



## **RULES OF PROCEDURE FOR ADVISORY COMMITTEES, BOARDS, AND COMMISSIONS CREATED BY ORDINANCE AND APPOINTED BY THE OLYMPIA, WASHINGTON CITY COUNCIL**

**Approved by the Olympia City Council General Government Committee: July 22, 2008**

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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 ninety (90) days or for

which the committee has scheduled a public hearing in the upcoming ninety (90) 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 (#CSF) and 2) Standards of Conduct (#24) 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.

**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.



# City of Olympia Administrative Guidelines

<b>CSF</b>	
<b>COMPLIANCE WITH STATE AND FEDERAL DISCRIMINATION LAWS</b>	
<b>EFFECTIVE DATE:</b> March 3, 2008	<b>PREPARED BY:</b> Human Resources Department
<b>REVISED:</b> <b>SUPERSEDED:</b> Personnel Rules Resolution No. M-1053	<b>APPROVED BY:</b>  Steven R. Hall City Manager

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**COMPLIANCE WITH STATE AND FEDERAL DISCRIMINATION LAWS**

**CSF .1** **PURPOSE:** To establish an integrated set of policies that provide direction to employees and management on how to comply with Federal and State discrimination laws.

**CSF .2** **APPLICATION:** This Administrative Guideline applies to all employees and volunteers. Specific Administrative Guidelines, Civil Service Rules, Labor Agreements, Individual Employment Contracts, or Memorandums of Understanding may provide clarification or greater detail than this guideline. In all cases, if there is any question as to the administration, interpretation or specific provisions of any federal or state law, the actual federal or state law will be referred to and will form the minimum requirements of any decision made by the city regarding compliance.

**CSF .3** **REFERENCE:** Further discussion of policy and guidelines pertaining to life-threatening illnesses can be found in Administrative Guideline EHM, Employee Health Management Policy, Long Term Disabilities.

**CSF .4** **POLICY:** It is the policy of the City of Olympia to provide an employment and work environment free of harassment and discrimination. Decisions made regarding hiring, promotion, discipline or other employment practices on the basis of age, sex, race, creed, color, national origin, sexual orientation, marital status, military service or the presence of any physical, mental or sensory disability or any other reason other than job related qualifications to perform the job is prohibited.

**CSF .5** **RESPONSIBILITY:**

**CSF .5.1** **EMPLOYEES:** Every employee is responsible for treating all other employees, volunteers, City elected and appointed officials, citizens, and anyone else doing business with the city in a respectful manner. Every employee is responsible for reporting any acts of harassment or discrimination that they have been subjected to, observed or that have been reported to them, to their supervisor or any management employee or Human Resources Department employee. Every employee is expected to cooperate fully in any investigation of harassment or discrimination and to be absolutely truthful in their reporting and in their responses during an investigation. Employees are responsible for keeping up-to-date and understanding the City's anti-harassment and anti-discrimination policies.

**CSF .5.2** **MANAGEMENT:** Management is responsible for stopping any act of harassment or discrimination that they become aware of and ensuring that it is not repeated. Managers are required to report any act of harassment or discrimination to the Human Resources Director or his/her designee and to actively participate in all aspects of the investigation and resolution of acts of harassment and discrimination. Managers are responsible for creating a harassment-free and discrimination-free work environment. They are responsible for communicating the City's policies regarding harassment and discrimination through training and on-going communication. Management employees are required to attend training related to prevention of and response to harassment and discrimination.

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**CSF .6 ADMINISTRATION:** The administration of this policy is the responsibility of the Human Resources Department. The Human Resources Director shall serve as the city "official" as called for in the specific anti-discrimination laws.

### **CSF .7 GUIDELINES:**

**CSF .7.1 DISCRIMINATION:** The City of Olympia is an equal opportunity employer in all aspects of employment: hiring, discipline, promotion, pay and all other employment practices. This means that all employees, potential employees and volunteers are treated respectfully and without regard to their age, sex, race, creed, color, national origin, sexual orientation, marital status, military service, the presence of any physical, mental or sensory disability, or any other reason. The City believes that employees will do their very best work and the community will receive the best service possible when employees feel respected and work in a harassment and discrimination-free environment.

The Human Resources Department is responsible for the development and execution of a Workforce Diversity Program. The Workforce Diversity Program shall provide affirmative procedures, which ensure equality in employment and contribute to achieving and maintaining a workforce, which reflects the diversity of our community, to the extent allowed by law.

The Workforce Diversity Program is found in Appendix 2.

