WFC Executive Board Meeting Agenda

September 25, 2026 • 12:00-1:30pm

WorkForce Central, 3640 S. Cedar Street, Suite E, Tacoma, WA

Anders Ibsen, presiding.

- Welcome
- Public Comment
- Consent Agenda *(Board Vote)*
  - June 2026 Meeting Minutes
  - July 2026 Financial Report
  - Voucher Approvals: June 2026, July 2026 and August 2026
  - Updated Personnel Policies and Procedures
- Regional MWBE mapping- Jermane Easterlin and Josh Stovall
- Remann Hall- Workforce Program- Tamar Jackson
- Legislative priorities- Katie Condit & Board
  - Higher Education
  - Jobs Package
  - Community Reinvestment Plan
  - Economic Security for All- Gov's 10% (SNAP-Medicaid work requirements)
- Updates:
  - WorkForce Central audit- Steve Grimstad
  - WorkSource Pierce location selection- Shellie Willis
  - Young adult engagement- Katie Condit
  - ALICE Business Summit- Katie Condit
- Good of the Order

Attachments:
June 2026 Meeting Minutes
July 2026 Financial Report
Vouchers for June 2026, July 2026, and August 2026
WFC Updated Personnel Policies and Procedures

WFC Executive Board Meeting MINUTES

June 26, 2026 • 12:00-1:30pm
WorkForce Central, 3640 S. Cedar Street, Suite E, Tacoma, WA
Ryan Mello, presiding.

Present: Ryan Mello, Anders Ibsen, Bryan Yambe, Dave Shaw, Olgy Diaz

Staff: Katie, Steve, Christian, Shellie and Debbie

Guest: Jaime Smith, Chief of Staff Pierce County Executive's Office

- Welcome
  Ryan called the meeting to order at 12:08pm

- Public Comment
  There were no public comments

- Consent Agenda *(Board Vote)*
  - March 2026 Meeting Minutes
  - April 2026 Financial Report
  - Voucher Approvals: March 2026, April 2026 and May 2026
  - Dr. Johnny Hu, Bates Technical College, Nomination & Approval

  Motion to approve the consent agenda as presented was made by Dave, seconded by Bryan, and approved.

- Budget Review and Approval *(Board Vote)* – Steve Grimstad
  Steve presented the proposed Program Year 2026 budget, referring to pages 10 through 12 of the board packet. The proposed budget totals approximately $14.8 million, a decrease of approximately $1.5 million from the prior year. He explained that the decrease was primarily due to the natural conclusion of a federal Washington Jobs Initiative award focused on manufacturing and construction apprenticeships, while noting that WorkForce Central remains operationally stable and does not anticipate reductions to providers serving job seekers. Discussion included questions regarding the prior grant-funded work, the Community Reinvestment Act funding included in the budget, the importance of protecting and amplifying stories related to community reinvestment outcomes, and the Workforce Board's review and support of the proposed budget.
  Motion to approve the budget as presented was made by Dave, seconded by Anders, and approved.

- Young Adult Report and Investments – Katie Condit, Christian Reed, & Board
  Katie provided an overview of WorkForce Central's report on disconnected youth, noting that more than 13,000 young people ages 16 to 24 in Pierce County are not currently in school or working. The discussion highlighted persistent disconnection rates, economic barriers affecting young people, and geographic concentrations of need, particularly in the Parkland and Spanaway area. Christian described WorkForce Central's paid internship and on-the-job training model. The model emphasizes direct employer hiring, wage reimbursement, career advising, wraparound support, and intentional placement into meaningful career pathways. Katie reported that the model has achieved approximately an 80 percent retention rate, compared with lower retention rates in more traditional internship models.

  Board discussion included opportunities to align the model with community workforce project labor agreements, foster youth and re-entry populations, gender-related disconnection trends, employer screening and accountability, quality jobs frameworks, and long-term funding sustainability. Staff noted current funding support through county investments, Community Reinvestment Act funds, Port of Tacoma investment, and City of Tacoma investment, with the current model generally supported through 2027.

