

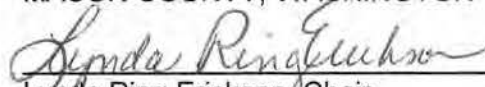
RESOLUTION NO. 25-12  
AMENDING RESOLUTION NO. 91-11  
AMENDING THE MASON COUNTY PERSONNEL POLICIES

WHEREAS, the Board of County Commissioners has determined that certain changes in the Mason County Personnel Policies are necessary for the updated Vehicle Use Policy;

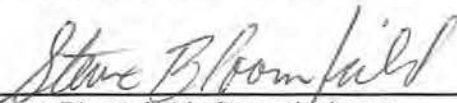
NOW, THEREFORE, BE IT RESOLVED, that the Board of Mason County Commissioners does hereby amend the Mason County Personnel Policies by changing the Table of Contents (Attachment A), deleting items from Chapter 8 (Attachment B), and adding the new Vehicle Use Policy as Chapter 13 (Attachment C).

DATED this 3<sup>rd</sup> day of April, 2012.

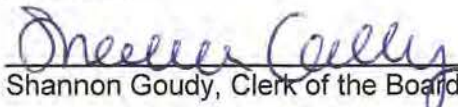
BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON

  
Lynda Ring Erickson, Chair

  
Tim Sheldon, Commissioner

  
Steve Bloomfield, Commissioner

ATTEST:

  
Shannon Goudy, Clerk of the Board

APPROVED AS TO FORM:

 #F37021  
Tim Whitehead, Chief Civil Deputy  
Prosecuting Attorney

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## **CHAPTER 8 EMPLOYEE RESPONSIBILITIES AND CONDUCT**

### **8.1 GENERAL CODE OF CONDUCT**

All County employees are expected to represent the County to the public in a professional manner which is courteous, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and Elected Official or Department Head.

Since the proper working relationship between employees and the County depends on each employee's on-going job performance, professional conduct and behavior, the County has established certain minimum standards of personal conduct. Among the County's expectations are: Basic tact and courtesy towards the public and fellow employees; adherence to County policies, procedures, safety rules and safe work practices; compliance with directions from supervisors; preserving and protecting the County's equipment, grounds, facilities and resources; and providing orderly and cost efficient services to its citizens.

The County is a relatively small organization. To function as efficiently as possible, we may ask you to perform seemingly "menial" duties outside your regular assignments. It is no reflection on your worth to the County, but a necessary arrangement for most small organizations.

To make the most efficient use of personnel, the County also reserves the right to change your work conditions and the duties originally assigned. If these arrangements become necessary, we expect your best cooperation.

### **8.2 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST**

Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict, in the County's opinion, with the best interests of the County or interfere with the employee's ability to perform his/her assigned County job. Examples include, but are not limited to, outside employment which:

- (1) prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job;
- (2) is conducted during the employee's work hours;
- (3) utilizes County telephones, computers, supplies, or any other resources, facilities or equipment;
- (4) is employment with a firm which has contracts with or does business with the County; or
- (5) may reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.

Employees considering or engaged in an additional job, contractual commitment or self-employment, who are concerned about a conflict of interest should discuss the matter with their Elected Official or Department Head..

### 8.3 REPORTING IMPROPER GOVERNMENTAL ACTION

#### General Policy:

In compliance with the Local Government Employee Whistleblower Protection Act, RCW 42.41.050, this policy is created to encourage employees to disclose in good faith, improper governmental action taken by County officials or employees without fear of retaliation. This policy also safeguards legitimate employer interests by encouraging complaints to be made first to the County, with a process provided for speedy dispute resolution.

