



Dispute Resolution Center
OF THURSTON COUNTY

PERSONNEL POLICIES AND PROCEDURES

AMENDED February & June 2022, June 2023, and June 2024

PERSONNEL POLICIES AND PROCEDURES

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I. RESPONSIBILITY

A. The purpose of the Dispute Resolution Center is to provide conflict resolution services and to promote and develop conflict resolution skills. The Center operates under RCW 7.75 to offer forums in Thurston and south Mason Counties in which individuals and groups may voluntarily develop mutual agreements through an impartial and cooperative process.

B. Ultimate responsibility and authority for forming agency policy is vested in the Board of Directors, comprised of volunteer community members. Primary administrative responsibility is delegated to the Executive Director, who is employed by the Board, and who has responsibility for implementation of the Personnel Policies listed herein.

C. These Personnel Policies constitute a guide and in no way imply a contractual agreement. These personnel policies apply to all employed staff, and in some cases to the volunteer staff, and will be reviewed by the Executive Director and the Board every year. Any changes to these policies require Board approval.

D. Any exceptions to, or situations not covered by, the policies listed herein must be referred to the Board for evaluation and recommendation to the Board. However, in an emergency the Executive Director may take necessary action. Such action must be reported to the Board, at its next scheduled meeting, for review and approval.

II. EMPLOYMENT

A. The Dispute Resolution Center of Thurston County is an equal opportunity employer. Candidates for employment will be considered without regard to basis of race; sex; sexual orientation; gender and/or gender identity/expression; religion; age; color; creed; national origin; ethnicity; physical, mental or sensory disability; marital status; familial status; pregnancy; genetic information; citizenship status; union affiliation, veteran or military status; or on any other legally prohibited basis under applicable federal, state, or local law. .

B. All positions shall have written job descriptions.

C. All job announcements shall include access to a job description, a salary schedule for that position, and a statement of equal opportunity employment.

D. The Executive Director shall approve and notify the Board of all employment offers. The Board annually will review and approve salaries and benefits as part of the budget process. All offers of employment will be made in writing. The Executive Director makes all hiring offers and notifies the Board of all new employees.

E. If the candidate selected identifies the need for reasonable accommodation, the Executive Director shall ask the candidate to provide a health professional's statement

prior to their start date, based on an evaluation of the candidate's individual capacity to perform the functions of the position, which specifically identify the form of the accommodation needed to enable the candidate to perform the functions of the position.

F. Requests for accommodation which cost under \$500.00 shall be evaluated and acted upon by the Executive Director. Requests for accommodation which require expenditure in excess of \$500.00 shall be referred to the Board and considered with regard to business necessity and the level of burden the cost of the requested accommodation places on the DRC budget.

G. Each new employee shall receive a letter confirming employment, a job description, and a copy of these Personnel Policies.

H. The contents of each core employee's Personnel File shall include:

- employment application and resume
- current job description, signed and dated
- copy of the letter confirming employment and terms of employment
- employee performance evaluations
- training records which include type of training received, name of training agency, and number of training hours received
- letters of commendation and/or reprimand, if any (see grievance procedure, below)
- emergency contact information sheet
- a signed client confidentiality statement
- a signed statement that a copy of these personnel policies have been received, read, and understood
- W-4 and I-9 Forms

III. EMPLOYMENT STATUS AND BENEFITS ELIGIBILITY

A. There is a 90-day probationary period for all new hires.

B. Exempt employees are not covered by the Fair Labor Standards Act and do not receive overtime pay. To qualify for exempt status at least eighty percent (80%) of a person's work must be executive, administrative, or require regular exercise of discretion and independent judgment.

C. Non-exempt employees perform other than executive, administrative, or professional work, as defined by the Fair Labor Standards Act, and must receive extra pay for overtime work as legally required.

D. Permanent, part-time employees work a set schedule of twenty (20) hours or more per week.

E. Temporary, part-time employees work on a non-scheduled basis as needed. They are eligible for benefits limited to mandated tax programs.