- WorkSource Footprint – Shellie Willis
  Shellie presented information on the distinction between WorkForce Central and WorkSource Pierce, including WorkForce Central's role as system coordinator and convener and WorkSource's role as a branded network, partnership, and service location. She described the WorkSource service model, including the comprehensive center, affiliate sites, and connection sites.
  Katie and Shellie discussed plans to create two comprehensive WorkSource locations: one in East Pierce County and one in West Pierce County, while downsizing the current Tacoma footprint to improve geographic access across Pierce County. The Employment Security Department holds most WorkSource leases, while WorkForce Central oversees the design and administration of the center and related memoranda of understanding. Board members discussed possible coordination with city and county facilities, District Court Resource Center services, re-entry supports, transit access, parking, and co-location with other services.

- Legislative Agenda – Katie Condit
  Katie provided a high-level overview of emerging legislative priorities, including higher education alignment among Pierce County college presidents, childcare regulatory barriers, a potential jobs package, workforce opportunities connected to the Comprehensive Climate Action Plan, regulatory relief related to industry engagement requirements, and continued support for Community Reinvestment Act and workforce funding. Board discussion emphasized the importance of shared regional priorities, employer-aligned workforce pipelines, and deeper focus on priority industry clusters.

- Board Business
  - Adoption and Amendment of Budget for calendar year 2025 *(Board Vote)*
    Steve explained that Resolution No. 887 relates to the adoption and amendment of the calendar year 2025 budget for annual financial statement reporting to the State of Washington. The schedule represents an average of previously approved program year budgets and is used for state reporting and audit purposes.
    Motion to approve the calendar year 2025 budget amendment as presented was made by Anders, seconded by Dave, and approved.

  - CEO Review
    Katie described the upcoming CEO review process. A survey will be distributed to the Workforce Development Board and Executive Board members for feedback. Results will be compiled and shared with Executive Mello, WDB Chair Dave Shaw, and Vice Chair Deb Tuggle, who will meet to review and deliver feedback. The review process will include consideration of performance goals for the next period.

- Good of the Order
  Members expressed appreciation for the meeting discussion, staff presentations, and ongoing partnership.

Adjourn: 1:32pm

WorkForce Central
Program Year 2026/Fiscal Year 2027
Budget vs. Actual through July 31, 2026

Budget Line Item	Final PY26 Approved Budget	Year to Date Actual Expenditures	Budget Remaining	
Jobseeker Solutions:				
Direct Services and Contracts	$ 6,409,000	$ 171,388	$ 6,237,612	
Business Solutions:				
Training Stipends	104,000	1,450	102,550	
Worker Training Fund	100,000	-	100,000	
Employer Engagement	29,000	-	29,000	
Pierce County Behavioral Health Consortium	881,000	-	881,000	
Business Navigators	189,000	-	189,000	
Wage Reimbursement	494,500	28,843	465,657	
Regional Alignment:				
System and Internal Professional Development	100,000	8,471	91,529	
Common Referral System	50,000	-	50,000	
Pierce WorkSource One-Stop Center	343,000	-	343,000	
Workforce System Connection Site	55,000	3,472	51,528	
Community Engagement	100,000	-	100,000	
Service Delivery via Technology	152,000	560	151,440	
Communications and Outreach	50,000	700	49,300	
Data and Research	30,000	71	29,929	
WorkForce Central Staff	3,598,991	480,204	3,118,787	
WorkForce Central Operational Expenses	594,000	36,315	557,685	
Reserve	1,486,119	-	1,486,119	**(1)**
Total	**$ 14,765,610**	**$ 731,474**	**$ 14,034,136**	

Notes:

(1) - Reserve represents Workforce Innovation and Opportunity Act (WIOA) annual formula funding available for Program Year 2026 that will be used to maintain services such as when a continuing resolution is delayed, there is a government shutdown, or there is a delay in the awarding of Program Year 2027 WIOA annual formula funding. This allows for a period of time for continuation of services while the budget is negotiated and finalized. The reserve can also be used to leverage WIOA formula funding as other funding opportunities or initiatives come up during Program Year 2026.

