



# Advisory Committee Roles and Expectations

## **We Welcome Your Comments and Ideas**

The Olympia City Council welcomes community comment and involvement.

Informally, individuals and groups share perspectives and advice with the City Council by phone, e-mail, personal contacts, and letters. Formally, the City Council accepts public testimony at its regular meetings, and the City sponsors open houses, community forums, and public hearings throughout the year on specific issues. In addition, the City Council has established several advisory boards and committees to provide advice on key issues.

## **The General Role of Olympia's Advisory Boards and Committees**

Advisory committees are a structured way for individual citizens to share their opinions and perspectives, study issues, and develop recommendations in a focused, small group structure. The primary purpose of advisory committees is to provide judicious advice, from a citizen perspective, to the City Council which is the City's elected policy-making body.

Advisory committee activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations - all of which is intended so that the committee is prepared to discuss, formulate, and forward well-developed, thoughtful recommendations to the City Council in a timely manner.

## **City Council Decision Making**

In making decisions, the Olympia City Council considers general citizen comment, advisory committee recommendations, staff recommendations, Council priorities and goals, research and background information, and individual Councilmember perspectives.

The City Council expects to receive recommendations from advisory committees that reflect the individual and collective knowledge and thinking of the committee, particularly from a citizen perspective. Your recommendations may be transmitted as part of the staff report or as a distinct memo or report either attached to the staff report or transmitted separately to the City Council. The staff liaison for your committee can assist with this effort; and in all cases, a copy of your recommendation or report should be filed with both the staff liaison for your committee and with the City Council Executive Office as it is a public record.

The City Council also expects that City staff will present recommendations from a professional perspective. There may be times when the professional opinions and recommendations of City staff differ in part or in whole from yours or that of the committee, and that's okay. Differences of perspective are inherent in policy formulation and deliberation work of an organization that welcomes diverse perspectives.

There also may be times when your advisory committee's recommendations will not prevail or will be modified by the City Council. It is important to recognize that this is not a rejection of the integrity of the recommendation, but is an inevitable part of the process of municipal decisionmaking where a variety of views, perspectives, and recommendations are considered.

### **Advisory Committee Work Plans**

Each Committee is expected to propose an annual work plan to the City Council for consideration early each year. In developing the work plans, committees are to consider:

- City Council established or adopted goals and priorities, including the City's Comprehensive Plan, annual Council goals, master plans, budget, and so on.
- Resource availability - budget, staff support, committee member time.
- Departmental work priorities.
- Committee member knowledge, interest, and expertise.

The work plans are formally reviewed and adopted by the City Council . The Council has asked that when the plans are transmitted, each be accompanied by a letter from:

- The committee chair outlining the past year accomplishments and highlighting the top two proposed priorities;
- The respective department director or staff liaison addressing resource availability to accomplish the work items and relationship of the proposed items to planned departmental activities for the year.

During its review, the City Council may change or modify a committee's proposed work plan so that it reflects Council priorities, available resources, and emerging issues. Once adopted by City Council , the work plan serves as the basis for a committee's focus and effort during the year, although the Council may, from time-to-time, refer other issues to the committee during the course of a year.

### **Expectations for Advisory Committee Members**

The Council's General Government Committee has adopted general Rules of Procedure for Olympia's advisory committees/commissions.

It is expected that:

- All advisory board and committee meetings are to be conducted in public session and noticed in accordance with State law, unless otherwise advised by Olympia 's City Attorney.
- Individual committee members and the collective group will be fair, impartial and respectful of the public, staff, and each other.
- Committee members will respect the limitations of their individual and collective authority. The role of the committee is to advise the City Council and/or staff. Please keep in mind that committee appointment does not empower you to make final decisions, unless authorized by State law or the group's enabling ordinance, or to supervise staff.
- Members will strive to appreciate differences in approach and point of view, whether from each other, the community, the City Council , or staff.
- Each member will participate in the group's discussions and work assignments, without dominating the discussion or activity of the committee.
- The committee chair will ensure that all members have a fair, balanced and respectful opportunity to share their knowledge and perspectives.
- The committee will attempt to reach consensus on issues. If consensus is not possible, strong differing opinions such as "minority" opinions should be recorded and acknowledged in the committee's report to the City Council.
- There are "no surprises" from the Committee either in the nature of the work being undertaken by the committee or the method and timing for conveyance of recommendations to the City Council. The staff liaison fulfills an important role in assisting the committee in this regard.

