partner.

Job Announcement – A description of a position’s duties, hazards, required skills, knowledge and abilities used for advertisement purposes.

Job Description – A description of a positions essential functions and primary responsibilities used to guide the employee and employer during the course of employment.

Job File – A file containing all documents related to the opening, advertising, and filling of a specific position. This file is maintained in accordance with state law.

Orientation – A meeting in which a new employee completes employment related paperwork and receives training on the organization’s policies and procedures.

Probationary Period – An extension of the hiring process in which the employee demonstrates his/her applicable skills for a specific period of time.

Promotion – A change in job representing both an increase in wages and a change in job responsibilities.

Temporary Employment Pool – A pool of applicants applying for temporary positions. Applicants may apply at any time and applications are maintained for six months.

Transfer – A movement from one position to another within the same classification and/or salary range.

1. Vacant Positions shall be Filled by Department Heads and Elected Officials.

All vacancies shall be authorized and filled by the appropriate Department Head/Elected Official or his/her designee. The BOCC shall be notified of each vacancy for funding, documentation and/or approval purposes. For ease of processing, elected officials/department heads are asked to hire new employees on the first or sixteenth of the month.

2. Promotions, Demotions and Transfers may be used to fill a Position before Opening to the Public.

Vacancies may be filled by promotion, demotion or transfer. The individual selected must be classified as an employee before the time of hire.

3. Whitman County Subscribes to a Policy of Equal Opportunity.

Employees and applicants shall not be discriminated against on the basis of race, religion, creed, color, national origin, sex, sexual orientation, veterans’ status, marital status, age, the presence (real or perceived) of a disability or any other basis prohibited by local, state or federal law. Discrimination and/or harassment based on any of these factors shall not be tolerated.

Qualified individuals with disabilities may be entitled to an accommodation in the application process and/or in the workplace. Any qualified individual with a disability may request reasonable accommodation. It shall be the responsibility of the applicant/employee to request reasonable accommodation.

If a bona fide occupational qualification is required, Human Resources shall be consulted by the Department Head/Elected Official before the opening is posted. Human Resources and the Department Head/Elected Official shall work with legal counsel to create the appropriate documentation.

4. Job Descriptions and Announcements shall be Created in Cooperation with Human Resources.

Job descriptions and announcements are crucial to the definition and classification of all positions. Each open position must have an updated description and announcement before it may be posted for applicants. Department Heads/Elected Officials shall work with Human Resources to create/update descriptions and announcements. It shall be Human Resources responsibility to correctly classify each position.

5. Openings shall be Posted for a Minimum Number of Work Days.

Unless promoted, demoted or transferred within the same department, all regular job openings must be advertised for a minimum of one week to ensure open competition for the public. If a Department Head/Elected Official believes qualified county employees may be interested in a department other than their own, he/she may post the opening in-house before taking the position public.

Internal and public postings shall be arranged through Human Resources. All advertisements shall be reviewed by Human Resources before dissemination. Department Heads/Elected Officials shall determine where public ads are published. However, all ads shall be posted to the Whitman County web site, the Washington State Employment Security Department, and organizations required by the County’s Equal Employment Opportunity Plan.

If a recently filled position becomes vacant within six (6) months from the offer date, the Department Head/Elected Official may screen for new candidates using the original applicant pool. The original applicant pool may not be re-used if any

parameters of the position have changed. Parameters include, but are not limited to, job responsibilities, experience requirements, salary, benefits, etc. Unionized positions are still subject to their respective collective bargaining agreements. Re-use of an applicant pool shall only occur if it is not in violation of contract language.

6. A Whitman County Application is Required.

All applicants must complete the appropriate Whitman County application. Resumes and other material may be required at the discretion of the Department Head/Elected Official.

Submitted applications must be signed by the applicant and submitted in person, by mail, fax or email. All statements submitted on the application and/or resume are subject to investigation and verification prior to appointment. Any false or misleading information provided by the applicant may be grounds for rejection and/or discipline.

The County shall only accept applications for open positions.

7. Interviews shall be Conducted by the Hiring Department.

Interviews shall be conducted by the hiring department. If requested, Human Resources may assist with the preparation and implementation of the interview.