WorkForce Central
Program Year 2026/Fiscal Year 2027
Budget vs. Actual through July 31, 2026

Contract	Final PY26 Approved Budget	Year to Date Actual Expenditures	Budget Remaining	Obligation Remaining
PY2025 WIOA Adult Annual Formula	213,000	-	213,000	-
PY2026 WIOA Adult Annual Formula	1,328,000	-	1,328,000	1,328,000
PY2025 WIOA Dislocated Worker Annual Formula	116,000	-	116,000	-
PY2026 WIOA Dislocated Worker Annual Formula	1,394,000	-	1,394,000	1,394,000
PY2025 WIOA Youth Annual Formula	261,000	105,257	155,743	-
PY2026 WIOA Youth Annual Formula	1,461,000	-	1,461,000	1,458,000
Economic Security for All	572,500	-	572,500	572,500
Community Reinvestment Funds	966,000	53,631	912,369	900,042
Port of Tacoma Training and Internship Pathways	37,500	12,500	25,000	25,000
Thriving Communities - Quality Green Jobs	60,000	-	60,000	60,000
		-		
Total	**$ 6,409,000**	**$ 171,388**	**$ 6,237,612**	**$ 5,737,542**

VOUCHER APPROVAL

June 2026

The following listing of vouchers written in the above month is hereby submitted to the Board for approval. I have audited and certified all vouchers as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090.

FUNDS	FROM	TO	TOTAL
Check Payments (check numbers)	13652	13700	$ 202,667.04
Electronic Payments (dates)	6/4/2026	6/26/2026	$ 803,694.09
TOTAL			$ 1,006,361.13

Respectfully submitted by Steve Hunstad

VOUCHER APPROVAL

July 2026

The following listing of vouchers written in the above month is hereby submitted to the Board for approval. I have audited and certified all vouchers as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090.

FUNDS	FROM	TO	TOTAL
Check Payments (check numbers)	13701	13751	$ 376,668.39
Electronic Payments (dates)	7/1/2026	7/31/2026	$ 1,028,204.72
TOTAL			$ 1,404,873.11

Respectfully submitted by Steve Grimstad

VOUCHER APPROVAL

August 2026

The following listing of vouchers written in the above month is hereby submitted to the Board for approval. I have audited and certified all vouchers as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090.

FUNDS	FROM	TO	TOTAL
Check Payments (check numbers)	13752	13779	$ 282,650.26
Electronic Payments (dates)	8/6/2026	8/28/2026	$ 1,068,940.68
TOTAL			$ 1,351,590.94

Respectfully submitted by Steve Sumstad

TACOMA-PIERCE COUNTY
EMPLOYMENT AND TRAINING CONSORTIUM
D/B/A WORKFORCE CENTRAL

PERSONNEL POLICIES AND PROCEDURES

Revised and Approved by Executive Board - September 25, 2026

INRODUCTION **4**
ARTICLE I - COMPENSATION/CLASSIFICATION PLAN **4**
1.1 MAINTENANCE AND ADMINISTRATION 4
1.2 SALARY RANGE ADJUSTMENTS 4
1.3 SALARY POLICIES 5
1.4 ADMINISTRATION OF THE COMPENSATION/CLASSIFICATION PLAN 5
1.5 OVERTIME COMPENSATION 5
1.6 PAY PERIODS 6
1.7 CHANGE OF EMPLOYEE INFORMATION 6
ARTICLE II - PERSONNEL ACTIONS **6**
2.1 POLICY 6
2.2 TYPES OF APPOINTMENTS 6
2.3 DEMOTION 7
2.4 SEPARATION OF EMPLOYMENT 7
2.5 RETIREMENT 8
2.6 EMPLOYMENT OF RELATIVES AND CLOSE FRIENDS 8
2.7 PERSONNEL FILES 8
2.8 EXIT INTERVIEW 9
ARTICLE III – RECRUITMENT AND PLACEMENT **10**
3.1 EQUAL EMPLOYMENT OPPORTUNITY 10
3.2 APPLICATION PROCEDURES 10
3.3 EVALUATION OF APPLICANTS 10
3.4 SELECTION FOR APPOINTMENT 11
3.5 NOTIFICATION TO APPLICANTS 11
ARTICLE IV - HOURS OF WORK, ATTENDANCE AND APPEARANCE **11**
4.1 HOURS OF WORK 11
4.2 REST PERIODS AND MEAL PERIODS 13
4.3 STANDARD WORKPLACE ATTENDANCE 13
4.4 STAFF MEETING ATTENDANCE 14
4.5 PROFESSIONAL APPEARANCE 14
4.6 LACTATION 14
ARTICLE V – PERFORMANCE STANDARDS/REVIEWS **15**
5.1 PERFORMANCE STANDARDS POLICY 15
5.2 NEW EMPLOYEE/SUPERVISOR CHECK IN MEETINGS 15
5.3 PROFESSIONAL DEVELOPMENT REVIEW 15
ARTICLE VI – AGENCY PROVIDED BENEFITS **16**
6.1 HEALTH/DENTAL/VISION PLANS 16
6.2 RETIREMENT PLANS 17