F. Personal services contract: A person may be employed on contract as a private vendor for a specific, time-limited project or on an ongoing basis for a specific function. The contract must include a description of project services, hours, project schedule, budget, and payment schedule. The contract must be within the adopted budget and be signed by the Executive Director or the Associate Director. The contractor shall not be included for employee benefits and is not covered by this Personnel Manual.

IV. COMPENSATION

A. Permanent, full-time, exempt & non-exempt: The standard work week of forty (40) hours within a seven (7) day period shall begin on Sunday and end on Saturday. All work hours in excess of the standard, and method of compensation, must be approved, in advance and in writing, by the Executive Director or by the Board for the Executive Director.

B. Permanent, part-time, exempt & non-exempt: The standard work week of twenty (20) or more hours is arranged with the Executive Director. All work hours in excess of the standard, and method of compensation, must be approved, in advance and in writing, by the Executive Director or by the Board for the Executive Director.

C. Temporary, part-time, exempt & non-exempt: Each non-routine work schedule is arranged with the permanent staff supervisor. The method of compensation is approved in advance and in writing by the Executive Director in consultation with the permanent staff supervisor.

D. Flex time may be earned for the number of hours worked in excess of the standard. All flex time earned must be used in the month in which it was accumulated for non-exempt employees and within 30 days of when it was accumulated for exempt employees. Use of flex time requires prior approval of the immediate supervisor for all staff.

E. Working "off-the-Clock": The Dispute Resolution Center of Thurston County is committed to paying all employees correctly and maintaining accurate payroll records. Working off the clock is not encouraged or expected, but recognize that it may happen from time to time that employees may need to conduct some work in unscheduled hours. To ensure you are paid correctly, non-exempt employees must timely and accurately report all hours worked. Work means any activity you are required, requested, or permitted to perform in the interest of the Dispute Resolution Center or for the organization's benefit. This includes even short work periods, like checking email on your phone or taking a work call from home. The Dispute Resolution Center prohibits non-exempt employees from working off the clock. If you believe that your work hours have not been accurately reported, or if you are aware of any other potential violation of

this policy, you should immediately contact the Executive Director or Associate Director.

F. Long-term Care Insurance

In 2022, Washington passed legislation for long-term care coverage, funded by an employee payroll deduction of \$0.58 per \$100.00 of wages earned. Individuals may opt out of the program under specific circumstances. The implementation date for this program is TBD. Additional information may be found here: <http://www.wacaresfund.wa.gov/>.

G. Salary Scale

On an annual basis, during budget deliberations in the fall preceding adoption of the next year's annual budget, the Board shall consider pay raises as well as raises in medical and other benefits. Pay raise considerations shall include comparable job studies and changes in the cost-of-living and budget considerations.

Position	Min*	Max*
Executive	\$44.00	\$54.00
Associate	\$37.50	\$43.99
Managing Departments & Staff or Contractors	\$32.51	\$37.49
Program Management – no Supervision	\$26.00	\$32.50
Entry Level & Support Staff	\$20.00	\$25.99

*Salaried positions are not paid based on hours; rates here listed as hourly wage for clarity. In addition, certain benefits may be waived in lieu of negotiated higher pay.

The Executive Director shall annually review all wages and benefits and seek Board approval of all changes as part of the annual budget process.

H. Promotions and Transfers

The Dispute Resolution Center encourages all interested employees to apply for new job openings or job vacancies whenever possible. To be considered for a promotion or transfer, staff must have completed the probationary period. Staff are considered for a new position based on qualifications, work performance, and past performance evaluations. When staff are promoted to a higher classified position, they receive a salary review to determine whether a compensation increase is in order. If applicable, compensation increases will be within the salary range for the new position.