**CSF .7.2 AMERICANS WITH DISABILITIES ACT:** It is the policy of the City of Olympia to comply with the Americans with Disabilities Act and the State of Washington statutes regarding handicap discrimination. The City of Olympia will not discriminate in the provision of employment services or in its employment practices to any applicant or employee. The City will determine reasonable accommodation to provide employment services, employ or continue the employment of a qualified individual with a disability, persons with a record of such impairment or persons regarded as having such impairment.

The Human Resources Department is responsible to provide for evaluation and determination of a qualified disability and reasonable accommodation on a case by case basis. Consideration of or request for reasonable accommodation with respect to employment practices should be directed to The Human Resources Department.

- CSF.7.2.1. DEFINITION OF DISABILITY:** The ADA defines a disability as:
- a. a physical or mental impairment that substantially limits one or more major life activities;
  - b. a record of such an impairment; or
  - c. is regarded as having such impairment.

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The Washington State Law regarding handicap discrimination defines a disability as:

A sensory, mental, or physical impairment that is medically cognizable or diagnosable, or exists as a record or history, or is perceived to exist, whether or not it actually exists. The "disability" exists whether it is temporary or permanent, common or uncommon, mitigated or unmitigated, or may or may not limit an individual's ability to do their job or other activity.

**CSF.7.2.2. GRIEVANCE PROCEDURE:** Any member of the public, job applicant or employee may request a hearing and investigation of a complaint regarding compliance with the ADA with respect to employment practices through the City's established ADA Grievance Procedure.

The ADA Grievance Procedure is found in Appendix 4 of the Administrative Guidelines for Personnel Administration. Copies of the Grievance Procedure are available to the public or City employees at [http://www.olympiawa.gov/citygovernment/ADA\\_Policy.htm](http://www.olympiawa.gov/citygovernment/ADA_Policy.htm) or from the City Manager's Office or the Human Resources Department.

**CSF .7.3 LIFE THREATENING ILLNESSES:** It is the City's intent to establish policies regarding life-threatening illnesses including, but not limited to, Acquired Immune Deficiency Disease (AIDS) and related conditions and provide for education and training of employees in order to maintain a healthy work environment. The City expects all employees to treat individuals affected by a life-threatening illness with sensitivity, understanding and respect.

**CSF.7.3.1. NO DISCRIMINATION FOR EMPLOYEES OR APPLICANTS:** No City employee will engage in discriminatory practices as a result of the presence or perceived presence of AIDS, AIDS-related illness or other life-threatening illness, by an employee, applicant for employment, or any member of the public.

**CSF.7.3.2. NO SERVICE DISCRIMINATION:** The Citizens of the City of Olympia are entitled to receive City services free from discrimination. City employees who refuse to provide such services because a citizen has or is perceived to have AIDS, an AIDS-related condition or other life-threatening illness will be subject to disciplinary action.

**CSF.7.3.3. EDUCATION AND TRAINING:** The City of Olympia will assist all employees with education and training on AIDS and other life-threatening illnesses in an effort to maintain a healthy work environment. The Human Resources Department will be responsible for development of education and training programs and dissemination of educational material.

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**CSF.7.3.4. INCREASED RISK:** The City has established that certain employees may be at greater risk to come into contact with contagious life-threatening illnesses, including AIDS and AIDS-related illnesses. Accordingly, education and training on the prevention, transmission and treatment of contagious life-threatening or infectious illnesses will be provided to all law enforcement, correctional and fire service employees and all other employees who have direct contact with the public.

Such training may be a condition of continued employment when required for certificate or license renewal. Affected departments will develop and enforce operating procedures regarding use of safety equipment, prevention techniques and reporting requirements.

**CSF.7.3.5. REFUSAL TO WORK PROHIBITED:** Employees may not refuse to work with a co-worker who has or is believed to have AIDS, an AIDS-related condition or other life-threatening illness. Employees who have been informed of this guideline and continue to refuse to work will be subject to disciplinary action in accordance with appropriate City policies or contract provisions.

**CSF.7.3.6. REPORTING OF EXPOSURE:** Employees who suspect possible exposure to a contagious life-threatening illness or infectious disease during the course of employment should immediately advise their supervisor and complete reporting requirements. Employees may request assistance and advice regarding substantial exposure, testing and counseling. Requests for assistance may be referred to the Human Resources Department and will be strictly confidential.

**CSF.7.3.7. CONFIDENTIALITY:** All City employees are responsible to maintain confidentiality of information regarding the presence of AIDS, AIDS testing or any other medical condition, whether it involves a co-worker or member of the public.