6.3 WORKERS COMPENSATION 17
6.4 UNEMPLOYMENT INSURANCE 17
6.5 HOLIDAY LEAVE 18
6.6 PAID VACATION LEAVE 19
6.7 PAID SICK LEAVE 20
6.8 OTHER LEAVE OF ABSENCE WITH PAY 21
6.9 LEAVE OF ABSENCE WITHOUT PAY (LWOP) 24
6.10 SHARED VACATION LEAVE 25
ARTICLE VII – EMPLOYEE CONDUCT 26
7.1 PURPOSE 26
7.2 STANDARD OF CONDUCT 26
7.3 IMPROPER EMPLOYEE CONDUCT 27
7.4 CONFLICT OF INTEREST 28
7.5 RESTRICTION ON POLITICAL ACTIVITIES 30
ARTICLE VIII – UNLAWFUL HARRASSMENT AND DISCRIMINATION POLICY 30
8.1 DEFINITION 30
8.2 PROHIBITED CONDUCT 31
8.3 NOTIFICATION OF DISCRIMINATION 31
8.4 VIOLATION OF POLICY 31
ARTICLE IX - GRIEVANCE AND APPEALS 31
9.1 GRIEVANCE POLICY 31
9.2 DEFINITIONS 32
9.3 GENERAL INFORMATION 32
9.4 GRIEVANCE PROCEDURES 33
ARTICLE X – OTHER POLICIES 35
10.1 TRAVEL POLICY 35
10.2 EXPENSE REIMBURSEMENT POLICY 36
10.3 WORKPLACE VIOLENCE POLICY 36
10.4 DRUG-FREE WORKPLACE POLICY 37
10.5 INCLEMENT WEATHER POLICY 38
10.6 WHISTLEBLOWER PROTECTION 38
10.7 OUTSIDE EMPLOYMENT (MOONLIGHTING) POLICY 40
10.8 PET POLICY 40
10.9 SEVERANCE POLICY 41
ARTICLE XI – AMENDMENTS AND ADOPTION OF PERSONNEL POLICIES AND PROCEDURES 41
ATTACHMENT A 42

INRODUCTION

WorkForce Central believes it is important to keep employees fully informed of company policies. We want each employee to understand what they can expect from the organization as well as the obligations assumed as an employee. These policies and procedures may change with time, or they may need to be clarified, amended, supplemented, or rescinded. Therefore, the employer reserves the right to modify, rescind, delete or add to the provisions of this handbook as well as any of its other personnel policies and practices from time to time as the organization deems necessary or appropriate.

WorkForce Central is committed to maintaining an employee relations climate that promotes maximum personal development and achievement. We are dedicated to providing excellent working conditions, competitive wages, and benefits, and above all, the respect that each employee deserves. We also believe in open and direct communications permitting resolution of employee problems in an atmosphere of mutual trust, responsive to individual circumstances.

ARTICLE I - COMPENSATION/CLASSIFICATION PLAN

1.1 MAINTENANCE AND ADMINISTRATION

The Chief Executive Officer shall be responsible for maintenance and administration of the established Compensation/Classification Plan, and for recommending to the Executive Board any adjustments or amendments made to or regarding such plan. The Compensation/ Classification Plan shall establish a salary for each class.

1.2 SALARY RANGE ADJUSTMENTS

a) Compensation/Classification Plan Review
Prior to the preparation of each annual budget, as well as other appropriate times, the Chief Executive Officer, and/or designee, shall review the Compensation/ Classification Plan and fringe benefit programs offered to WorkForce Central employees.

b) Action Following Review
Based on information derived from such review, the Chief Executive Officer shall recommend to the Executive Board for approval such changes in salary compensation and/or fringe benefit programs as are appropriate. The rate of pay for each employee shall be adjusted to the corresponding salary for the class. Changes to any or all the fringe benefit programs will be effective on the date as set forth by the Executive Board.

1.3 SALARY POLICIES

Fair and equitable pay among employees is paramount. WorkForce Central will follow a fixed salary structure as set out in Attachment A - Compensation Table as approved by the Executive Board.