#### Key Definitions:

Improper Governmental Action: any action by a County Officer or employee that is:

- (1) undertaken in the performance of the official's or employee's official duties, whether or not the action is within the scope of the employee's employment, and
- (2) in violation of any federal, state or local law or rule, is an abuse of authority, is of substantial and specific danger to the public health or safety, or is a gross waste of public funds.
- (3) "improper governmental action" does not include personnel actions including but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, reprimands, demotions, violations of the local government collective bargaining and civil service laws, alleged labor agreement violations or any action that may be taken under Chapter 41.14 or 41.56 RCW.

Retaliatory Action: means any (a) adverse change in a local government's employee's employment status, or the terms and conditions of employment including denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal or any other disciplinary actions; or (b) hostile actions by other employees toward a local government employee that were encouraged by a supervisor or senior manager or official.

Emergency: a circumstance that if not immediately changed may cause damage to persons or property.

Procedure for Reporting Improper Government Action: County employees who become aware of improper governmental action should follow this procedure:

- (1) Bring the matter to the attention of the Board of County Commissioners or the Prosecuting Attorney, preferably in writing, stating in detail the basis for the employee's belief that an improper action has occurred. This should be done as soon as the employee becomes aware of the improper action.
- (2) The Board of County Commissioners or the Prosecuting Attorney, or their designee, shall respond to the report of improper government action, within thirty (30) days of the employee's report. The employee shall be advised of the County's response.
- (3) The identity of a reporting employee shall be kept confidential to the extent possible under the law, unless the employee authorizes the disclosure of his or her identity in writing.

An employee who fails to make a good faith effort to follow this policy shall not be entitled to the protection of this policy against retaliation, pursuant to RCW 42.41.030.

In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may bypass the above procedure and report the improper action directly to the appropriate government agency responsible for investigating the improper action.

Employees may report information about improper governmental action directly to an outside agency if the employee reasonably believes that an adequate investigation was not undertaken by the County to determine whether an improper government action occurred, or that insufficient action was taken by the County to address the improper action or that for other reasons the improper action is likely to recur.

**Protection Against Retaliation:** It is unlawful for a local government to take retaliatory action because an employee, in good faith, provided information that improper government action occurred. Employees who believe they have been retaliated against for reporting an improper government action should follow this procedure:

**Procedure for Seeking Relief Against Retaliation:**

- (1) Employees must provide a written complaint to the Board of County Commissioners within thirty (30) days of the occurrence of the alleged retaliatory action. The written charge shall specify the alleged retaliatory action and the relief requested.
- (2) The Board of County Commissioners or their designee, shall respond in writing within thirty (30) days of receipt of the written charge.
- (3) After receiving the County's response, the employee may request a hearing before a state administrative law judge (AU) to establish that a retaliatory action occurred and to obtain appropriate relief under the law. The request for hearing must be delivered within the earlier of either fifteen (15) days of receipt of the County's response to the charge of retaliatory action or forty-five (45) days of receipt of the charge of retaliation to the Board of County Commissioners for response.

- ④ Within five (5) working days of receipt of a request for hearing the County shall apply to the State Office of Administrative Hearing's for an adjudicative proceeding before an administrative law judge. At the hearing, the employee must prove that a retaliatory action occurred by a preponderance of the evidence in the hearing. The AU will issue a final decision not later than forty-five (45) days after the date of the request for hearing, unless an extension is granted.

Policy Implementation: The Board of County Commissioners is responsible for implementing these policies and procedures. This includes posting the policy on County bulletin boards, making the policy available to any employee upon request, and providing the policy to all newly hired employees. Officers, managers and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility.

## **8.4 POLITICAL ACTIVITIES**

County employees may participate in political or partisan activities of their choosing provided that County resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on County time or in a County uniform or while representing the County in any way.

Any County employee who meets with or may be observed by the public or otherwise represents the County to the public, while performing his/her regular duties, may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on County property or County time, for a contribution for a partisan political cause.

## **8.5 NO SMOKING POLICY**

For health and safety considerations, the County prohibits smoking by employees in all County facilities, including County-owned buildings and offices or other facilities rented or leased by the County, including individual employee offices unless a location has been designated as a smoking area. Smoking is also prohibited in County vehicles if any occupant is a non-smoker.