Interview questions and selection criteria must be job related and comply with all federal and state regulations.

8. Human Resources shall Notify Applicants of Their Application Status in Writing.

After a position is filled, Human Resources shall send each applicant a written notice of the selection. Each notice shall be stored in the position's job file and retained in accordance with state and federal retention schedules.

9. Applicants may be Subject to Pre-Employment Tests and/or Questionnaires.

Tests and/or questionnaires may be utilized to measure each applicant's job related skill level. Such tests shall be administered by a person of like skill approved by the Department Head/Elected Official. Depending on the position, an applicant's employment may depend on successfully passing a medical examination, physical exam, drug test, or background check.

All tests, exams, questionnaires and background checks must be job related, objective and in compliance with state and federal regulations. Reference and background checks require a waiver from the applicant that may be included with the advertisement material upon the request of the department.

10. Employees shall be Subject to a Six Month Probationary Period.

All employees shall be subject to a six month probationary period starting from their first day of regular employment with Whitman County. An appointment shall not be considered to have full-time or part-time status for a period of six (6) months. The probationary period shall last no longer than an additional six (6) months if extended by the Department Head/Elected Official. If the probationary period is extended, a performance evaluation and written notice shall be given to the employee prior to the end of the original probationary period. A copy of the extension notice shall be forwarded to the Human Resources Department.

The probationary period is an extension of the selection process and failure to successfully complete the period, as determined by the Department Head/Elected Official, does not carry with it any right of appeal. Employees in the probationary period may be terminated by the Department Head/Elected Official at will.

During the probationary period employees may not draw on accrued sick or annual leave benefits. Nor will they be compensated for such benefits should they be terminated prior to completion of the probationary period. Employees promoted, demoted or transferred to new positions may carry their vacation, sick and compensatory accruals with them. Completion of the probationary period shall be documented via the employee successfully passing a performance evaluation. The employee shall then be considered as having satisfactorily demonstrated qualifications for the position.

11. All New and Rehired Employees must Attend an Orientation Session Through the Human Resources Department.

12. Temporary Positions may be Created to Assist with Department Responsibilities.

Appointments to county employment on other than a regular basis shall be considered temporary. Temporary positions may be filled via the advertising process described in this policy or through the Temporary Employment Pool maintained by the Human Resources Department.

The acceptance or refusal of temporary employment shall not affect an employee’s eligibility for regular employment. The period of temporary service shall not be credited towards the completion of any probationary period. Temporary employees work at the discretion of the Department Head/Elected Official.

Temporary employees are not eligible for employment benefits except those required by law.

Successive temporary appointments to the same position shall not be made so as to circumvent the regular appointment of a qualified applicant.

13. Minors may be Employed in Accordance with State and Federal Law.

People between the ages of sixteen (16) and eighteen (18) may be considered for employment subject to state and federal regulations related to the employment and working conditions of minors. Minors must submit a legal document proving age at the time of application. Departments shall work with Human Resources to ensure working conditions of minors are within legal boundaries.

14. Employment of Relatives shall be Limited.

No immediate family members shall be employed in positions where a family member has the authority to: supervise, hire, remove or discipline; evaluate his/her work; or where family members are in direct competition with each other. Supervising and auditing will be liberally construed to include such functions as evaluations, signing pay sheets, emergency service dispatching, directing work assignments, and other activities of direct impact. When two employees would violate any of the above restrictions on hiring of relatives, they will be allowed to decide which one will leave their position.

Employees who become family after employment shall be treated in accordance with this policy.

Whitman County conducts open and competitive hiring processes. Preference will not be given to candidates who are dependents or relatives of current employees.

15. Previous Employees may be Re-hired at the Same Rate of Pay.

A regular county employee who terminates his/her employment with the County in good standing and returns to the same department in the same job classification within two years from the date of termination, may be compensated at the same pay range and step level as at the time of the termination. The former employee must submit a competitive application for the position and, if hired, shall be subject to a six month probationary period.

16. Civil Service Rules Apply to Specific Positions.

Civil Service Rules (CSR) apply to specific positions within the Sheriff’s Office. Where this policy and the CSR conflict, the CSR shall prevail.