**CSF .7.4 WORKPLACE HARASSMENT:** It is the City of Olympia's intent to provide a workplace free from all verbal, physical and visual forms of harassment. All employees and volunteers are expected to be sensitive to and respectful of their co-workers and others with whom they come into contact while representing the City of Olympia. We prohibit all forms of harassment, whether due to sex, sexual orientation, marital status, race, color, national origin, citizenship status, creed, religion, age, actual or perceived disability, political ideology, military service, or any other reason.

**CSF.7.4.1. WORKPLACE HARASSMENT DEFINED:** Examples of conduct that constitutes harassment the City of Olympia prohibits include, but are not limited to:

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- a. Epithets, slurs, negative stereotyping or threatening, intimidating, or hostile acts that are related to sex, sexual orientation, marital status, race, color, national origin, citizenship status, creed, religion, age, military service, actual or perceived disability or political ideology.
- b. Written or graphic material displayed, possessed, or circulated in any City workplace (including vehicles) that denigrates or shows hostility or aversion toward an individual or group because of their sex, sexual orientation, marital status, race, color, national origin, citizenship status, creed, religion, age, military service, actual or perceived disability or political ideology.
- c. Intimidating, hostile, derogatory, contemptuous or otherwise offensive conduct or remarks that are directed at a person because of that person's sex, sexual orientation, marital status, race, color, national origin, citizenship status, creed, religion, age, military service, actual or perceived disability or political ideology.
- d. Retaliatory behavior such as making slanderous or libelous statements, withholding communication, information, resources, employment benefits, or entitlements because of an individual or group's sex, sexual orientation, marital status, race, color, national origin, citizenship status, creed, religion, age, military service, actual or perceived disability or political ideology.

**CSF.7.4.2. SEXUAL HARASSMENT DEFINED:** Sexual harassment is defined as intimidating, hostile, derogatory, contemptuous or otherwise offensive conduct or remarks made because of sex, whether or not the remarks themselves are sexual in nature. The conduct or remarks may be directed at an individual, a group, or the work environment in general. Sexual harassment is also defined as unwelcome conduct of a sexual nature which is deliberate and/or repeated. Such behavior is prohibited if:

- a. Submission to such conduct is either a stated or suggested condition of employment;
- b. Acceptance or rejection of such conduct becomes part of a supervisor's employment decision (such as hiring, firing, promotion, or job assignment);
- c. Such conduct has the purpose or effect of interfering with a person's work; or
- d. The conduct creates an intimidating, offensive, or hostile work environment.

**CSF.7.4.3. EXAMPLES OF SEXUAL HARASSMENT:** With respect to sexual harassment, examples of the conduct we prohibit include but are not limited to:

- a. Vulgar or sexual comments, jokes, stories and innuendo.

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- b.** Graphic or suggestive comments about someone's body or manner of dress.
- c.** Gossip, questions, or comments about someone's sexual conduct or orientation.
- d.** Vulgarity, leering, inappropriate touching and obscene or suggestive gestures.
- e.** Display, possession, or circulation in the workplace of sexually suggestive photographs, cartoons, graffiti, e-mails and the like, or displaying, transmitting, or downloading of those types of inappropriate or offensive messages from the Internet.
- f.** Unwelcome and repeated pressure for sexual activity, flirtations, requests for dates and the like by any employee.
- g.** Unwelcome but apparently sanction-free sexual advances by a manager or supervisor to a subordinate or any other employee.
- h.** Solicitation or coercion of sexual activity, dates or the like by the implied or express promise of rewards or preferential treatment by any employee.
- i.** Solicitation or coercion of sexual activity, dates or the like by the implied or express threat of punishment by any employee.
- j.** Sexual assault.
- k.** Intimidating, hostile, derogatory, contemptuous or otherwise offensive conductor remarks that are directed at a person because of that person's sex, whether or not the remarks themselves are sexual in nature.
- l.** Retaliation against an employee for refusing sexual or social overtures, for complaining about sexual harassment, or for cooperating with the investigation of a complaint.
- m.** Stalking employees either on or off City premises or on or off work hours.