## **8.6 PERSONAL POSSESSIONS AND ELECTRONIC COMMUNICATIONS**

The County furnishes desks, closets, and/or lockers for security of employee coats, purses, and other personal possessions. Desks, closets, lockers, cabinets and furniture are county property for the purpose of county operations.

The County also furnishes computers, voice mail, facsimile (fax) communications, electronic mail (E-Mail), data and file transfers using electronic means and Internet access for use in conducting County business only. Because these systems are for County business, none of the communications or information transmitted or stored on these systems is private and may be reviewed by the County and otherwise may be subject to public disclosure. County electronic communications systems are not for personal use. (See Resolution No. 36-97 attached as Appendix A for further information on electronic communications.)



## **8.7 USE OF COUNTY ~~VEHICLES AND EQUIPMENT~~**

Use of County phones for local personal phone calls should be kept to a minimum; long distance personal use must be approved in advance by the Elected Official or Department Head. Other County equipment, including vehicles, should be used by employees for County business only. An employees' misuse of County services, telephones, vehicles, equipment or supplies can result in disciplinary action including termination.

## **8.8 BULLETIN BOARDS**

Information of special interest to all employees is posted regularly on the County bulletin boards. Employees may not post any information on these bulletin boards without the authorization of their Elected Official or Department Head. Legally required notices shall not be covered or obscured by other materials on any bulletin board.

## **8.9 CONTACT WITH THE NEWS MEDIA**

The Board of County Commissioners, Elected Officials or Department Heads authorized by the Board shall be responsible for all official contacts with the news media, including answering of questions from the media. They may designate specific employees to give out procedural, factual or historical information on particular subjects.

## **8.10 SEAT BELT POLICY**

~~Anyone operating or riding in County vehicles must wear seat belts at all times.~~

## **8.11 DRIVER'S LICENSE AND AUTOMOBILE INSURANCE REQUIREMENTS**

~~As part of the requirements for certain specific County positions, an employee may be required to hold a valid Washington State Driver's license. If an employee's license is revoked, suspended or lost, or is in any other way not current, valid, and in the employee's possession, the employee shall promptly notify his/her supervisor and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to his/her supervisor. Employees may be required to periodically show their drivers license to their supervisor.~~

~~Employees who drive their own car on County business are required to have a current public liability and property damage automobile insurance policy. Employees may be periodically required to show proof of such insurance to their supervisor.~~

## **8.12-10 SOLICITATIONS**

Most forms of selling and solicitations are inappropriate in the workplace. They can be an intrusion on employees and citizens and may present a risk to employee safety or to the security of County or employee property. The following limitations apply:

- (1) Persons not employed by us may not solicit, survey, petition, or distribute literature on our premises at any time. This includes persons soliciting for

charities, salespersons, questionnaire surveyors, or any other solicitor or distributor. Exceptions to this rule may be made in special circumstances where the County determines that an exception would serve the best interests of the organization and our employees. An example of an exception might be the United Way campaign or a similar, community-based fund raising effort.

- (2) Employees may not solicit for any purpose during work time. Reasonable forms of solicitation are permitted during non-work time, such as before or after work or during meal or break periods. Soliciting employees who are on non-work time may not solicit other employees who are on work time. Employees may not distribute literature for any purpose during work time or in work areas. The employee lunchrooms are considered a nonwork area under this policy.

### **8.13-11 SAFETY**

Every employee is responsible for maintaining a safe work environment and following the County's safety rules. Each employee shall promptly report all unsafe or potentially hazardous conditions to his/her Elected Official or Department Head. The County will make every effort to remedy problems as quickly as possible.

In case of an accident involving a personal injury, regardless of how serious, employees shall immediately notify their supervisor and complete an accident/incident report.