FILLING VACANT POSITIONS

Procedure: PRO-201-1-HR • Effective Date: 9/1/2015 • Res. #076856
Cancels: Res. #074602 Reference: None

Action by:

Dept. Head/Elected Official

Human Resources

Action:

1. Completes an Advertisement Request Form and sends it to Human Resources
 - 1a. If filling from within County, skips to step two (2)
 - 1b. If filling from a temporary pool, skips to step ten (10)
2. Updates/creates job announcement and advertisement

- | | |
|-----------------------------|---|
| Dept. Head/Elected Official | 3. Sends the announcement and advertisement to Department Head/Elected Official for approval |
| Human Resources | 4. Reviews the announcement and advertisement |
| Dept. Head/Elected Official | 5. Sends the announcement and advertisement to Human Resources with any changes |
| Human Resources | 6. Saves the changes to the announcement and advertisement |
| Dept. Head/Elected Official | 7. Processes the advertisement for publication/posting |
| Human Resources | 8. Publishes/posts the advertisement and announcement with vendors in accordance with the Department Head/Elected Official's request, Whitman County policy and union contract language |
| BOCC | 9. Collects and processes applications during the advertisement period |
| Human Resources | 10. Forwards copies of received applications to the Department Head/Elected Official after the advertisement period has closed |
| Dept. Head/Elected Official | 11. Reviews the applications and conducts interviews |
| Human Resources | 12. Conducts necessary testing and/or background checks |
| BOCC | 13. Hires an applicant |
| Human Resources | 14. Sends Human Resources a Hiring Status Form and Personnel Change Order for the hired applicant |
| Dept. Head/Elected Official | 15. Processes the Change Order and sends it to the BOCC |
| Human Resources | 16. Sends each applicant a notice that a hire was made |
| BOCC | 17. Closes the position's job file |
| Human Resources | 18. Reviews and signs the Change Order |
| Dept. Head/Elected Official | 19. Processes the Change Order and sends it to Human Resources |
| Human Resources | 20. Processes the Change Order and distributes it to the Department Head/Elected Official |
| Dept. Head/Elected Official | 21. Requests an orientation date and time from the Department Head/Elected Official |
| Human Resources | 22. Arranges an orientation date and time with Human Resources |



REQUESTING TO FILL VACANT POSITIONS
 Cancels: Res. #074602 Reference: TSK-201-3-HR

- | | |
|---|--|
| <u>Action by:</u>
Dept. Head/Elected Official | 1. Determines a position must be created and/or filled |
| Human Resources | 2. Creates/updates the position's job description |
| Dept. Head/Elected Official | 3. Requests Human Resources classify/confirm the classification of the position |
| Human Resources | 4. Reviews and classifies the job description |
| Dept. Head/Elected Official | 5. Notifies the Department Head/Elected Official of the position's classification |
| Human Resources | 6. If in disagreement with the classification, appeals under procedure PRO-0825-3-HR |
| Human Resources | 6a. If in agreement with the classification, sends Human Resources the completed Personnel Change Order(s) requesting to fill, advertise and/or create the position. |
| Human Resources | 7. Reviews the Change Order for accuracy |
| Human Resources | 8. If the Order meets criteria listed in task TSK-201-3-HR, #8, notifies the BOCC a workshop will be needed |

- 8a. If the Order does not meet criteria listed in task TSK-201-3-HR, #8, sends the Change Order to the Clerk of the Board for public session
- 9. Reviews the Personnel Change Order
- 10. If ready for the Change Order, signs it in public session
- 10a. If not ready for the Change Order, schedules a workshop and notifies Human Resources, Administrative Services and the Department Head/Elected Official of any additional information needed
- 11. Meets with BOCC to provide the necessary information
- 12. Notifies Human Resources it is ready for the Change Order
- 13. Processes the Change Order and sends it to the BOCC for signature
- 14. If in agreement, signs the Change Order
- 14a. If in disagreement, does not sign the Change Order and continues the process at step 10b
- 15. Processes the Change Order and sends it to Human Resources
- 16. Processes the Change Order and distributes it to the appropriate department
- 17. Fills the position