V. SALARY & WAGE ADMINISTRATION

A. Payroll is run on the 1st and the 15th, so that employees may expect to be paid not later than the 7th and the 22nd of the month. Non-exempt employees that choose to do so, may be paid twice per month. Exempt employees are paid once per month. Timesheets must be submitted completely, accurately and on time in order to be

included in the appropriate payroll cycle.

B. Any compensation received while acting in the capacity of employee of the DRC must be relinquished to the DRC, unless a pre-determined component of compensation.

VI. OUTSIDE EMPLOYMENT/CONFLICT OF INTEREST

A. All employees may accept outside employment in the same field, or another field, as long as it is performed on the employee's own time. The employee may not identify themselves as a representative or spokesperson for the Dispute Resolution Center when employed in any capacity other than his/her employment with the DRC.

B. The DRC will not limit staff and volunteers from doing private mediation on their own time and separate from the DRC.

C. To avoid any actual or perceived conflict of interest, permanent employees are to keep the Executive Director informed in writing of any remunerative work in a field directly, or indirectly, related to DRC work.

D. All work by employees, including written, audio, electronic, computer, or visual materials, resulting from employment at the DRC, shall be considered works for hire and shall remain the property of the DRC.

E. All employees of the DRC may submit for consideration any general marketing material that promotes their private workshops when the workshop content is determined to be related to and of interest to the DRC community. The DRC will consider using newsflashes, the DRC Facebook account, and other modes of social networking. The DRC reserves the right to edit or reject requests or submissions for marketing private workshops made by employees. Employees of the DRC cannot use any direct mail or solicitation from any DRC contact list for any private workshops they are offering and promoting.

VII. BENEFITS

A. Medical and dental: At the request of a qualifying employee, the DRC shall pay for medical and dental benefits for that individual. Employees choosing to add a qualifying family member to their plan may do so at their own expense, with associated premiums being deducted out of their net pay. DRC-authorized group plans shall be designated for this coverage. A qualifying employee is an employee who works for the DRC a set schedule of 20 hours or more a week. The premium payment shall be based upon FTE. For example, a .5 FTE will have their premium covered at 50%. For this benefit, any employee contracted at 35 hours or above will have their premium covered at 100%. . The DRC may require co-payments of the qualifying employees requesting coverage.

Medical and dental benefits will be provided as soon as possible after a qualifying employee begins work with the DRC.

B. Paid Sick Leave Policy

(Specific to staff working less than 20 hours per week. All others see section C below "Personal Leave with Pay".)

Accrual and Availability

Employees accrue one hour of paid sick leave for every 40 hours worked. Employees are not entitled to accrue paid sick leave for hours paid while not working (such as while using paid sick leave).

Employees are entitled to use their accrued, unused paid sick leave beginning on the 90th calendar day after the start of their employment. After this 90-day period, employers must make accrued paid sick leave available to employees for use within the following month.

Authorized Uses of Paid Sick Leave

Employees may use their accrued, unused paid sick leave hours to care for themselves or a family member (definition below) for:

- Mental or physical illnesses, injuries, or health conditions;
- Medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions; or
- Preventive medical care.

For the use of paid sick leave for an employee's family member, family member is defined as: a child; including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status; a parent; including a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; a spouse; a registered domestic partner; a grandparent; a grandchild; or a sibling.

Employees may use their accrued, unused paid sick leave when DRC has been closed by order of a public official for any health-related reason; or when an employee's child's school or place of care has been closed by order of a public official for any health-related reason. Please see the definition of "child" in the previous section.

Employees may use their accrued, unused paid sick leave to:

- Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee and their family members including, but not limited to: Preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking;

- Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking;
- Attend health care treatment for a victim who is the employee's family member;
- Obtain, or assist the employee's family member(s) in obtaining, services from: A domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault, or stalking.
- Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking.
- Participating, for the employee or for the employee's family member(s), in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.

For purposes of leave related to domestic violence, sexual assault, or stalking, family member has the following definition: any individual whose relationship to the employee can be classified as a child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship.