Please be careful to not deliberate about Committee work and issues via e-mail or in unnoticed "side meetings or gatherings" as these actions may be in violation of open meeting laws. The City attorney is available to consult with or provide advice to committees in this regard and on any other legal issue.

### **Staff Liaisons**

Each Olympia advisory board, commission, or committee has an assigned staff liaison. In addition, the City's Communication Manager serves as a general liaison with the committees on behalf of the City Council and the City Manager.

The word liaison is used deliberately by the City to describe the nature of the staff role in relation to the committee, instead of the phrase "committee staff." A liaison is defined as "one who maintains communication."

While Olympia's committee liaisons have some differing duties, depending on past committee practice, time availability, and departmental resources, in general Olympia's staff liaison are responsible for:

- Ensuring that meeting notifications and recordkeeping occurs consistent with applicable State laws.
- Serving as a communication link between the committee, City administration, departments, and the City Council, as appropriate.
- Providing professional guidance, issue analysis and recommendations.
- Assisting the committee with research, report preparation, and correspondence in keeping with the committee's Council-approved work plan and depending on their work load and time availability.
- Making sure the intent of the advisory committee is not lost after a decision, and that it is conveyed to the City Council in a timely manner.
- Assisting the advisory committee in staying on track and focused.
- Presenting advisory committee recommendations to the City Council, if requested to do so by either the committee or the City Council.
- Maintaining a positive working relationship with the Chair and committee members.

The liaisons are staff professionals with significant work responsibilities in addition to their committee liaison activities. In general, the liaisons are individuals who have significant staff responsibilities that relate to the same work area as the committee. The liaisons do not work "for" or "at the direction of" the committee. They are professionals who work with the committee to develop information and recommendations for Council consideration.

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The Olympia City Council's General Government Committee prepared this document.  
The most recent review and update was in 2005.



# Committee Rules of Procedure

## Rules of Procedure for Advisory Committees, Boards, and Commissions Created by Ordinance and Appointed by the Olympia City Council

Approved by the Olympia City Council General Government Committee: July 22, 2008  
Amended: May 20, 2014

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*As used herein, the term "committee" refers to all advisory committees, boards, and commissions created by ordinance and appointed by the Olympia, Washington City Council, unless specifically referring to the City Council's General Government Committee.*

*Wherever there is a conflict between the statute and these rules, the statute shall control. In certain circumstances, especially with the Planning Commission and Heritage Commission acting in a quasi-judicial capacity, it is recognized that the committee may need to deviate from these rules in order to meet legal and constitutional requirements. In recognizing that certain flexibility may be needed from time to time, a failure to strictly comply with these rules shall not affect the validity of a committee action.*

### Article 1. MEETINGS

#### **1.a. Meeting Location**

All committee meetings will be held at a specified location in a City of Olympia facility, unless otherwise scheduled and noticed by the committee Chair or the committee's staff liaison on behalf of the Chair. In the case of an alternative meeting location, the staff liaison shall notify in writing the committee's members, City Council, the City Manager's office, and any other pertinent City staff. All meetings shall be open to the public and comply with the State Open Meetings Act (RCW 42.30).

#### **1.b. Date and Time**

Regular meetings shall be held on a specified monthly day or date and time, unless amended by the committee. Special meetings, workshops, and community tours may be held at the committee's discretion by request of the Chair or by majority approval of the committee at a regular meeting. Public notice consistent with Olympia City ordinance and State law shall be given for a special meeting, workshops, and tours. Regular meetings may be cancelled by request of the Chair or by majority approval of the committee at a regular or special meeting. A meeting may also be cancelled by the Chair upon notice from staff or committee members that no quorum is reasonably expected to be present or when there is no item on the agenda other than routine formalities, such as adoption of the minutes, provided that appropriate notice is given.

**1.c. Meeting Notice and Agenda**

Written notice of all meetings with an agenda of matters to be considered by the committee shall be sent at least five calendar days before the meeting to the committee, City Council, the City Manager's office, any other pertinent City staff, news media who have requested to be notified of City of Olympia public meetings, and other interested parties identified by the committee. Notices of meetings and agendas should be posted on the City's website in advance of meetings.

At the conclusion of each meeting, any member may suggest item(s) to be added to an agenda for consideration at a subsequent meeting. A majority of members must concur with the suggestion for the item(s) to be added to a subsequent meeting agenda.

