

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Mark McCauley, County Administrator
Sarah Melancon, HR Director

DATE: April 7, 2025

SUBJECT: Discussion & Adoption re:
Jefferson County Personnel Administration Manual

STATEMENT OF ISSUE:

Jefferson County's Personnel Administration Manual is being updated to reflect changes in the law, amendments to County policies, clarify language and correct typographical and grammatical errors.

ANALYSIS:

On January 21, 2025, the Board was briefed on the proposed updates to the Jefferson County Personnel Administration Manual. On February 3, 2025, a workshop was held with the Board to discuss proposed updates and feedback from the Commissioners. A draft including those comments was then sent to Unions and all Jefferson County employees for feedback. Seven employees out of approximately 370 employees provided feedback that included: ensuring gender neutral terminology, two typographical errors in Appendix D Travel Policy, disagreement with clarifying that leave must be accrued in order to be taken, and appreciation for transparency of the update and approval process.

The purpose of this discussion is to hear if the Board has questions or requests for further edits and then adopt the updated Personnel Administration Manual.

FISCAL IMPACT:

N/A

RECOMMENDATION:

Adopt the updated Jefferson County Personnel Administration Manual.

REVIEWED BY:

 4/3/25

Mark McCauley, County Administrator Date

**JEFFERSON COUNTY
STATE OF WASHINGTON**

**In the Matter of Updating)
the Jefferson County Personnel)
Administration Manual)**

RESOLUTION NO.:_____

WHEREAS, the Board of Commissioners of Jefferson County believe it is in the best interest of the County to have personnel rules, regulations, and policies that facilitate efficient service to the public and provide a personnel management system within the County that establishes clear, consistent, and transparent processes for the treatment of all employees; and,

WHEREAS, it is in the best interest of County employees to have written personnel policies to outline fair and consistent processes to help prevent misunderstandings and problems and to ensure that all employees know what is expected of them; and,

WHEREAS, it is in the best interest of County employees to keep the personnel administration manual as up to date as possible with federal and state statutes enacted since adoption of the current personnel administration manual, and to have it reflect current practices; and,

WHEREAS, the attached updated Jefferson County Personnel Administration Manual is adopted for use by all Jefferson County departments and offices.

WHEREAS, this Resolution repeals and replaces Resolution No. 01-21 and Resolution No. 34-21.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, STATE OF WASHINGTON:

Section 1. Whereas Clauses Adopted as Findings of Fact. The Jefferson County Board of Commissioners hereby adopts the above “Whereas” clauses as Findings of Fact.

Section 2. Personnel Administration Manual Approved. The attached, updated Jefferson County Personnel Administration Manual is adopted for use by all Jefferson County departments and offices.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or section of this resolution or its application to any person or circumstance is held invalid, the remainder of this resolution or its application to other persons or circumstances shall be fully valid and shall not be affected.

Section 4. Effective Date. This resolution is effective upon adoption.

Section 5. SEPA Categorical Exemption. This resolution is categorically exempt from the State Environmental Policy Act under WAC [197-11-800\(19\)](#).

(SIGNATURES FOLLOW ON THE NEXT PAGE)

APPROVED this _____ day of _____, 2025.

SEAL:

JEFFERSON COUNTY BOARD OF
COUNTY COMMISSIONERS

Heidi Eisenhour, Chair

Greg Brotherton, Member

Heather Dudley-Nollette, Member

ATTEST:

APPROVED AS TO FORM:

Carolyn Gallaway, CMC Date
Clerk of the Board

Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

JEFFERSON COUNTY
Personnel Administration Manual Update Summary 04/01/2025

Where		What
4/1/2025		
All Sections		Edits for consistency and clarity; removing slash (/); incorporating definitions; removing unnecessary words or providing word choices that are more understandable; improving organization; changing 'can be found' to 'are located'
Chapter 1 Section 1.4	Organizational Chart	Add to end of manual
Chapter 1 Section 2.0	Terms and Definitions	
	Jefferson County Code (JCC)	Add
	Revised Code of Washington (RCW):	Add as amended in future to account for future changes in statute.
	Trial Period	Definition clarified
	WAC – Washington Administrative Code	add as amended in future to account for future changes in statute
Chapter 1 Section 4.4	Ordinances and Resolutions	Organized in alphabetical, then numerical order
Appendix C Section 6.4.2	Employee Standards of Conduct	Add language, except for those acts subject to immediate dismissal.
Appendix I	Telecommuting Policy	Clarify requirements for telecommuting
3/7/2025 EDITS		
Chapter 1 Section 1.1	Name of first County Commissioner	Correction from "Lucius" to "Loren" Hastings
		Clarification of when WA territory became State
		Clarification of establishment of Olympic National Park
Chapter 6 Section 6.9	Donating Accrued Leave Other than Sick Leave	Correction- donating employee must have at least 80 hours of accrued vacation or 160 hours of accrued PTO
Chapter 10 Section 12.2	Termination from County Employment - Final Pay Check	Remove with-holding check until county property returned as this is prohibited by L&I Wage & Hour www.lni.wa.gov/workers-rights/wages
Chapter 11 Section 23.1	Breastfeeding	Update language
Appendix A Section 5.1	Equal Opportunity	Language Update
Appendix D Section 2.0	Definitions	Three Hour Rule - Correction to reference from 7.3.2.1 to 7.3.1.2
1/17/2025 EDITS		
All Sections		Language Updates Will to Shall RCW updates
		Change "discipline" to "corrective action".