Increments, Rate, Payment, Carryover, and Separation

DRC requires employees to use paid sick leave in increments of an hour. Employees must be paid their “normal hourly compensation” for each hour of paid sick leave used. DRC must pay paid sick leave to an employee no later than the payday for the pay period in which the paid sick leave was used by the employee. Accrued, unused paid sick leave balances of 40 hours or less must carry over to the following year. The accrual year is January 1 – December 31. If an employee separates from employment, there will not be financial or other reimbursement to the employee for accrued, unused paid sick leave balances available at the time of separation. DRC must reinstate an employee's previously accrued, unused paid sick leave if it rehires an employee within 12 months of separation.

This policy is to be used as guidelines and is not meant to be a comprehensive restatement of Paid Sick Leave law. For more information, please see: www.Lni.wa.gov/WorkplaceRights; 1-866-219-7321; or www.Lni.wa.gov/Offices.

C. Personal Leave with Pay (Sick Leave and Vacation Leave with Pay): (*Specific to employees working 20 hours or more per week*)

DRC employees shall accumulate leave according to the schedule below. Leave amounts shall be prorated according to the employees' salaried work hours per week, or Full Time Equivalents (FTE's). Use of leave must be approved by the employee's direct supervisor. These leave amounts cover both annual leave and sick leave. One hundred and twenty (120) hours of accrued Leave with Pay may be carried over into a new

calendar year. Employees in good standing will be reimbursed for unused, accrued Leave with Pay up to 120 hours at the salary rate being earned at the time of voluntary discharge.

The table below is based upon a full-time (40 hr., or 1.0 FTE) employee schedule. To calculate the hours accrued for part-time staff, multiply your own FTE times the number of hours allotted for full-time leave.

During these Years of Service:	# Hours per Year for full time Employee (1.0 FTE):	Monthly accrual rate (hours):	# Weeks per Year (at salaried rate or usual part-time hours):
1 st	144	12	3.6
2 nd	168	14	4.2
3 rd /4 th	180	15	4.5
5 th /6 th	192	16	4.8
7 th /8 th	204	17	5.1
9 th plus	216	18	5.4

For example, in the first year of employment, a half-time employee (.5 FTE) can take .5 x 144 hours per that year or 72 hours Leave with Pay. With prior authorization, this leave can be taken in any combination, including up to 3.6 weeks (see table above) at their usual half-time salary.

D. Holidays: The following holidays are observed with pay annually; 1) New Year's Day, 2) Martin Luther King's Birthday, 3) President's Day, 4) Memorial Day, 5) Independence Day, 6) Labor Day, 7) Thanksgiving Day, 8) the day following Thanksgiving, 9) Christmas Eve, 10) Christmas Day, 11) Juneteenth and 12) Indigenous Peoples Day . Employees may substitute up to three of the above recognized holidays for a celebration of their choice such as Solstice, Yom Kippur, etc. and must get prior approval by the Executive Director or the Board.

E. Shared Leave: The Executive Director may allow a DRC employee to receive leave donated by another DRC employee if the Director finds that the employee meets all of the following criteria:

- The employee is suffering from or has a family member suffering from a severe illness, injury, impairment, or physical or mental condition which is of an extraordinary nature that has caused, or is likely to cause, the employee to either go on leave without pay or to terminate employment; and
- The employee's absence and the use of shared leave are justified; and
- The employee has depleted all of his or her available leave time, and
- The employee has abided by DRC policies regarding the use of leave.

Any employee who has an accrued annual leave (Leave with Pay) balance of more than 80 hours may transfer a specified amount of leave (to include personal holiday days) to the

employee authorized to receive the shared leave. The employee may not transfer an amount of leave that would result in an annual leave balance of fewer than 80 hours. For part-time employees, requirements for leave balances will be prorated. The Executive Director shall determine the amount of donated leave, if any, which the employee may receive and the time period in which the employee may receive it. The leave must be donated before it is used by the receiving employee.