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**COMPLIANCE WITH STATE AND FEDERAL DISCRIMINATION LAWS****CSF.7.4.4. EMPLOYEES RESPONSIBILITIES:****CSF .7.4.4.1. REPORTING HARASSMENT:**

- a. Harassment, particularly sexual harassment, can be difficult to define. Misconceptions abound. For this reason, the City requires employees to use the City's harassment reporting policy without worrying about whether the conduct involved would be considered harassment in a legal sense. If an employee considers the conduct to be harassment or the behavior to be inappropriate, the employee must report it promptly to a supervisor, a department Director, the Human Resources Director, or the City Manager. This guideline is intended to assist the City of Olympia in addressing not only illegal harassment, but also any conduct that is offensive and inappropriate.
- b. The City of Olympia requires employees to report all incidents of harassment or inappropriate behavior as soon as possible. The City wants to provide employees with a pleasant and productive working environment, but can't do that if these issues are not brought to the City's attention. Please join the City in its efforts to make the City of Olympia an enjoyable place to work for all employees.
- c. If at any time an employee believes he/she is subjected to harassment, if any employee becomes aware of such conduct being directed at someone else, or if an employee believes another employee has received either more favorable or unfavorable treatment because of harassment, the employee must promptly notify a supervisor, a department Director, the Human Resources Director, or the City Manager. This applies to harassment or discrimination caused by anyone with whom an employee comes into contact as part of the employee's job: supervisors, co-workers, customers, vendors, members of boards or commissions, or others.
- d. Any employee who experiences or observes harassment, including sexual harassment, may, at his or her option, choose to confront and deal with the harassment to the best of his/her ability. However, no employee is required to do so under any circumstances. Even if an employee chooses to confront the situation directly, the harassment must still be reported to a supervisor, a department Director, the Human Resources Director, or the City Manager. This applies to harassment or discrimination caused by anyone with whom an employee comes into contact as part of the employee's job: supervisors, co-workers, customers, vendors, members of boards or commissions, or others.

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**CSF .7.4.4.2. PROHIBITED CONDUCT:** Employees are not permitted to have romantic or sexual relations with supervisors in their chain of supervision. A supervisor is defined as someone who has the authority or practical power to supervise, hire, terminate, or discipline an employee, who has decision making authority over an employee, or who is responsible for auditing, evaluating, or reviewing the work of an employee.

### **CSF.7.4.5. MANAGEMENT AND SUPERVISORY RESPONSIBILITIES:**

- a. Management and supervisory personnel of the City are responsible for being aware of the potential for harassment within their work unit and ensuring a work environment free from all types of harassment, including sexual harassment.
- b. Because of the potential for miscommunication, effects on morale, abuses of authority, misunderstandings, and conflicts of interest, the City of Olympia does not permit supervisors to have romantic or sexual relations with any person within their chain of supervision. This prohibition applies to all employees who have the authority or practical power to supervise, hire, terminate or discipline another employee, who have decision making authority over another employee, or who are responsible for auditing, evaluating, or reviewing the work of another employee.
- c. When a supervisor or manager is confronted with a harassment complaint, he/she is required to:
  1. Inform their Department Director
  2. Inform the Human Resources Director
  3. Determine the nature and extent of the complaint.
  4. Co-ordinate with the Human Resources Director to determine the most appropriate and effective response to the complaint.
  5. Take appropriate action to correct the problem including disciplinary action if warranted.
- d. Department Directors and managers and supervisors in their chains of supervision are responsible for insuring that all employees and volunteers under their control receive training or are otherwise informed about and understand this Administrative Guideline.

**CSF .7.4.5.1. INVESTIGATING REPORTED INCIDENTS:** All investigations will be conducted under the following guidelines:

- a. All complaints will be kept confidential to the fullest extent possible. This means they will be disclosed only to witnesses and others as necessary to allow the City of Olympia to investigate and respond to the complaint, to management, and others as may be required by law.

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- b. All employees are expected to cooperate fully with investigatory proceedings and answer all questions truthfully and completely in an investigation. Anyone who the City of Olympia concludes has failed to cooperate fully, made evasive, misleading, inaccurate, incomplete, or false statements, or otherwise impeded an investigation in any way is subject to disciplinary action up to and including termination. The City of Olympia will take whatever action it deems necessary to prevent an offense from being repeated.
- c. The City of Olympia will not permit retaliation against anyone who makes a good-faith complaint or who cooperates in good faith in an investigation. Anyone who the City of Olympia concludes has engaged in retaliation is subject to disciplinary action up to and including immediate termination. Disciplinary action will depend on the gravity of the offense. The City of Olympia will take whatever action it deems necessary to prevent an offense from being repeated.

**CSF .7.4.5.2. DISCIPLINARY ACTION:** Anyone who the City of Olympia concludes has violated this harassment guideline is subject to disciplinary action up to and including immediate termination. Disciplinary action will depend on the gravity of the offense. The City of Olympia will take whatever action it deems necessary to prevent an offense from being repeated.