HR/Administrative Services/Department Head/Elected Official

BOCC

Human Resources
BOCC

Human Resources
Dept. Head/Elected Official



SELECTING CANDIDATES FROM THE ORIGINAL APPLICANT POOL

Procedure: PRO-201-3-HR

Effective Date 09/01/2015

Res. # 076856

Cancels: Res. #074602

Reference: None

Action by:

Action:

Dept. Head/Elected Official

Human Resources

BOCC

Human Resources

Dept. Head/Elected Official

Human Resources

BOCC

HR

Dept. Head/Elected Official

- 1. Notifies Human Resources an employee left within six months of hire.
- 2. Sends Human Resources Personnel Change Orders ending the employee's employment and requesting to refill the position
- 3. Processes the Change Orders and sends them to the BOCC
- 4. Re-opens the position's job file
- 5. Sends copies of the original applications to the Department Head/Elected Official
- 6. Reviews and signs the Change Orders
- 7. Sends the Change Orders to Human Resources
- 8. Processes the Change Orders and sends them to the Department Head/Elected Official
- 9. Hires an applicant from the original applicant pool
- 10. Sends a Change Order and Hiring Status Form to Human Resources
- 11. Processes and sends the Change Order to the BOCC
- 12. Sends applicants notice that someone was hired
- 13. Reviews and signs the Change Order
- 14. Sends the Change Order to Human Resources
- 15. Processes and distributes the Change Order to the appropriate departments
- 16. Closes the position's job file
- 17. Requests an orientation date and time from the Department Head/Elected Official
- 18. Arranges an orientation date and time with Human Resources



MAINTAINING JOB FILES

Task: TSK-20-1-1-HR Effective Date: 09/01/2015 Res. #076856
Cancels: Res. #074602 Reference: None

Definitions:

BOCC – Board of County Commissioners

Personnel Change Order – Documentation verifying a personnel/position change within county departments

EEO – Equal Employment Opportunity

Once notified that a vacancy will be filled, **Human Resources:**

1. Labels a new file with the position, department and closing date
2. While the position is open, collects all Personnel Change Orders, advertisements, applications and hiring related documents.
3. Removes all EEO information from applications as they arrive.
4. Files the EEO information separately from the job file and updates the EEO summary forms in accordance with federal regulations.
5. Completes the Hiring Status Form as applications arrive.
6. Copies applications and the Hiring Status Form after the position closes and forwards them to the appropriate department.

Once an applicant is hired for a vacant position, **Human Resources:**

1. Totals the EEO summary forms for federal reporting.
2. Sends each applicant a written notification on the status of the position.
3. Files all documents in the position’s job file.
4. Retains the job file in accordance with state requirements.



**PROCESSING PERSONNEL CHANGE ORDERS
AFTER BOCC SIGNATURE**

Task: TSK-201-2-HR Effective Date 09/01/2015 Res. #076856
Cancels: Res. #074602 Reference: None

Definitions:

BOCC – Board of County Commissioners

Personnel Change Order – Documentation verifying a personnel/position change within county departments

After the BOCC signs each Personnel Change Order, **Human Resources:**

1. Makes three copies of each Change Order
2. Sends one copy to the Human Resource Director
3. Sends a second copy to the appropriate department
4. Writes employee numbers on the third copy and sends it to the Auditor’s Office

5. Keeps the original for payroll data entry
6. Emails staff changes to Information Technology, Facilities Management, and the Auditor's Office
7. Completes internal Human Resource tracking documents



**PROCESSING PERSONNEL CHANGE ORDERS
FOR BOCC SIGNATURE**

Task: TSK-201-3-HR • Effective Date: 9/1/2015 • Res. # 076856
Cancels: Res # 074602 • Reference: None

Definitions:

BOCC – Board of County Commissioners

Personnel Change Order – Documentation verifying a personnel/position change within county departments

Personnel Change Orders (Board Orders) are submitted to Human Resources and the Board of County Commissioners. They are then processed and returned to the Auditor's Office and the appropriate department Accounting Liaison. Board Orders notify the Commissioners, Human Resources, Auditor's Office, and each department of: employment status changes; new hires; wage changes; classification changes; EEO information; budget impacts; and payroll data. They are also used in tracking grants/contracts whose purpose it is to provide position funding. This data is then used to: correctly pay employees; track their employment and classification status; review budget changes and gather required information for some of the County's federal contracts.