The meeting agenda will generally follow this format, with changes to the format the prerogative of the committee Chair:

**AGENDA**

**I. Call to Order**

- A. Attendance
- B. Approval of Minutes
- C. Announcements from Members and City Staff
- D. Acceptance of Agenda

**II. Comments from the Public in Attendance**

**III. The Business of the Evening**

**IV. Other Business**

- A. Future Agenda Items
- B. Next Meeting
- C. Other Topics

**1.d. Public Hearings**

Committees may schedule public hearings to receive testimony on policy issues approved by the City Council as part of the committee's annual work plan or referred to the committee by the City Council after work plan approval. No committee public hearings may be scheduled on Tuesday evenings when the City Council is in session.

**1.e. Minutes**

Meeting minutes should be kept indicating the committee action or recommendation, indicating the individual votes on the agenda item.

## **ARTICLE 2. COMMITTEE ORGANIZATION**

### ***2.a. Membership***

Membership on the committee shall be governed by the committee's enabling ordinance. The committee shall immediately report any vacancies to the Chair of the City Council's General Government Committee, with a copy to the City Manager or City Manager's office designate.

### ***2.b. Attendance***

Members are expected to attend committee meetings and to fully participate in and contribute to the work of the committee. If a member is absent for three consecutive meetings or 35% of meetings within a calendar year, whether excused or unexcused, the Committee Chair shall notify and discuss the situation with the Chair of the City Council's General Government Committee. The City Council may choose to revoke the committee member's appointment.

### ***2.c. Election of Officers (Excluding the Lodging Tax Advisory Committee)***

Except for the Lodging Tax Advisory Committee, officers of the committee shall consist of a Chair and Vice Chair or Co-Chairs selected from members of the committee by consensus or by a majority vote if consensus cannot be reached. The officers shall be selected at the committee's regular meeting in November or December. The officers shall serve for a one-year term of office beginning in January.

### ***2.d. Duties of the Chair and Vice Chair, or Co-Chairs***

The Chair or Co-Chairs shall preside over the meetings and will exercise all powers usually incident to the office, including coordination of meeting agendas with the City's designated staff. The Chair, or consensus of the committee, may create standing or temporary committees to examine, investigate, and inquire into subjects of interest to the committee. The Chair retains full rights and responsibilities to participate in deliberations and votes of the committee.

The Vice Chair shall, in the absence of the Chair, perform all duties of the Chair at the meeting. In the absence of the Chair and Vice Chair or both Co-Chairs, members present may select a temporary Chair to preside at the meeting.

### ***2.e. Subcommittees***

Subcommittees may be formed by consensus or majority vote of the committee to better conduct business on the committee's work plan. Members of a subcommittee serve at the pleasure of the committee and are subject to the same conditions as Council-appointed committee members. Any standing or temporary committees shall be chaired by a member of the committee. Temporary or standing committees of the committee may have ad hoc members, provided the names of the ad hoc members are reported to the full committee for their review and approval prior to appointment. The Chair of the City Council's General Government Committee shall be notified when ad hoc members who are not a current member of the committee are appointed to a subcommittee.

## **ARTICLE 3. COMMITTEE OPERATIONS**

### ***3.a. Quorum***

A simple majority of the committee members is required to be present at a meeting in order for the committee to conduct business and reach a decision. Meetings with less than a simple majority may be conducted; however, no official actions may be taken. If action is taken by a vote of the committee, it shall consist of a simple majority of the quorum (members present).

### ***3.b. Robert's Rules of Order***

The committee process for taking action will generally be guided by the latest revised version of Robert's Rules of Order. However, a meeting need not become unduly cumbersome due to strict adherence to Robert's Rules.

### ***3.c. Testimony at Public Hearings***

Testimony at Public Hearings shall be conducted in a manner similar to the Olympia City Council. Individuals wishing to testify at a public hearing shall register in advance of the start of the meeting on a form provided by the committee. Testimony shall be limited to a maximum of three minutes per speaker or to a lesser duration with simple majority consent of the committee members present at the meeting. Speakers may not cede all or a part of their time to another speaker. The Chair or Co-Chair has the discretion to determine the overall length of time for the public hearing and the order in which speakers shall testify, to ask speakers to confine their comments to the Public Hearing topic, and to take other actions to conduct the Public Hearing in a fair manner and within a reasonable length of time. If the overall length of time for the public hearing appears to the Chair to be insufficient for all present to provide oral testimony, the Chair should announce before adjourning the meeting the alternative forms in which testimony will be accepted by the committee from those present and any deadline for testimony submittal. In quasi-judicial proceedings, the chairs of the Planning Commission and Heritage Commission may deviate from these rules so that there may be a fair hearing in light of the specifics of the proposal.