Employee safety depends on the safety consciousness of everyone. In order to facilitate a safe work environment, employees may not bring dangerous weapons to the workplace. This includes, but is not limited to, weapons for which employees have a valid permit. The only exception to this rule involves law enforcement positions for which the job requires possession of dangerous weapons.

Employees should consult the County's Safety Policy and Accident Prevention Program for additional details concerning safety.

### **8.14-12 SUBSTANCE ABUSE**

The County's philosophy on substance abuse has two focuses: (1) a concern for the well-being of the employee and (2) a concern for the safety of other employees and members of the public.

Availability of Rehabilitation or Treatment: As part of our employee assistance program, we encourage employees who are concerned about their alcohol or drug use to seek counseling, treatment and rehabilitation. Although the decision to seek diagnosis and accept treatment is completely voluntary, the County is fully committed to helping employees who voluntarily come forward overcome substance abuse problems. In most cases, the expense of treatment may be fully or partially covered by the County's benefit program. Please contact the EAP or Human Resources for more information. Employees who seek advice or treatment will not be subject to retaliation or discrimination.

Substance Abuse Policy for Operators of Commercial Motor Vehicles: County employees who hold commercial driver's licenses ("CDLs") and who operate commercial motor vehicles while employed by the County are subject to additional rules and regulations imposed by the federal

government. These regulations require urine drug testing and alcohol breath testing in the following circumstances:

- (1) pre-employment;
- (2) reasonable suspicion;
- (3) post-accident;
- (4) return to duty testing;
- (5) random testing.

CDL holders who test positive must be removed from service and are subject to discipline, up to and including termination. CDL holders should consult the County's CDL policy for additional details concerning these rules.

Drug-Free Workplace: The manufacturing, distribution, dispensation, possession and use of unlawful drugs or alcohol on County premises or during work hours by County employees is strictly prohibited. Employees also must notify the County within five (5) days of any conviction for a drug violation in the workplace. Employees should consult the Drug-Free Work Place Policy for additional details on this subject.

## CHAPTER 13 VEHICLE USE POLICY

### 13.1 VEHICLE USE AND SCOPE

This policy addresses assignment of county vehicles for business use, for home-to-work commuting and after-hours use, use of personal vehicles for county business, mileage allowances, general motor vehicle safety expectations, and reporting requirements for commercial vehicle operators as per RCW 46.25.030. All employees who operate motor vehicles for county-related business are responsible for operating the vehicle in a lawful, safe and prudent manner.

This policy applies to:

1. Departments reporting to the Board of County Commissioners.
2. Elected officials' departments with the proviso that those officials are responsible for application of this policy, or a comparable alternative, in their departments. All allowances, mileage reimbursement rates, and other cash disbursements require approval of the Board of County Commissioners.
3. Represented and non-represented employees - Where permitted, the policy is applicable to bargaining unit employees depending on the collective bargaining agreement for that unit and the requirements of RCW 41.56.
4. Where provisions of this policy address topics covered in the Sheriff's Office Vehicle Use policy, those rules shall apply.
5. All users of county vehicles (owned, leased, or rented) or personal vehicles being used for county business purposes, including regular employees, temporary employees, contractors, volunteers and citizens.

### 13.2 DEFINITIONS

**“Vehicle”** – Any motorized or non-motorized vehicle to include boats, aircraft, and utility tractors designed to transport persons or goods on public roadways, waterways, or federal airspace.

**“Weapon”** – A tool or instrument used with the aim of causing damage or harm to living beings or artificial structures or systems.

### 13.3 ASSIGNMENT OF COUNTY VEHICLES FOR OPERATIONAL CONSIDERATIONS

1. County vehicles may be assigned to specified employees on a 24-hour basis when that person is responsible for responding to emergency situations. Assignments must be authorized by an applicable elected official and may be authorized on a continuous basis or for a specified time period.

2. Assignment is authorized under this policy when:

- a) The employee is frequently called out to duty during off-hours for emergency response; and
- b) The vehicle is equipped with a radio, weapon, or other equipment that cannot reasonably be kept in a personal vehicle.