1.4 ADMINISTRATION OF THE COMPENSATION/CLASSIFICATION PLAN

As of the effective date of the adoption of this Compensation/Classification Plan or any subsequent amendment thereto:

a) Pay Increases
Employee salary increases will occur when staff advance from one classification to another, when there is a board-approved cost of living adjustment, or when a classification is modified based on market competitiveness.

b) Exceptions
The provisions of this Article shall not prevent demotion or reduction for disciplinary reasons, or the application of service wide pay decreases by classification when such action is required by the financial condition of WorkForce Central or by changing economic conditions.

1.5 OVERTIME COMPENSATION

In accordance with the Fair Labor Standards Act (FLSA) and state law, overtime shall include only hours worked, which are performed by non-exempt employees, which exceed 40 hours in any single work week.

Non-exempt employees shall not work overtime unless explicit pre-approval is given. Working unapproved hours puts WorkForce Central at legal risk and may jeopardize working relationships with co-workers. A non-exempt employee found to be working unapproved hours and/or not complying with the overtime pre-approval process, will be subject to disciplinary action up to and including termination.

a) Employees must complete the Overtime Approval Form prior to working overtime. Employees will typically be permitted to use compensatory time on the date requested unless doing so would unduly disrupt the operations of WorkForce Central.
    1. Cash compensation shall be paid at the rate of time and one-half for hours worked in excess of forty (40) hours per week. An employee may choose to be compensated with time and one-half off rather than be compensated by cash.
    2. If employee chooses to be compensated with time off, the compensatory time off must be taken during the pay period following the pay period the extra hours were worked. If employee is unable to do so, employee must claim pay for the overtime hours worked.

b) Employees eligible for overtime compensation shall be those employees determined as non-exempt per the FLSA guidelines and state law.

1.6 PAY PERIODS

Employees of WorkForce Central will be paid on a bi-weekly basis in accordance with the accrual dates and pay dates established by WorkForce Central.

1.7 CHANGE OF EMPLOYEE INFORMATION

When an employee moves, changes telephone numbers, or has other changes in personal information, they should update personnel records accordingly. It is the employee's responsibility to be sure that Human Resources and Accounting departments have their present address and phone number and current dependent/marital status for tax and benefit purposes. When changes occur, employee shall complete a Personal Contact and Emergency Information Form and submit to Human Resources and Accounting.

ARTICLE II - PERSONNEL ACTIONS

2.1 POLICY

It is the policy of WorkForce Central to maintain personnel procedures, which are conducive to and supportive of the highest professional standards of employee performance and personal conduct on the job. These policies and procedures are to be used as guidelines and are not to be construed as an employment agreement.

2.2 TYPES OF APPOINTMENTS

All positions are designated "at will" and serve at the pleasure of WorkForce Central. The Chief Executive Officer may terminate the employment relationship at any time, with or without cause or advance notice. In the event the employment relationship is terminated for any reason, the employee shall be entitled to receive earned, but unpaid base salary and any other compensation or benefit earned by or owed to employee through and including the date of termination, payable in a lump sum on the next regularly scheduled payroll date following the date on which employment terminated, or at such other date as agreed to by employee and Chief Executive Officer.

a) Full-Time Appointment
A Full-Time Appointment is an agreement where the appointee works forty (40) hours per week. Full-time appointments shall be considered in permanent service, unless designated as a Temporary Appointment, and shall receive all benefits afforded employees.

b) Part-Time Appointment

A Part-time Appointment is an agreement where the appointee is hired to work no less than thirty (30) hours per week. Part-time appointments shall be considered in permanent service, unless designated as a Temporary Appointment, and shall receive all benefits afforded employees, with vacation leave and sick leave accrued on a prorated basis.

c) Temporary Appointment

Temporary Appointment may be made for a maximum period of 12-months, with the approval of the Chief Executive Officer, when services are required for a special job or project of limited duration.

When possible, temporary appointments will be hired through a temporary staffing agency and will not be eligible for employer provided benefits. If a temporary appointment is hired by WorkForce Central directly, the temporary appointment shall receive vacation leave, sick leave pursuant to Washington State's Paid Sick Leave law, and paid holidays.