### ***3.d. Testimony at Public Communication during Committee Meetings***

Testimony at Public Communication shall be conducted in a manner similar to the Olympia City Council. Testimony will not be accepted on items for which the committee has held a public hearing in the previous forty-five (45) days or for which the committee has scheduled a public hearing in the upcoming forty-five (45) days. The Chair or Co-Chair has the discretion to determine the overall length of time for Public Communication and the order in which speakers shall testify, to ask speakers to confine their comments to committee business, and to take other actions to allow the public to communicate with the committee in a fair manner and within a reasonable length of time.

### ***3.e. Work Plan and Reports***

The committee shall provide an annual work plan within guidelines and in a format established by the City Council's General Government Committee and a copy of any other appropriate reports to the City Council for review and approval. The Committee Chair shall notify the Chair

of the City Council's General Government Committee if the committee anticipates a change in timing or substance of an approved work plan item.

**3.f. Recommendations**

The committee may make recommendations to the City Council, the City Manager's office, City staff, and other City committees as may be appropriate, with the City Council copied on all written communication. The Chair shall determine whether the committee's recommendation and opinion is to be stated solely within the body of the staff transmittal memorandum to City Council or as a separate memorandum approved by the Chair. The memorandum shall indicate the committee vote on the item. The Chair shall determine who will present the committee's recommendation to the City Council in public meeting.

**3.g. Majority and Minority Opinions**

A minority report may accompany any voted decision. Majority and minority opinions will be stated in the committee's minutes. When a recommendation from the committee is forwarded to the City Council, the vote tally and majority and minority opinions will be disclosed.

**3.h. Act as a Body**

The committee shall act as a body. A member, when representing the committee, may speak or act for the committee in accordance with action previously taken by the committee. The Chair, or Chair's designee, shall serve as official spokesperson of the committee.

**3.i. City Administrative Guidelines**

The City of Olympia Administrative Guidelines for 1) Compliance with State and Federal Discrimination Laws, including Olympia Administrative Policy #3, 2) Standards of Conduct (#20), 3) Records Management and Disclosure (#19 and 27), and the 4) Technology Policy (#26) apply to committee members in their capacity as a City of Olympia volunteer.

**3.j. Rules of Procedure and Ordinance Review**

The committee shall annually review its ordinance and Rules of Procedure. The committee Chair shall report any recommendations to the Chair of the City Council's General Government Committee.

**3.k. E-mail.**

If a City email address is provided, advisory committee members shall use such email address for the conduct of their advisory committee business.

**E.I. Open Government Training**

Consistent with the Open Government Training Act, all committee members must complete basic training in public records and the Open Public Meetings Act by October 1, 2014, or within 90 days of being appointed or re-appointed to a committee.



#### **ARTICLE 4. STAFF**

City staff assigned by the City Manager or designee shall provide technical support to the committee. Staff will provide information, data, trends analysis, etc., necessary for the committee to make decisions. Staff may provide alternatives and professional recommendations to the committee on various matters before the committee. Staff will prepare minutes of each meeting. Staff will also provide, as necessary, tours of the community's infrastructures and prepare information for the committee's review.

## **APPENDIX A. ARTS COMMISSION.**

### **CONFLICT OF INTEREST**

1. The Olympia Arts Commission requires its commissioners to be independent, impartial, and responsible to the people. Commission decisions and policy will be made in the proper channels of the commission structure and the Commission will act as a whole. Commission appointments will not be used for personal gain.
2. The members and staff of the Commission who are a board or staff member of any organization being considered will absent themselves from discussion of or voting on any proposals which would affect directly or are presented for review by that organization.
3. The Commission may accept invitations for members to attend functions as the guest of the sponsoring organization. Tickets will be distributed according to Commission policy. Invitations will be used to introduce the Commission to the activities of the organization. Complimentary tickets received by an individual or staff must be reported to the Commission.
4. Commission members are not eligible to apply for juried art projects and competitions or other juried events sponsored by the Arts Commission or City of Olympia. Commissioners are not eligible to be financially compensated in any project developed during their term of office for one year after their term of office ends.