F. Jury Duty: Salary and benefit accrual continues while an employee is on jury duty. The amount of pay received by the employee for being a juror is reported by the employee and deducted from the employee's paycheck.

G. Military Leave: This is handled exactly as Jury Duty.

H. Leave without Pay: At the discretion of the Board, employees may be granted up to 60 calendar days Leave without Pay. The request shall be made in writing 30 days in advance of commencement of leave unless otherwise approved by the Board.

I. Retirement: Permanent employees working at least half time are eligible to set up a 403(b)-retirement account and contribute up to the maximum allowable amount of IRS rules. The DRC will make a match contribution of up to 3% of the employee's pre-tax wages into a 403 (b) brokerage account established by the employee. This retirement benefits program is available after 6 months of employment. Employees must initiate participation in this program through consultation with the Executive Director (or Business Manager).

J. Paid Family and Medical Leave:

Paid Family and Medical Leave is a mandatory statewide insurance program that provides most Washington employees paid time off to give or receive care.

Qualified employees may take up to 12 weeks off, as needed, to:

- Welcome a child into their family (through birth, adoption or foster placement)
- Seek care for a serious illness or injury
- Care for a seriously ill or injured relative
- Prepare for an immediate family member's pre- and post-deployment activities, including time needed to arrange for childcare related to a family member's military deployment. For specifics on military-connected paid leave, visit www.dol.gov/whd/regs/compliance/whdfs28mc.pdf

Multiple events in a year may increase eligibility to 16 weeks annually and a serious health condition during pregnancy that results in incapacity may increase eligibility to 18 weeks annually.

The program is funded by premiums paid by both employees and employers. It will be administered by the Employment Security Department (ESD). Premium collection

started on Jan. 1, 2019. In 2019, the premium is 0.4% of wages, or \$3.85 per week for someone earning \$50,000 a year. The DRC will calculate and withhold premiums from your paycheck and send both your share and ours to ESD on a quarterly basis.

Beginning Jan. 1, 2020, employees who have worked 820 hours in the qualifying period (equal to 16 hours a week for a year) and experience a qualifying event may apply to take paid medical leave or paid family leave. The 820 hours are cumulative, regardless of the number of employers or jobs someone has during a year. All paid work over the course of the year counts toward the 820 hours, including part-time, seasonal and temporary work. Employees are entitled to partial wage replacement while on leave. That means you will receive a portion of your average weekly pay. The benefit is generally up to 90 percent of your weekly wage, with a minimum of \$100 per week and a maximum of \$1,000 per week. You will be paid by the State of Washington rather than your employer.

Please visit www.paidleave.wa.gov for definitions of terms used herein and more information.

VIII. STAFF DEVELOPMENT

Permanent DRC staff are encouraged to continue their personal and professional development via on-site visits to other dispute resolution centers, outside seminars, workshops, and conferences and internal in-service training. The agency will sponsor staff development as the budget allows with prior approval of the Executive Director or the Board for the Executive Director. Application for funding, with documentation of paid expenses and/or successful completion of the training activity attached, should be made in writing to the Executive Director or the Board for the Executive Director.

IX. PERFORMANCE REVIEW

A. The Executive Director and/or direct supervisors shall conduct at least one (1) written performance review annually of each permanent employee. The Board, through the Executive Committee, as specified in the bylaws, shall conduct a review of the Executive Director annually. The evaluation shall be in two parts. Part one is a current evaluation of the Director's performance as judged by the Committee, the Director and other staff. Part two is a continuing process evaluation for the next annual evaluation period. The Executive Committee of the Board and one additional Board member not on that committee shall be involved in the Director's evaluation.