3. Tax treatment of all vehicle assignments shall be subject to current regulations.

#### 13.4 DRIVERS LICENSE AND INSURANCE REQUIREMENTS

The County has auto liability coverage on its Mason County vehicles. Authorized employees, appointed or authorized representatives and persons, or volunteers driving Mason County vehicles are covered under the County's liability coverage. However, employees using their personal vehicles for County business are not included in the County's insurance coverage and, therefore their personal vehicle insurance is responsible for accidents, regardless of whether the accident occurred while they were on County business. The mileage reimbursement received by employees for approved use of personal vehicles includes, in part, a reimbursement for personal insurance coverage. Employees should consult with their insurance agent/company to inquire about what coverage exists while using their personal vehicles for County business.

1. Employees shall provide valid proof of automobile liability/property damage insurance with policy coverage limits that meet the Washington State minimum requirements.
2. When an employee is using their privately owned vehicle pursuant to County policy, the individual's insurance shall be considered the primary insurance coverage with County coverage potentially available for secondary or excess coverage.
3. Job applicants who have reached the final interview stage of the employment selection process will provide the county with a "Driving Record" prior to being offered the position. This applies to both internal and external applicants and only to those applicants whose job would require them to operate county owned vehicles on a regular (routine) basis.

#### 13.5 USE OF PERSONAL VEHICLES FOR COUNTY BUSINESS

Employee's use of personal vehicles for county business travel purposes is subject to the approval of the department head or elected official. Employees may be required to utilize a county vehicle based on cost or safety considerations. Authorization to use private vehicles may be given on a trip-by-trip or standing approval basis. Upon request, employees are required to provide to their supervisor proof that they possess a valid motor vehicle operator's license, proof of current vehicle liability insurance and a current year Vehicle Use Agreement on file.

Private vehicles utilized for county business are considered official vehicles and must conform to the following requirements:

1. The vehicle must meet legal requirements to operate on a public highway.
2. The vehicle must be in sound mechanical condition and present no safety risks.
3. Employees must submit a mileage reimbursement form, to receive reimbursement based on the county's current mileage rate allowance. The standard mileage rate reimbursement covers gas, maintenance, repairs and insurance for work related driving.

### 13.6 USE OF COUNTY VEHICLES FOR PERSONAL BUSINESS

Employees using county vehicles on a continuing assignment or trip-by-trip basis are prohibited from using vehicles for personal business except as provided herein. Unauthorized personal use of a county vehicle may result in disciplinary action, up to and including termination of employment.

All employees should exercise reasonable judgment regarding the use of a county vehicle for personal purposes. Personal use of a county vehicle may be permitted, subject to the approval of the applicable department head or elected official, when the use serves the county's interests, results in negligible expense, and/or is justified by compelling circumstances and doesn't pose a "bad appearance" even if on personal time – (e.g., at a bar or liquor store).

### 13.7 INCIDENTAL TRAVEL AND STOPS

Employee-drivers should remember that public perception of county employees is important and influenced by how and where the public observes county vehicles being used. Employee-drivers should not make incidental stops at locations the public would generally perceive as inappropriate.

### 13.8 POLITICAL USE OF COUNTY VEHICLES

No employee or person may use any vehicle owned or operated by the county for any trip which is exclusively for the purposes of campaigning in support of, or in opposition to, any candidate or cause for national, county or local office, unless use of the vehicle is required for purposes of security protection provided by the county or local governmental unit.

### 13.9 USE OF COUNTY VEHICLES BY OTHER INDIVIDUALS

1. Use of county vehicles by temporary employees or volunteers requires authorization from the department head or elected official. Temporary county employees and volunteers are subject to the applicable provisions of this policy, including signing the Vehicle Use Agreement and providing proof of valid drivers license.