**CSF .7.4.5.3. ASSISTANCE:** Assistance in responding to any type of harassment complaint is available from the Human Resources Department.


**CSF .7.4.5.4. TRAINING:** All employees, regardless of employment category, (e.g. regular, temporary, emergency hire, seasonal worker, instructor, contract employee) are required to take City of Olympia sponsored Harassment Prevention Training. Volunteers are also required to attend.

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# City of Olympia

## Administrative Guidelines

<b>GUIDELINE #24</b>	
<b>Standards of Conduct</b>	
<b>EFFECTIVE DATE:</b> May 1, 1990	<b>PREPARED BY:</b> Human Resources Department
<b>REVISED:</b> August 15, 2003 <b>SUPERSEDED:</b> Personnel Rules Resolution No. M-1053 Amended by: M-1103	<b>APPROVED BY:</b>  <hr/> Steven R. Hall City Manager

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**Administrative Guideline #24 – Standards of Conduct****24 Standards of Conduct**

**24.1. PURPOSE:** To establish standards of conduct for City employees.

**24.2. REFERENCE:** City of Olympia, Administrative Guideline, Disciplinary Action

**24.3. APPLICATION:** This Administrative Guideline 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). 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 the guidelines contained herein.

**24.4. POLICY:** 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 Philosophy Statement and values contained therein. Failure to perform in such a manner may result in disciplinary action including discharge from City service.

**24.5. GUIDELINES:**

**24.5.1. PROHIBITED BEHAVIOR:** The following examples of behavior are contrary to the City Philosophy Statement and values, are not acceptable and may result in disciplinary action to include discharge from City service.

- a. Improper use of the employee's position for personal gain or for political or religious reasons.
- b. Soliciting or coercing a contribution, response or action for political or religious purposes in the name of the City or while on duty.
- c. Insubordination to a supervisor, department director, the City Manager, or City Council Member.
- d. Discourteous treatment of a supervisor, department director, the City Manager, City Council Member, the public or a fellow employee. This includes assault or outward display or action of anger, or any behavior outlined in Administrative Guideline No. 3, Harassment.
- e. Assault or outward action of anger.
- f. Driving without the required drivers' licenses; driving in an unsafe manner; driving while under the influence of any substance that causes a hazardous or unsafe condition.
- g. Gambling for items of value during working hours or on City premises, except for charitable fund-raising purposes such as raffles or drawings which are licensed, for which a permit is granted, or which is exempt there from.
- h. Conviction of a crime that brings discredit to the City or hinders the employee's ability to perform in his/her job capacity.
- i. Inattention to or dereliction of duty.

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**Administrative Guideline #24 – Standards of Conduct**

- j. Personal acceptance of gratuities or presents designed to affect the City's response to the public or special interest groups (e.g., taking bribes for action) whether or not an affect or influence actually resulted.
- k. Using City property or City services for personal use, taking City equipment or property from City premises for personal use, or taking City equipment or property from City premises for City use without specific prior knowledge and approval by the department director or his/ her designee and then only for educational or training purposes.
- l. Accepting outside employment without the prior 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.
- m. Failure to follow the directions of a supervisor, department director, or the City Manager.
- n. Failure to satisfactorily perform assigned work, or to apply reasonable judgment or discretion in performance of a job assignment.
- o. Abusing or being wasteful of materials, property or work time.
- p. Failing to report to the supervisor when absent, or being absent.
- q. Habitual absence or tardiness, even if excused.
- r. Discussion of confidential City business with unauthorized persons.
- s. Failure to follow established safety precautions.
- t. Other similar misconduct not specifically described above.

**24.5.2. 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. Clothing should be comfortable and not restrict the employee from physically performing his/her work. Because appropriate attire is determined by the nature of work performed, department directors have responsibility for establishing specific dress requirements within their department.

**24.5.3. VEHICLE USE:** City vehicles are to be used entirely for City business purposes with only de minimis personal use. When the City requires an employee to commute to and/or from work in a City vehicle, the vehicle may be used only for that purpose other than de minimis personal use. Employees who use City vehicles which are not exempt from taxation as established by the Internal Revenue Service will be subject to taxable fringe benefits for the commuting use. The City intends to use the "Commuting Valuation Rule" in determining the value of commuting use. (As of July 6, 1989, \$1.50 each way).

**24.5.4. EMPLOYEE IDENTIFICATION:** For benefit of the public and other City employees, all employees are required to have on their person at all times the official City of Olympia employee identification card. Furthermore, all employees who come to the City Hall building at 900 Plum St. SE must wear their City identification visibly while in this building (except those employees who are wearing City uniforms).

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