At any time during a temporary appointment, the Chief Executive Officer may, with the supervisory authority's input, evaluate whether the assignments and ongoing body of work be converted to a regular part-time or full-time position. If this is the case, the Chief Executive Officer may offer said permanent position to the individual holding the temporary appointment without being required to follow the Recruitment and Placement process as outlined in Article III.

d) Internship Appointments

Internship Appointments may be approved by the Chief Executive Officer and shall be for less than ten (10) months with a work schedule of no more than twenty-five (25) hours per week. Paid Internship Appointments shall only receive sick leave benefits pursuant to Washington State's Paid Sick Leave law.

2.3 DEMOTION

No employee(s) will be demoted to a position for which they do not possess the minimum qualifications. An employee being demoted will receive appropriate notice of the intended action.

2.4 SEPARATION OF EMPLOYMENT

It is understood that the employment relationship is at will and can be terminated, with or without cause, at any time by either party. No employee, supervisor, or manager has the right to change this relationship or to make a contract binding on the company except the Chief Executive Officer and then only if done in writing and signed by both parties.

Employees who have resigned from their employment with proper notice or were laid off are eligible for rehire based on the same terms and conditions as other applicants.

a) Voluntary Resignation
If an employee voluntarily intends to end their employment, we ask that employees give at least two weeks' notice to their manager.

b) Layoffs
There are certain times when it may become necessary to lay off employees as a result of changing budget and business conditions (such as reorganization resulting in the elimination or modification of a job or changes in job functions or technology). If we determine that a reduction in force becomes necessary or appropriate, we will make every reasonable effort to give affected employees at least two weeks' notice. All layoffs are considered permanent.

c) Involuntary Discharge
The employment relationship may be terminated at will. This means an employee may be discharged without notice or reason. Having noted this fact, WorkForce Central believes individuals should understand why such action has been taken and will provide the employee with a written statement as to the basis for discharge at the time of separation.

2.5 RETIREMENT

WorkForce Central employees may be members of the Washington Public Employees Retirement System and as such are subject to the requirements of, and eligible for, the benefits provided by that System. Information and eligibility requirements on the Retirement System is available from the Washington State Department of Retirement Systems (www.drs.wa.gov). Employees who are determined to be eligible must be enrolled with the Washington State Department of Retirement Systems.

2.6 EMPLOYMENT OF RELATIVES AND CLOSE FRIENDS

WorkForce Central reserves the right not to employ close relatives of employees or board members where such a restriction is necessary to avoid the actuality or appearance of conflict of interest or to protect confidential information. For purposes of this policy, relatives include spouses, registered domestic partners, siblings, parents, children, grandparents, grandchildren, nieces, nephews, and people living in the same household.

2.7 PERSONNEL FILES

A personnel file will be maintained by WorkForce Central for each individual employed by WorkForce Central. The personnel file shall contain all official documents related to an individual's employment.

a) Exclusions
Personnel records do not include records of an individual relating to the conviction, arrest or investigation of conduct constituting a violation of state or federal criminal laws, confidential reports from previous employers, financial/credit reports, medical information, supervisor's notes, or records maintained in compliance with existing local, state, or federal law unrelated to employment.

b) Review of Files
Employees may review their personnel files during regular office hours once per year. At the request of the employee, copies of materials included in such files shall be furnished. No material that reflects critically upon an employee shall be placed in an employee's personnel record without the employee's knowledge.

c) Public Disclosure
Certain information in personnel files may be exempt from public disclosure as provided by the Washington Public Records Act.

d) Maintenance of Files
Personnel records of employees who no longer are employed with WorkForce Central will be maintained on file in accordance with WorkForce Central's Record Retention and Public Access Policy.

e) Removal of Materials
Normally, once material has been entered into an employee's personnel file it shall remain in accordance with WorkForce Central's record retention policy. However, an employee, or former employee, may request the Chief Executive Officer that letters of warning or reprimand be removed from the file after a one (1) year period if no recurrence of a similar infraction occurs. The Chief Executive Officer shall have full discretion in deciding whether to approve the request. Even if the record is removed, the record retains status as a public record and will be retained in accordance with WorkForce Central's records retention schedule.

2.8 EXIT INTERVIEW

WorkForce Central will try to conduct an exit interview with all separating employees. The. purposes of this interview include ensuring the return of all company property, reviewing the reasons for the separation, and obtaining the employee's input and suggestions for improvement in the workplace. The employee will be informed of any rights to continued benefits coverage at this time. Employee's final paycheck will be available on the next regularly scheduled payday following the separation.