2. Interagency use of a county vehicle requires authorization from the county's ER&R Manager, department head or elected official. Use of a county vehicle under an interagency agreement is subject to the provisions mutually agreed upon by the agencies involved.

### 13.10 PERMITTED AND PROHIBITED USES OF COUNTY AND PERSONAL VEHICLES FOR COUNTY BUSINESS

The following policies govern all vehicle use for county business:

1. All drivers and passengers must comply with all the motor vehicles laws of the state of Washington or any other state in which the vehicle is operated, including seatbelt and cell phone laws.
2. Vehicles shall be locked when unattended with the engine turned off. Keys shall not be left in the ignition unless authorized by the department head or elected official.
3. No person may use a county vehicle, or permit the use of a county vehicle, or operate a personal vehicle for county business in the following prohibited manners:
  - a) The driver is impaired by fatigue or any other known mental or physical condition that affects the safe operation of the vehicle.
  - b) The driver is impaired because of prescribed appliances (e.g., cast, sling, brace), prescribed or over-the-counter medications that causes or results in adverse side effects (e.g., drowsiness or impaired reflexes or reaction time). As described in Policy 8.12-Substance Abuse, employees are responsible for informing their supervisor of the possible effects of the medication and expected duration of its use.
  - c) Tobacco use (smoking and non-smoking products) is prohibited in county-owned vehicles. This does not include smoking in personal vehicles used for county-related business.
  - d) Transporting non-county employee passengers, including family members, is not permitted unless authorized by the employee's department head or elected official.
  - e) Permitting non-authorized individuals to drive a county-owned/leased vehicle unless it is for a bona fide emergency purpose.
  - f) Drivers of motor vehicles are prohibited from reading, manually writing or sending a message on an electronic wireless communications device or holding a wireless communication device to their ear while the vehicle is moving. Exceptions to this section include: operators of an authorized emergency motor vehicle; a driver using a wireless communications device in the hands-free mode; using devices to report illegal activity or summon medical aid or other emergency assistance or to prevent injury to a person or property; using hearing aids.

- g) Use for personal gain, such as delivering goods or services.
- h) Modifications including affixing signs, stickers, antennas, bike racks, ski racks, etc. Modifications to county vehicles may be undertaken only with the prior written consent of the department head or elected official and the ER&R Manager. The County Shop or its designee will perform any modification to a county-owned vehicle.
- i) Transporting of animals – Allowed only with prior written consent of the department head or elected official - (excludes Animal Control activities and transportation and use of canines or other animals by the Sheriff’s Office).
- j) Hauling loads that exceed the rated capacity of the vehicle or that could cause damage to the vehicle (i.e., hauling firewood or gravel in a passenger vehicle).
- j) Use of trailer hitches and towing – Allowed only with prior approval by the County Shop. The County Shop must evaluate hitches and lights.
- k) Installation or use of any radar or speed detection devices.
- l) Transporting hitchhikers.
- m) Use or consumption of alcohol and/or illegal drugs is prohibited while operating a county-owned/leased vehicle or personal vehicle for county business.
- n) Use for vacations, side trips or any other use not expressly authorized by this policy or department head or elected official.

Drivers who have questions regarding the appropriate use of a county vehicle or a personal vehicle while in use for county business should consult with their supervisor, department head, elected official, or the Risk Management Office.

### 13.11 VEHICLE USE AGREEMENT (VUA) – REQUEST FOR DRIVING RECORD

The purpose of the VUA is to ensure employees are licensed to operate a motor vehicle and possess auto liability insurance to operate their personal vehicle for county business. Use of a county (owned, rented or leased) or personal vehicle for business purposes is contingent upon the following conditions and requirements:

1. Vehicle Use Agreement - Each department head and elected official or their designee will acquire a signed Vehicle Use Agreement (VUA), annually from each of their employees that operate a personal or county-owned/leased vehicle for business purposes. This includes those employees required to hold a Commercial Driver’s License (CDL).