In preparation for the BOCC Public Session, **Human Resources:**

1. Verifies all data on the Change Order is correct
 - 1a. If data is not correct, contacts the department for correction
2. Determines eligible benefits for the position
 - 2a. If the Change Order ends employment, calculates the health care end date and notes to stop leave accruals and retirement on the document
3. Calculates next salary step eligibility date
4. Determines union eligibility
5. Determines position's FLSA status
6. Completes the section reserved for Human Resources
7. Stamps the Change Order indicating Human Resources' review is complete
8. If the Order meets any of the requirements below, notifies the BOCC that a workshop is needed
 - a. The request is outside the parameters of County policy and/or policy was not followed
 - b. Information is contradictory to data previously submitted regarding the same position/employee
 - c. The action is for a new position or a reclassification
 - d. The department requires additional budget authority to complete the action
 - e. The position is funded by a grant/contract and the action requires additional General Fund dollars
9. Creates a list of Change Orders for the upcoming week
10. Forwards all Change Orders and a list to the Clerk of the Board

10:20 a.m. - Paul Spencer.

CORRESPONDENCE:

D076856A 19. The following correspondence was received:

076857 19A. Notice of marijuana application #21 filed by Kevin and Carol Kirkman, (Electric Blues Inc.) of Pullman was received from the Washington State Liquor Control Board.

076858 19B. Notice was received that on 06/01/15 Harris Rebar Columbia Basin, Inc. commenced to provide Harry Johnson Plumbing & Excavating, Inc. structural steel (Hatley Bridge).

076859 19C. Notice of the availability of a draft report by the Department of Ecology for a Palouse River Watershed water quality study.

076860 19D. Notice of marijuana licenses in Whitman County due to expire 11/30/15 was received from the Washington State Liquor Control Board.

076861 19E. Notice of liquor licenses in Whitman County due to expire 10/31/15 was received from the Washington State Liquor Control Board.

076862 19F. The Department of Health Office of Drinking Water sent information about the availability of funds to assist water systems experiencing an emergency.

076863 20. Commissioners' pending list reviewed.

D076863A 21. Approved documents signed.

10:40 a.m. - Recess.

11:00 a.m. - Public Works Department.

Present: Mark Storey, Phil Meyer, Dan Gladwill, Paul Spencer and Garth Meyer.

ACTION ITEMS:

076864 22. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** that the Whitman County Board of County Commissioners sign the resolution of intent to vacate a portion of the D Meyer Road as presented.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON**

In the Matter of the Intent to Vacate)	RESOLUTION No. <u>076864</u>
and Abandon a Portion of the D Meyer)	
Road, County Road No. 9200)	
in the North ½ of the NW ¼ of)	
Section 2, the North ½ of Section 3,)	INTENT TO VACATE AND DIRECTIVE
Township 13 North, and the South ½)	TO COUNTY ENGINEER FOR REPORT
of the SW ¼ of Section 35, Township)	
14 North all in Range 44 East, W.M.,)	
Whitman County, WA)	

WHEREAS, the Whitman County Board of County Commissioners considers useless, for the public, a portion of the D. Meyer Road, County Road No. 9200 located in the North ½ of the NW ¼ of Section 2, the North ½ of Section 3 Township 13 North, and the South ½ of the SW ¼ of Section 35 Township 14 North, all in Range 44 East, W.M., in Whitman County, Washington, and based on RCW 36.87.010 it is hereby declared the intention of the Board

of County Commissioners of Whitman County, Washington, to vacate and abandon said D. Meyer Road, County Road No. 9200.

WHEREAS, pursuant to RCW 36.87.040, before a final decision can be reached on said vacation, the Whitman County Engineer shall investigate and prepare a report on the proposed vacation.

NOW, THEREFORE, BE IT RESOLVED that the portion of the D. Meyer Road, County Road No. 9200 located in the North 1/2 of the NW 1/4 of Section 2, the North 1/2 of Section 3 Township 13 North, and the South 1/2 of the SW 1/4 of Section 35 Township 14 North, all in Range 44 East, W.M., in Whitman County, Washington, more particularly described as follows: All that portion of the said D Meyer Road lying westerly of the East line of the SW 1/4 of said Section 35, is preliminarily found to be of no use to Whitman County and that the vacation of said road may be in the best interest of Whitman County.