B. The objective of performance reviews is to assist employees in their career development, to determine employee performance for salary review, and to improve overall effectiveness of agency operations. Reviews shall be shown to employees in draft form and input from employees is to be encouraged so that the final document is a two-part collaborative effort. If agreement cannot be achieved, the employee may prepare a

separate statement to be included in the written record. All reviews shall be signed by both parties. One copy shall be provided to the employee and one copy shall be placed in the employee's personnel file.

C. Progressive Discipline: Supervisors are encouraged to advise and discuss with the employee satisfactions, praise, concerns, dissatisfactions or complaints regarding an employee's performance as soon as the supervisor is aware of them so the employee has the opportunity to realize progress and/or correct any deficiencies. The supervisor and employee are encouraged to collaboratively identify the source of performance problems and to develop appropriate performance corrections. Satisfaction and praise are to be documented in writing and placed in the employee's personnel file.

D. When a supervisor's concerns, dissatisfactions or complaints with an employee's performance continue, the supervisor shall document the same in writing and specify the correction required, advise the employee that improvement must be made, and warn the employee that failure to correct performance deficiencies may result in further disciplinary action including dismissal. The employee's performance shall be monitored and evaluated and progress documented in writing. If the employee's performance has improved sufficiently to eliminate concern, the written documentation of performance deficiency may be removed at the employee's next annual review.

X. REIMBURSEMENTS

A. Using one's work station, or personal residence, as the starting point (whichever is the shortest distance), an employee shall be reimbursed at the rate authorized by the Internal Revenue Service, for each mile driven to and from a field work site at which the employee is required to perform DRC business, outside of the communities of Olympia, Tumwater, Yelm and Lacey. An employee shall also be reimbursed, at the same rate, for travel to and from an out-of-town conference, meeting or training event, which the employee is required to attend as part of the performance of his or her job requirements.

B. The Executive Director, or the Board for the Executive Director, must approve travel and any expenses of all employees which are incurred in the course of doing the agency's work.

C. All other expenses must be pre-approved for purchase and reimbursement. It is organizational protocol that supplies and other expenses are purchased using designated organizational credit cards, instead of staff member's own means, which require reimbursement.

XI. ETHICAL CONDUCT

The confidentiality of all client information and records as mandated in RCW 7.75 and WAC 275-56-240 shall be strictly followed.

Conflicts of interest, or the appearance of a conflict of interest, between the DRC and/or the population served by the DRC and a member of the Board, and/or paid staff, and/or volunteers shall be avoided. To avoid improper influence or appearance of improper influence, any gift given to an employee in relation to their position within the organization valued over \$50 shall be disclosed to the employee's supervisor.

The Board encourages employees and volunteers to voice concerns, dissatisfactions or complaints as soon as they are aware of them so they can be dealt with as soon as possible.

XII. WEAPONS IN THE WORKPLACE

Possession, use, or sale of weapons, firearms, or explosives on work premises, or while engaged in company business off premises is forbidden. This policy applies to all employees, including those with a valid permit to carry a firearm.

The Dispute Resolution Center of Thurston County reserves the right to interpret the definition of 'weapon' broadly, to include any item that causes another employee to feel unsafe or threatened. Employees who are aware of violations or threats of violations of this policy must report such violations or threats of violations to the Executive Director or Associate Director immediately. Violations of this guidance will result in disciplinary action, up to and including discharge.

XIIIa. GENERAL COMPLAINTS

Staff at any time may talk with their supervisor about any concerns with a fellow co-worker. If their concern is with their supervisor, they may bring their concerns to the Staff Manager or the Executive Director. Any supervisor, Staff Manager or the Executive Director receiving a complaint, will document the conversation for inclusion in the personnel file, as warranted. As outlined below, there are some complaints that warrant being put in writing in order to be made formal, in line with policy. All staff are encouraged to review the options as outlined in the Personnel Policy and/or the Anti-Harassment, Anti-Discrimination Policy, which are provided upon hiring.

For all manner of complaints, if the receiver of the complaint is a supervisor, the supervisor will then need to share the situation with the Staff Manager or the Executive Director.