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## Section 4: Advisory Boards and Committees




For more information about Advisory Bodies, see the City's website [olympiawa.gov](http://olympiawa.gov). Also, see Appendix A for the Board and Commission Membership & Qualification Matrix.

Boards, commissions and citizen committees provide a great deal of assistance to the Olympia City Council when formulating public policy and transforming policy decisions into action. The City has the following standing boards and commissions which are appointed by Council:

- Arts Commission
- Bicycle & Pedestrian Advisory Committee
- Design Review Board
- Heritage Commission
- Lodging Tax Advisory Committee
- Parks & Recreation Advisory Committee
- Planning Commission
- Utility Advisory Committee

In addition, special purpose committees and task forces are appointed from time-to-time by the City Council to address issues of interest or to conduct background work on technical or politically sensitive issues. Special or ad hoc committees will be dissolved upon completion of the intended task.

While membership on most committees is by Council appointment, the following exceptions apply:

- [Civil Service Commission](#)  (appointed by the City Manager)
- [LEOFF Disability Board](#)  (elected and member appointed)
- [Parking and Business Improvement Area Board/PBIA](#)  (elected by ratepayers)

The City Council appoints one (1) citizen member to each of this community boards:

- [Thurston Community Television Board](#)  (TCTV)

### **4.1 Establishment of Advisory Committees/Commissions/ Boards Appointed by the City Council**

Council appointed Committees/Commissions/Boards are established by action of the entire Council, usually by ordinance. Short term or Ad Hoc Committees may not necessitate an ordinance and may be established by majority Council approval of the scope for the committee and the term of its appointment.

Most of the positions are citizen-at-large, without specific affiliations, and a majority of each committee's members must reside in the City of Olympia or Olympia's Urban Growth Area. Most Olympia advisory committees have eleven (11) members, with terms for about 1/3rd of the members ending on March 31 each year.

The General Government Committee has adopted Rules of Procedure and conduct expectations for City Advisory Committees and its members. The Rules of Procedure outline such things as number of members, term of office, etc. See Appendix A for the City Advisory Committee Rules of Procedure.

#### **4.2 Appointment to Advisory Bodies**

The General Government Committee, on behalf of the entire Council, accepts applications annually at a time specified by the committee, and makes appointment recommendations to the full City Council following review of applications and personal interviews with qualified candidates.

The General Government Committee will establish the procedures for public notification of advisory committee openings and the method for individuals to apply for appointment consideration.

Partial-term vacancies will be filled when appropriate, as determined by the Council's General Government Committee.

#### **4.3 Committee/Commission Resignations**

In the interest of timely noticing of vacancies and to minimize the impact of vacancies on boards and commissions, the City Council delegates to the Mayor or the chair of the General Government Committee the authority to accept resignations.

#### **4.4 Staff Relationship to Advisory Bodies**

The City's Communications Manager serves as a liaison from the City Manager's office to all advisory committees and provides professional staff support to the General Government Committee. Other staff support and assistance may be provided to advisory boards, commissions, and task forces; however, advisory bodies do not have supervisory authority over City employees. While staff may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and, ultimately, the City Manager.

The members of the commissions, boards, or committees are responsible for the functions of the advisory body. The chairperson is responsible for committee compliance with the municipal code and/or committee bylaws.

Staff members are to assist the advisory body chair to ensure appropriate compliance with state and local laws and regulations. Staff support includes: 1) preparation of a summary agenda after approval by the chairperson; 2) preparation of reports providing a brief background of the issues, a list of alternatives, recommendations, and appropriate backup materials, if necessary; and 3) preparation of minutes of advisory body meetings. Advisory body members should have sufficient information to reach decisions based upon a clear explanation of the issues.

#### **4.5 Councilmember's Role and Relationship with Advisory Bodies**

The City Council annually reviews and approves work plans for each advisory committee, except for the Design Review Board (primarily a quasi-judicial group).

The General Government Committee is the Council's liaison with advisory committees for membership, procedural and general oversight purposes.