ARTICLE III – RECRUITMENT AND PLACEMENT

3.1 EQUAL EMPLOYMENT OPPORTUNITY

WorkForce Central believes that every employee has the right to work in surroundings that are free from unlawful discrimination. It is our policy, notwithstanding any requirements of affirmative action, to hire, compensate, promote, train, transfer, discipline, discharge, and make all other employment-related decisions without consideration of an employee's race, color, sex (including pregnancy, childbirth and pregnancy-related conditions), sexual orientation, gender identity and expression, religion, age, national origin, disability, honorably discharged veteran or military status, genetic information, or any other basis prohibited by local, state, or federal law. All employees of WorkForce Central are prohibited from engaging in unlawful discrimination.

WorkForce Central complies with the Americans with Disabilities Act as amended by the ADA Amendments Act, Pregnant Workers Fairness Act (PWFA), and all applicable state and local laws.

Individuals who believe they need accommodation should contact the HR Department. All requests for accommodation are treated confidentially and will only be disclosed to those individuals within the organization who are necessary to the accommodation process.

This policy applies to all aspects of the employment relationship from the hiring process through the employment relationship, including promotions, job assignments, compensation, provisions of leave, access to benefits, perquisites, discipline, discharge, lay-off, etc. If an employee or applicant feels they have not been treated fairly and equally as required by this policy, the individual should contact the HR Department.

3.2 APPLICATION PROCEDURES

WorkForce Central employees and external applicants shall submit their applications in accordance with instructions contained in the vacancy announcement.

3.3 EVALUATION OF APPLICANTS

a) Applicant Screening by Review Committee
   1. A Review Committee will normally be comprised of at least two (2) persons: the immediate supervisor of the position and their designee.
   2. The immediate supervisor of the position may also choose to select additional individuals from within WorkForce Central and/or from partner organizations to serve on the Review Committee.

b) Ranking of Applicants

1. All applicants will be ranked by the committee in a numerical sequence.
2. In the process of screening and ranking applicants, the Review Committee will use an "Applicant Review Form."
3. The Review Committee chairperson has the responsibility for coordinating all activities of the committee which includes the notification in writing of applicants concerning written tests (when applicable), and oral interviews.
4. The Review Committee chairperson will submit to the Chief Executive Officer a list containing the names of the highest ranked applicants and the name of the candidate being recommended for hire highlighting their qualifications.
5. A Veterans Preference may be applicable to an eligible veteran, as defined in RCW 41.04.007, with percentages added to scoring criteria pursuant to RCW 41.04.010 for all competitive examinations, or a general preference where two or more candidates have equal qualifications, pursuant to RCW 73.16.010.

3.4 SELECTION FOR APPOINTMENT

a) Selecting Official

Normally, the selecting official is the immediate supervisor of the position to be filled. However, the Chief Executive Officer has the option of designating him/herself as the selecting official.

b) Review and Selection Approval

The Chief Executive Officer will review and approve or disapprove all hiring selections and position appointments.

3.5 NOTIFICATION TO APPLICANTS

All applicants for all positions shall be notified of the status of their application (selected/not selected).

ARTICLE IV - HOURS OF WORK, ATTENDANCE AND APPEARANCE

4.1 HOURS OF WORK

Supervising staff are responsible for ensuring that all programs/operations are adequately staffed during business hours and the overall needs of the organization are met. Supervisors shall establish a schedule of regular working hours for their employees.

a) Flexible Work Schedules

Flexible work schedules are to be worked out between employee and their immediate supervisor with final approval of the Chief Executive Officer. Conditions that will be taken into consideration when approving a flexible work schedule include those listed in 1. below.