IT IS FURTHER RESOLVED that pursuant to RCW 36.87.040 the Whitman County Engineer shall investigate and prepare a report on the issue of vacating the D. Meyer Road, County Road No. 9200.

IT IS FURTHER RESOLVED that this resolution be entered upon the minutes of this Board.

DATED at Colfax, Washington, this 3rd day of August, 2015.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

076865 **23.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** that the Whitman County Board of County Commissioners authorize publishing a notice of hearing to vacate a portion of the D Meyer Road as presented.

076866 **24.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** that the Whitman County Board of County Commissioners sign the resolution of intent to vacate the Cottonwood Road and Kern Bridge as presented.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON**

In the Matter of the Intent to Vacate)
and Abandon all of the)
Cottonwood Road, County Road No.)
3365 and the Kerns Bridge No.)
3365-00.06 in the NE 1/4 of the)
NE 1/4 of Section 25, Township 19)
North, Range 42 East, W.M, Whitman)
County, Washington)

RESOLUTION No. 076866

**INTENT TO VACATE AND DIRECTIVE
TO COUNTY ENGINEER FOR REPORT**

BOCC MINUTES-08/03/15

WHEREAS, the Whitman County Board of County Commissioners considers useless, for the public, all of the Cottonwood Road, County Road No. 3365 and the Kerns Bridge No. 3365-00.06 located in the NE ¼ of the NE ¼ of Section 25, Township 19 North, Range 42 East, W.M., in Whitman County, Washington, and based on RCW 36.87.010 it is hereby declared the intention of the Board of County Commissioners of Whitman County, Washington, to vacate and abandon said Cottonwood Road, County Road No. 3365 and said Kerns Bridge No. 3365-00.06.

WHEREAS, pursuant to RCW 36.87.040, before a final decision can be reached on said vacation, the Whitman County Engineer shall investigate and prepare a report on the proposed vacation.

NOW, THEREFORE, BE IT RESOLVED that the Cottonwood Road, County Road No. 3365 and the Kerns Bridge No. 3365-00.06 located in the NE ¼ of the NE ¼ of Section 25, Township 19 North, Range 42 East, W.M., in Whitman County, Washington, more particularly described as follows: All of the Cottonwood Road, County Road No. 3365 and the Kerns Bridge No. 3365-00.06 lying southerly and westerly of the southerly right of way line of the Sunset Road, County Road No. 3360, is preliminarily found to be of no use to Whitman County and that the vacation of said road and bridge may be in the best interest of Whitman County.

IT IS FURTHER RESOLVED that pursuant to RCW 36.87.040 the Whitman County Engineer shall investigate and prepare a report on the issue of vacating the Cottonwood Road, County Road No. 3365 and the Kerns Bridge No. 3365-00.06.

IT IS FURTHER RESOLVED that this resolution be entered upon the minutes of this Board.
DATED at Colfax, Washington, this 3rd day of August, 2015.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

076867 **25.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** that the Whitman County Board of County Commissioners authorize publishing the notice of hearing to vacate the Cottonwood Road and Kern Bridge as presented.

076868 **26.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** that the Whitman County Board of County Commissioners authorize publishing the notice to call for bids for the Countywide Overlays 3 Project as presented.

076869 **27.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** that the Whitman County Board of County Commissioners accept the revised 2015 Construction Plan as presented.

076870 **28.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** that the Whitman County Board of County Commissioners establish the County Road bridge project designated as Steptoe Canyon #2, CRBP No. 928007.54(2), Project No. XFB1501 as presented.

**RESOLUTION NO. 076870
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the matter of initiating a county road bridge project designated as C.R.B.P. No. 9280-7.54(2), Project No. XFB1501.

IT IS HEREBY RESOLVED that the Steptoe Canyon No. 2 Bridge, County Bridge No. 9280-7.54 be built as follows:

This project provides for the replacement of a culvert with a concrete bridge.