## 2. Driving Record Request

- a) Employees who are required to operate a vehicle on a regular (routine) basis to perform their job shall, as part of the Vehicle Use Agreement, authorize Mason County to acquire a copy of their driving abstract from the Department of Licensing per RCW 46.52.130.
- b) All other employees who may drive a county vehicle or a personal vehicle for the use of county business may have their driver abstract requested from the Department of Licensing per RCW 46.52.130 if requested by their department head, elected official and/or the Risk Management Office.

## 13.12 DRIVER DISQUALIFICATION AND REVIEW

County employees and other authorized agents of the county may become disqualified as a driver for county business for any of the following conditions:

1. Three or more moving violations in the past three years.
2. Two accidents if one or more results in injury, loss of life or significant property damage.  
Note: This includes only accidents where the driver was substantially at fault.
3. Suspension or revocation of driver's license.
4. Drivers must immediately inform their supervisor, department head, or elected official in writing if they become disqualified under this policy.
5. Any change in the status of an employee's driver record resulting in disqualification or the failure to report such change may result in revocation of the privilege to drive a county-owned/leased vehicle or a personal vehicle utilized for county business and/or disciplinary action up to and including termination.
6. Drivers denied the use of a county vehicle based on an unsatisfactory driving record may request a review of the denial through their department head or elected official. The Risk Management Office should be consulted regarding any requests for review.
7. A requested review will be investigated by the department head or elected official and the Risk Management Office then approved or denied by the elected official in writing. Approval or denial will be documented and kept on file in the Risk Management Office.

## 13.13 ACCIDENTS AND CITATIONS

Employees are fully responsible to operate vehicles on county business in a legal, safe, and prudent fashion and are subject to appropriate corrective action for failure to do so, up to and including termination.

1. Employees shall immediately report all traffic accidents and/or damage to their vehicle to their supervisor or department head or elected official while operating a personal or county-owned/leased vehicle while on county business. In addition to any state required accident reports, employees shall complete the Risk Management Vehicle Accident Report form within the first business day following the accident. The report will be forwarded to Risk Management and ER&R Manager. A review by the department head or elected official may be convened to evaluate the accident depending on the severity.
2. Drivers are personally responsible for the cost of all traffic citations, parking tickets, etc. Passengers are personally responsible for the cost of any traffic citation they may receive while riding in a county-owned/leased vehicle or a personal vehicle being used for county business - (i.e. seatbelt violations, parking violations, throwing object from vehicle). The offending employee shall pay citation fines promptly.
3. Employees shall report moving violation citations that occur while operating a vehicle for county business within the first business day of the issuance of the citation. Employees will notify their immediate supervisor, who in turn, will forward the report to the Risk Management Office.

#### 13.14 COMMERCIAL DRIVER LICENSE

In addition to the conditions and requirements for all motor vehicle operators, employees who hold a commercial driver's license (CDL) are subject to all requirements applicable to state and federal laws.

#### 13.15 COUNTY VEHICLE RELATED PURCHASES

Supervisors shall inform employees of acceptable vendors, gas stations, and other services that may be utilized for county vehicle related purchases. Repair and towing services are primarily acquired through county contracts. If services are needed while traveling out of the county, the employee should contact the County Shop, or use their best judgment if outside of work hours.

#### 13.16 VEHICLES FUEL POLICIES AND FUEL CREDIT CARD USES

1. County-owned fuel dispensers should be used whenever possible. There is one fill up per fuel card use. No doubling up on one card with more than one respective, associated vehicle is permitted. Department supervisors should provide directions to those locations and instruct their assigned drivers on the uses of these dispensers.
2. Public self-service, regular unleaded and diesel dispensers should be used if county fuel dispensers are not available. The most cost-effective vendor should be used whenever possible. Receipts must be submitted for reimbursement.
3. The use of premium grades of fuel is not authorized, unless required by the vehicle's owner's manual.