For communication and policy development purposes, the City Council's Land Use and Environment Committee is liaison with the Design Review Board and the Olympia Planning Commission. A Councilmember serves as the Chair of the Lodging Tax Advisory Committee as required by State law. By City ordinance, the Council may appoint a liaison with the Parking and Business Improvement Area Advisory Board. The General Government Committee is liaison with the other Council-appointed committees.

Each year, the General Government Committee shall facilitate the identification of a Councilmember to serve as liaisons to the Arts Commission, Bicycle and Pedestrian Advisory Committee, Heritage Commission, Parks and Recreation Advisory Committee, and the Utility Advisory Committee. The purpose of the liaison role is to serve as a communication contact with the committee(s) on behalf of the City Council. The liaison shall not attempt to influence the committee(s) to endorse or validate their personal point of view on an issue. The liaisons shall briefly report their contacts with committees at City Council meetings, as appropriate.

Unless required by State law (such as with the Lodging Tax Advisory Committee) Olympia Councilmembers do not serve on Council-appointed committees. It is expected that any newly elected Councilmember who is serving on a City advisory board or committee at the time of election will resign from their committee appointment at the time of assuming Council office.

In general, individual Councilmembers may attend advisory committee meetings to observe the committee's discussion and action, and should refrain from any comments or actions intended to influence the committee.

If an advisory committee chair requests the presence of a Councilmember at a committee meeting, the Councilmember shall inform the full Council of the request. If requested by the committee or committee chair to express an opinion on a policy topic being discussed by the committee, the Councilmember shall make it clear that the opinion they express is their own and should not be construed as reflecting the opinions of other Councilmembers or of the full Council.

#### **4.6 Work Plans and Referrals to Advisory Bodies**

Each year, advisory boards and committees form a work plan for the year. If an item is referred during the year, the staff liaison will notify the Committee Chair of the referral. The Committee Chair will usually report back to the Council regarding their ability to absorb the referral into their current work plan.

It is expected the chair of the advisory committee or their designee, rather than a staff person, report the findings of the committee to the Council. Accordingly, committee chairs should attend the Council meeting when the recommendation is presented and be available for questions or clarifications on the committee recommendation.

Typically, items of a policy nature are presented to Council in written form. Accordingly, committee chairs should review staff materials representing the committee recommendation to assure they accurately convey the committee's intent prior to completion of the council packet.

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**The City Council Guidebook was last amended May 21, 2013.**

**City Council Guidebook contact information:**

Email: [citycouncil@ci.olympia.wa.us](mailto:citycouncil@ci.olympia.wa.us)  
(<mailto:citycouncil@ci.olympia.wa.us>)  
Telephone: (360) 753-8447

City Website: <http://olympiawa.gov>  
(<http://olympiawa.gov>)  
Code Publishing Company  
(<http://www.codepublishing.com/>)

## POLICY 20 STANDARDS OF CONDUCT

*Effective Date: October, 2013*

### SECTION INDEX: Standards of Conduct

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#### 1. PURPOSE

 SHARE

Every individual employed by the City of Olympia or performing volunteer work for the City of Olympia is expected to fully perform the duties and responsibilities of his/her assigned position in a manner which contributes to the achievement of the City's mission, and is consistent with the City's Philosophy Statement and values.

#### 2. REFERENCE

 SHARE

N/A


#### 3. APPLICATION

 SHARE

This Policy applies to all individuals employed by the City of Olympia or who serve in a volunteer capacity unless standards of conduct are established otherwise by contract or statute (e.g., civil service rules, union contract, individual contract, or memorandum of understanding). Departments are encouraged to adopt additional standards of conduct to enhance the operational effectiveness of the department provided the department's standards are consistent with this Policy.

Failure to comply with this Policy may result in disciplinary action up to and including termination from City service.

#### 4. GUIDANCE

 SHARE

##### 4.1. PROHIBITED BEHAVIOR

The following are examples of behavior or conduct that is not acceptable and is inconsistent with the City's general philosophy and values. The list below is intended to be illustrative rather than all inclusive. An employee shall not:

- a. Improperly use of the employee's position for personal gain or for political or religious reasons.
- b. Solicit or coerce a contribution, response or action for political or religious purposes in the name of the City or while on duty.
- c. Be insubordinate to a supervisor, department director, the City Manager, or City Council Member.