This project is hereby declared to be a public necessity and the County Engineer is hereby ordered and authorized to report and proceed thereon as by law provided (RCW 36.75.050, 36.80.030, 36.80.070)

IT IS FURTHER RESOLVED that an appropriation from the official adopted county road fund budget and based on the County Engineer's estimate is hereby made in the amounts and for the purposes shown:

PURPOSE	AMOUNT OF APPROPRIATION
Engineering (PE & CE)	\$ 20,000.00
Construction	<u>\$200,000.00</u>
TOTAL	\$220,000.00

This project was included in the official adopted annual road program as Item No. 1.

IT IS FURTHER RESOLVED that the construction is to be accomplished by county forces in accordance with RCW 36.77.065 and WAC 136-18.

ESTIMATED date of commencing work: September 1, 2015

ESTIMATED date of completing work: October 15, 2016

ADOPTED this 3rd day of August, 2015.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

076871 **29.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** that the Whitman County Board of County Commissioners authorize publishing a notice of county forces construction project for the Steptoe Canyon #2 Bridge, designated as C.R.B.P. No. 928-7.54(2), Project No. XFB1501 as presented.

DIVISION UPDATES:

D076871A 30. The following division updates provided by Public Works staff.

Maintenance Division:

D076871B 30A. Phil Meyer reported on grading, ditching and flood damage repairs.

Administrative Division:

D076871C 30B. The Director stated staff and are continuing work on the 2016 budget.

Building Division:

076872 30C. The 2015 second quarter Building Division report was reviewed by Dan Gladwill.

11:35 a.m. - Recess.

3:00 p.m. - Reconvene/Board Business Continued/BOCC Workshop.

Present: John Love, Dan Boon, Tom Kammerzell, Gary Petrovich, Mark Storey, Bill Spence and Connor DeVries.

076873 31. The following items discussed but no action was taken.

- Cathy McMorris-Rodgers Meeting
- Colfax Airport Improvements
- Almota Road Phase 4
- Port of Whitman TIGER Grant
- Longshoremen Impacts
- Pullman-Moscow Airport Improve.

4:00 p.m. - Recess.

D076873A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, August 10, 2015 at 9:00 a.m.** Chairman Dean Kinzer, Arthur D Swannack and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

9:00 a.m. - Reconvene/Board Business Continued.

D076873B 32. Approved documents signed.

076874-076874A 32A. General/Veterans' Relief/Payroll warrants numbered **318119-318214** for **\$155,091.46**.

076875-076876 32B. Personnel change orders.

9:05 a.m. - BOCC Workshop.

Present: Gary Petrovich, Chris Nelson, Tim Myers (9:00 a.m.), Joe Reynolds (9:30 a.m.) and Mark Storey (10:25 a.m.).

076877-076879 33-35. The following items were discussed but no action was taken.

- Avista/First Wind Sign Dedication
- Cathy McMorris-Rodgers Meeting
- VSP Webinar
- GFOA Roles/Responsibilities Report
- Tax Refund Legislation
- 1% Tax Increase/2016
- Klemgard Park House Repairs
- Wawawai Park Repairs
- Parks Dept. Vehicle Repairs
- Water System Training
- Letter/Adjacent Park Landowners
- Campfire Program

BOCC MINUTES-08/03/15

- Phone Removed on Palouse Trail
- Human Services Building Inspection
- Developmental Services Contract
- Scenic Byway Signs
- Upcoming Park/DS Meetings
- Park/Port Easement
- 2016 Commissioner Committee Assign.
- County Leaders Conference
- ALTCEW Update
- FEMA Flood Maps
- Hatley Bridge
- Public Works 2016 Budget
- Aerial Photography/LIDAR Study
- Property tax refund limitations
- Parks/Developmental Services

10:50 a.m. - Adjournment.

D076879A Commissioner Largent **moved** to adjourn the **August 3** and **10, 2015** meeting. Motion **seconded** by Commissioner Swannack and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **August 17, 2015**. The foregoing action made this **10th** day of **August 2015**.

ss/ ARTHUR D SWANNACK, COMMISSIONER
ss/ MICHAEL LARGENT, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

DEAN KINZER, CHAIRMAN
Board of County Commissioners