For general complaints that do not rise to the level of harassment, discrimination or retaliation concerns, the following steps will be followed:

1. A meeting will be set with the individual whom the complaint was made about to gather more information.

2. After gathering information from relevant parties, the individual named in the complaint will be made aware of any expectations of behavior that have arisen, serving as a verbal acknowledgment of how to move forward. This may occur with the supervisor, the Staff Manager or with the Executive Director. If all parties are interested and willing, this may happen as a result of a facilitated conversation or mediation.
3. Should the behavior in question continue and the staff person affected makes another complaint, the Staff Manager or Executive Director will begin a fact-finding operation and/or investigation to find out if there are others that have concerns akin to that raised.
4. In addition, after the results of the fact-finding operation have concluded and been reviewed, the staff person mentioned in the complaint will receive a letter of direction, specifying in writing what behavior needs to be changed in order to move forward.
5. If that step does not fully resolve the situation and another complaint is filed, then a performance improvement plan will be put into place with a clear timeline for improvement in order to avoid separation from the organization for failure to meet expectations.

At any stage in this process, the Executive Director may skip one or more steps of this process as warranted by the severity of the behavior in question.

XIIIb. DISCRIMINATION COMPLAINT

The DRC has both a comprehensive anti-discrimination and anti-harassment policy found in Board Policies & Procedures.

Complaints of discrimination should be communicated verbally or in writing to any supervisory personnel or DRC Board member. The request should outline the employee's/volunteer's concerns as specifically as possible. The employee/volunteer may request assistance or mediation through the DRC or file a complaint with the Washington State Human Rights Commission or the Equal Employment Opportunity Commission. Receipt of a complaint of discrimination shall be dated and documented in writing and immediately conveyed to the Board Chair unless otherwise indicated by the nature of the alleged discrimination.

(Note: Complaints of discrimination to the State and Federal Commissions must be made within specific time frames. Call one of those Commissions for additional information.)

XIV. GRIEVANCE PROCEDURE/ALTERNATIVE DISPUTE RESOLUTION REQUEST

The DRC encourages each staff member to seek resolution of any dispute at the lowest

level. However, at his or her option, the employee may request internal or external voluntary dispute resolution. The steps in this process are as follows:

Option 1: The employee/volunteer may attempt to resolve the conflict directly with his or her co-worker or supervisor.

Option 2: The employee/volunteer may enlist the assistance of his or her supervisor, the DRC Director, a Board member, or a neutral third party, to help achieve a conciliation of the problem.

Option 3: Mediation. The employee/volunteer may request mediation. The mediator shall be selected from the volunteer mediators serving this, or another volunteer DRC, and must be acceptable to all parties to the dispute. Costs for mediation, if any, may be shared evenly between disputants.

XV. DISCHARGE

- A. One of the following categories defines the end of an employment relationship between an employee and the agency:
 - 1. Resignation is a voluntary discharge of employment given freely by the employee. At least one (1) months' notice is requested. No severance pay is provided.
 - 2. Termination is an involuntary discharge of employment initiated by the agency.
 - 3. Reduction in Force is an involuntary discharge of employment initiated by the agency due to budgetary reasons.

- B. Since employment with the agency is based on mutual consent, either the employee or the agency has the right to terminate employment at-will, with or without cause or advance notice, at any time. In the case of termination, the employee has the right to appeal using the grievance procedure outlined above. (See Section XIII.)

XVI. REMOTE WORK

Remote Work – By Personal Request

Employees may negotiate a partial remote work schedule. Workdays are comprised of substantive work completed and may include basic or comprehensive email monitoring, as a means of communication and collaboration. For days when substantive work is not completed, but email is monitored for time-sensitive information sharing or other purposes, that time is limited to 1.5 hours per day. Remote time must be pre-determined with planned objectives for use of time. Unplanned remote time may be

negotiated with your supervisor and is subject to approval.