- d.** Be discourteous or disrespectful treatment of a supervisor, department director, the City Manager, City Council Member, the public or a fellow employee.
- e.** Unlawfully harass, discriminate against, or retaliate against a member of the public, fellow employee, or City Council member.
- f.** Assault or show outward actions of anger.
- g.** Bully others in the workplace. Such conduct will not be tolerated under any circumstances. Bullying is persistent, malicious, unwelcome, severe and pervasive mistreatment that harms, intimidates, offends, degrades or humiliates an employee, whether verbal, physical or otherwise, at the place of work and/or in the course of employment. It is not simple correction, discipline, being subject to an investigation, being interviewed in the course of employment or other actions consistent with the need to protect all employees and to investigate misconduct in the workplace.
- h.** Drive a city or personal motor vehicle on City business without the required drivers' licenses'; drive said vehicle in an unsafe manner; drive said vehicle while under the influence of any substance that causes a hazardous or unsafe condition.
- i.** Gamble for items of value during working hours or on City premises.
- j.** Engage in activities on or off duty that hinder the employee's ability to perform in his/her job capacity with the City;
- k.** Commit or be convicted of a crime that brings discredit to the City or hinders the employee's ability to perform in his/her job capacity.
- l.** Be inattentive to or derelict in their City duties.
- m.** Accept personal gratuities or presents designed to affect the City's response to the public or special interest groups whether or not an affect or influence actually resulted.
- n.** Use City property or City services for personal use or take City equipment or property from City premises for personal use.
- o.** Take City equipment or property from City premises without specific prior knowledge and approval by the department director or his/her designee.
- p.** Use City-owned property including, but not limited to, buildings, offices, other real property and or fleet vehicles for personal activities, convenience or profit. City-owned property is provided solely for the employee to conduct approved City business and must be consistent with the City's policies and procedures.
- q.** Take or use City-owned equipment, including, but not limited to; fleet vehicles; shop tools; FAX machines, copiers, postage, office supplies, cameras, cell phones and laptops, for personal activities, convenience or profit. City owned equipment is provided solely for the employee to conduct City business and such use must be consistent with the City's policies and procedures.
- r.** Accept outside employment without the prior written approval of the department director. The department director shall not approve outside employment which detracts from the efficiency of the employee in his/her City work, conflicts with the interest of the City, would discredit the City or would prohibit the employee from performing extra duty required by City employment.



- s. Fail to follow the directions of a supervisor, department director, or the City Manager.
- t. Fail to satisfactorily perform assigned work, or to apply reasonable judgment or discretion in performance of a job assignment.
- u. Abuse or be wasteful of materials, property or work time.
- v. Fail to report to his/her supervisor when absent.
- w. Be habitually absent or tardy, even if excused.
- x. Discuss confidential City business with unauthorized persons.
- y. Fail to follow established safety precautions.
- z. Engage in other similar misconduct not specifically described above.

#### **4.2. PERSONAL APPEARANCE**

Employees are expected to dress for work in a manner that enhances their ability to perform assigned work and conveys an image of service and professionalism to client citizens. All employees are expected to be neat and clean in attire and modest in appearance so as not to create a distraction. Appropriate attire is determined by the nature of work performed, therefore, department directors have responsibility for establishing specific dress requirements within their department.

If an employee believes that certain dress, attire, or manners of grooming are necessary to adhere to sincerely held religious beliefs or practices, the employee should contact Human Resources and request an accommodation for his/her dress code or grooming standards.

#### **4.3. VEHICLE USE**

City vehicles are to be used for City business purposes with only de minimis personal use. When the City requires an employee to commute in a City vehicle, the vehicle may be used for de minimis personal use to and from work. Employees who use City vehicles will be subject to taxable fringe benefits for the commuting use unless specifically exempted by the Internal Revenue Service code. The City uses the "IRS Commuting Valuation Rule" in determining the value of commute use.

#### **4.4. EMPLOYEE IDENTIFICATION**

For benefit of the public and other City employees, all employees are encouraged to have at all times the official City of Olympia employee identification card on their person. Any employee who comes to the City Hall building at 601 Fourth Avenue must have their City Identification to gain access to the building. Other departments or buildings may have additional security or identification needs/requirements.

*Revision history:* October, 2013; September, 2011; May, 1990. *Superseded:* Administrative Guideline "Standards of Conduct".

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**The City of Olympia Policies are effective as of 10/2013. View detailed Disclaimer ([OlympiaPolicies00.html#00](#)) and Summary of Changes ([OlympiaPolicies99.html#99](#)) .**

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