

RESOLUTION NO. 617

WHEREAS, the Personnel Policy of the Mason County Road Department, adopted December 26, 1973 and amended January 1, 1974, is in need of updating because of changed conditions;

NOW, THEREFORE, BE IT RESOLVED that the following changes be made:

Section II, paragraph 6d: New.

Time clocks shall be used as hereinafter prescribed by all hourly employees of the County Road Department:

1. Each employee shall punch his time card upon arrival at his respective reporting station and again upon leaving the job at the end of the work day.
2. No employee shall punch in or out for a fellow employee.
3. If for any reason an employee does report for or leave from work at a different location than normal, the Road Superintendent will write in the starting and/or quitting time and will submit to the County Engineer a written reason for the deviation from the normal. This function will be performed by the Road Supervisor at Belfair and Matlock and the Superintendent will approve the reason.
4. Any employee apprehended punching a time card other than his own will be subject to the following disciplinary actions:
 - 1st offense - 1 day suspension without pay.
 - 2nd offense - 3 days suspension without pay.
 - 3rd offense - Dismissal with cause.

Section II, paragraph 7a: Amend first sentence. Change thirty (30) to forty five (45).

Section II, paragraph 8b: Amend. Change ninety (90) to one hundred twenty (120).

Section II, paragraph 13(7): Columbus Day - Delete.

Section II, paragraph 13(8): Change First Monday in October to November 11.

Section II, paragraph 13(9): Delete.

Section II, paragraph 13(12): New. Day after Thanksgiving, November, Fourth Friday.

Section II, paragraph 13(13): Floating. Anytime, prior approval by Engineer.

Section II, paragraph 17: New.

If any portion of Section II is in conflict with County Ordinances, State or Federal Statute or the Union Agreement then the Statute, Ordinance or Union Agreement will take precedence.

ADOPTED this 24th day of May, 1976.

BOARD OF COUNTY COMMISSIONERS
OF MASON COUNTY, WASHINGTON

Marion Smith
William O. Hunter
John Barshiner

ATTEST:

Ruth E. Boyesen

Clerk of the Board