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		Change “discharge” to “termination”
		Update definition of “Employee Assistance Program (EAP)” to indicate for “full-time and part-time employees”
		Change Payroll Department to Auditor’s Office/Payroll for consistency
		Added comp time to list of paid leave options
		Change “citizen” to “resident”
		Add “age” to prohibited discrimination
Chapter 1 Section 2.0	Terms and Definitions	Update definitions Update to qualifying reasons for PFML
Chapter 1 Section 3.0	Legal References	Updated Federal, State, Local
Chapter 6 Section 2.1	Vacation	Update Vacation Accrual Chart
Chapter 6 Section 2.1	Vacation	Employees must have accrued vacation to take vacation leave
Chapter 6 Section 3.0	PTO	For Union employees also refer to CBAs Employees must have accrued PTO to take PTO leave
Chapter 6 Section 3.4.2		Up to forty hours of PTO may be used during an employee’s trial period.
Chapter 6 Section 3.4.5		Accrued PTO shall be credited to the employee’s PTO bank. The employee may carry forward to the next year any accrued PTO up to the Maximum PTO Bank.
Chapter 6 Section 3.6.2	Timesheets	Remove section 3.6.2 on GEMS pay codes
Chapter 6 Section 4.0		Up to 40 hours of accrued paid vacation/PTO may be used during a trial period upon approval of departmental director
Chapter 6. Section 5.0	Holidays	Add Juneteenth
Chapter 6. Section 6.5	Payments from Worker’s Compensation	Update to match language in Chapter 6 Section 8.1.1.1 on Worker’s Compensation.
Chapter 6.0 Section 6.9	Donating accrued leave	Employees - may donate up to a total of 24 vacation or PTO hours of accrued leave to another employee for reasons of illness - must have at least 240 hours of accrued leave in order to be able to donate to another - Total maximum donation an employee recipient may receive is a total of 80 hours Vacation/PTO/comp time for duration of employment.

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Personnel Administration Manual Update Summary 04/01/2025

		- First donations received first used; total removed from employee accrual and placed in recipient donation bucket. - Total eighty hours placed in usage bucket for employee. - Donations in excess of 80 hours- donation forms returned to employee.
Chapter 6 Section 7.7	Family and Medical Leave	Update to qualifying reasons for FMLA, add duration for service member caregiver leave and delete 7.7.5 Requests that exceed 12 weeks
Chapter 6 Section 7.8	WA Paid Family and Medical Leave	Employees may be eligible for PFML, apply with State ESD
Chapter 6 Section 8.1.1.1	Worker's Compensation	Explain employee cannot receive both time loss from Workers Compensation and wage coverage Explanation of buy back that already is in place
Chapter 9 Section 4.5	Promotion/Reclass/Transfer Matrix	Increase minimum percentage on promotion from 1% to 3%.
Chapter 10 Section 2.0	Orientation	Update to include Human Resources Department orientation for new employees
Chapter 10 Section 6.2	Use of Vacation/PTO During Trial Period, current employee promotion	May use up to 40 (forty) hours with Departmental Director approval. See above
Chapter 10 Section 12	Retirement	Update to add PSER Retirement
Chapter 10 Section 13.0	Inquiries Regarding Current or Prior Employees	Refer verification of employment from prospective employers to HR. Refer verification of employment for financial purposes to Auditor's Office/Payroll
Chapter 11 Section 5.0	Health and Safety Workplace Requirements	New - response to emergency
Chapter 11 Section 10.0 New 10.1	New Firearms and Other Weapons	Weapons in the Courthouse – Prohibitions and Exceptions
Chapter 11 Section 12	Personal Data Changes	Updated language to explain that employee data changes should be reported to Department Director and Human Resources Department.
Chapter 11 Section 17.0	Use of County Equipment and Vehicles	Language Update
Appendix A	EEO Policy	Update to Definitions
Appendix A	Employment Process	Update that vacancies are posted on Jefferson County website.
Appendix B	Code of Ethics Policy	Update to Definitions

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Personnel Administration Manual Update Summary 04/01/2025

		Update to other language
Appendix C	Standards of Conduct Policy	Update to Definitions
		Section 3.0 Update to Acts subject to Immediate Discharge
		Definition of Conflict of Interest Moved to Section 4.0
Section 5.2		Added language employees are required to cooperate with investigation
Appendix D	Travel Policy	Updates Resolution 68-23
Appendix F	Anti-Harassment	Update to Definitions
Section 3.2		Update Use of Words – Unlawful Comments
Appendix I	Telecommuting Policy	Added to PAM