## 13.17 REPAIRS AND PREVENTATIVE MAINTENANCE

When a vehicle is assigned to an employee or department, the driver or department supervisor is responsible for ensuring that all preventative maintenance is performed on schedule and the vehicle is serviced in a timely manner when notified by the County Shop.

## 13.18 GENERAL MOTOR VEHICLE SAFETY

1. In the interest of safety, supervisors may elect to have assignments, jobs or tasks delayed or postponed during inclement weather until driving conditions improve. Only essential vehicles equipped with necessary traction devices should be required to operate during hazardous conditions (e.g., Sheriff's vehicles, snow plows, sanding trucks, etc.). Vehicles used during inclement weather may require the use of tire chains. It is the responsibility of the vehicle/equipment operator to install tire chains when needed.
2. Operators shall conduct a safety check of the vehicle each day. The minimum operator's check should consist of a check for body damage, mechanical problems (tire inflation & tread, brakes, steering, turn signals, wipers, horn, etc.) and verification that all lights are functioning and windows are cleaned to present a clear field of view. All items requiring repair shall be reported to your immediate supervisor and the County Shop.
3. County departments may have additional requirements for the safe operation of motor vehicles and equipment.

*Mason County Personnel Policy 13-Vehicle Use Agreement*

**INSTRUCTIONS:**

All Mason County employees driving a county-owned/leased vehicle, or their personal vehicle for county-related business, must complete this form. Employees who do not attest to and upon request provide proof of current personal vehicle liability insurance will be prohibited from driving their personal vehicles for county-related business.

If any information provided on this form should change it is the employee's responsibility to complete and submit an updated form.

Copies of the Vehicle Use Agreement will be maintained in the Mason County Risk Management Office.

I acknowledge that I have received and read the Mason County Vehicle Use Policy. I understand the contents and agree to comply with the policy. Failure to comply is considered a violation of county policy.

Employee's Name: Last		First		Middle
Date of Birth:	Phone Ext.	Department:	Job Title:	
Driver's License (DL) #	DL State:	Commercial Driver License (CDL). #		CDL State:
Employee Insurance Company*:			Insurance Policy Number*:	
*If the employee does not want to have insurance policy carrier and number recorded on the VUA, the manager/supervisor may verify the existence of current liability insurance by checking the appropriate box in the Manager/Supervisor section below dotted line at bottom of form.				

As a condition for driving a county-owned/leased vehicle, I hereby attest:

- I have a valid and current Washington Driver's License.
- I have a valid and current Washington Commercial Driver's License (CDL)

As a condition for driving a personal vehicle for county related business, I hereby attest:

- I have a valid and current Washington driver's license; and,
- There is current liability insurance on all personal vehicles I drive for county-related business.

I agree to provide Mason County with the name of my personal vehicle insurance company's name and my vehicle insurance policy number and to provide documentary proof of personal vehicle liability insurance upon request by Mason County.

Employees shall immediately report all traffic accidents and/or damage to their vehicle to their supervisor, department head or elected official while operating a personal or county-owned/leased vehicle while on county business.

I hereby permit my department manager or designee to acquire a copy of my driving record abstract as needed.

I will also inform my supervisor, in writing, if I should become disqualified under the provisions of the county vehicle use policy. Failure to report such information may result in the revocation of the privilege of driving a county-owned/leased vehicle.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**MANAGER/SUPERVISOR TO COMPLETE ITEMS BELOW DOTTED LINE**

- Does the employee's job description require them to drive on a regular (routine) basis?  Yes  No
- If "YES" the Risk Manager will request a Washington State Driving Record based on the information provided above.
- CDL is current  Yes  No  Not applicable
- Employee Driver's License is current  Yes  No
- Employee has current Liability Insurance  Yes  No
- Employee is authorized to  Operate a County -Owned/Leased Vehicle
- Operate Personal Vehicle for County Business
- Operate County-Owned/Leased Vehicle Requiring CDL

Manager/Supervisor Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_