1. Consideration
   In considering requests for flexible work schedules, the immediate supervisor and the Chief Executive Officer will ensure the adjustment in hours worked will not reduce the level of productivity and service provided by the section, nor interfere with the ability of others in the section and/or other sections to perform their duties. Eligibility is determined by the duties of the position, not by employee. Specifically, the supervisor and the Chief Executive Officer will consider the following:
   - i The quality and quantity of work output and customer service shall remain at least at the levels maintained before adoption of the flexible work schedule.
   - ii Coverage for the employee's work functions will be maintained during the employee's time out of the office.
   - iii Normal business hours can be maintained during the employee's absence.
   - iv The flexible work schedule will not appreciably add to WorkForce Central's costs.
   - v The flexible work schedule will not present a security or building access problem for WorkForce Central.
   - vi The flexible work schedule will not impose an undue burden on WorkForce Central business or other WorkForce Central employees.
   - vii The ability to supervise staff will be maintained.
2. Approval of Flexible Work Schedules
   All requests for flexible work schedules will be submitted using the Alternative Schedule Request Form. The supervisor has the responsibility to inform the employee making the request of the final decision, whether the request has been approved or denied.
3. Discontinuation of Flexible Work Schedule
   Once approved, the flexible work schedule will remain in place until either one or both parties provide at least five (5) business days' written notice to the other that the alternate schedule will be discontinued, and the standard work schedule is to be reinstated.
4. Leveraging Workplace Flexibility
   Workplace flexibility is a mutually beneficial arrangement between employees and WorkForce Central. Employees are encouraged to work with their immediate supervisor to determine a work schedule that benefits productivity and the employee's work-life balance.

b) Wages and Timekeeping

1. Compensation
   Compensation of employees may not be increased as a result of working flexible work schedules.
2. Vacation Leave and Sick Leave

Vacation leave and sick leave will continue to accrue at the regular rate. When an employee requests a day of leave, the time charged will be equivalent to the full number of hours the employee was scheduled to work. This compensates for actual time absent for regularly scheduled work hours.

3. Paid Holiday on Workday
   When a paid holiday falls on an employee's regularly scheduled workday, the employee will be paid eight (8) hours of holiday pay.
4. Paid Holiday on Flex Day Off
   A paid holiday represents eight (8) hours of work time. If a paid holiday falls on a flexible day off for an employee, the employee should work with their immediate supervisor to factor paid holidays into their assigned working hours for that week.
5. Exempt Employees
   For FLSA-exempt employees in positions eligible for a flexible work schedule, the focus continues to be on getting the job done, regardless of the number of hours worked. The Chief Executive Officer will endeavor to honor exempt employee's flexible work schedules; however, there is no guarantee that exempt employees will not have to work on the flex day off or beyond their scheduled start and stop times.
6. Miscellaneous
   - i Meal Periods and Breaks
     The policies, procedures, and rules pertaining to meal periods and breaks remain the same under a flexible work schedule. (Section 4.2)
   - ii Personal Appointments
     Employees are encouraged to schedule personal appointments (doctor, dentist, etc.) on their flex day off, whenever possible.
   - iii Alterations
     Employees may be asked to alter their flexible work schedule to substitute for employees who are absent from work, as coverage needs dictate. When an employee is needed to alter their flexible work schedule, supervisors and fellow employees will provide as much advance notice as possible.

4.2 REST PERIODS AND MEAL PERIODS

Rest periods and meal periods shall adhere to federal and state regulations.

4.3 STANDARD WORKPLACE ATTENDANCE

Employees are expected to be available, responsive, and actively working during their scheduled hours, including through email and Microsoft Teams.

Employees who are unable to meet this expectation shall directly notify their immediate supervisor as soon as possible in advance of their scheduled work hours and seek supervisor authorization for the shift in their schedule.

An employee absent without authorization or protected leave shall be subject to disciplinary action, including suspension or termination.

4.4 STAFF MEETING ATTENDANCE

With WorkForce Central's flexible and hybrid schedules, staff meetings and retreats are critical times to connect, work together effectively, and foster a positive work environment.

a) Expectations for Attendance
Employees are expected to attend all scheduled staff meetings and retreats unless they have a valid reason for absence. This includes being punctual and prepared to participate actively in discussions.

b) Notification Procedures
Employees should notify the Chief Executive Officer and their supervisor as soon as possible if they are unable to attend a meeting. This notification should ideally occur at least 24 hours in advance for planned absences. In the event of unforeseen circumstances, employee should inform the Chief Executive Officer as soon as they become aware of the conflict.

c) Flexibility and Exceptions
Flexibility in attendance may include remote participation for employees who are unable to attend in person for valid reasons; however, it should not be the default option. In-person attendance is the expectation for all staff whose position descriptions do not allow performance flexibility in a fully remote manner.

4.5 PROFESSIONAL APPEARANCE

Public perceptions about WorkForce Central can impact the reputation of the organization. Perceptions are formed, fairly or not, partly by the outward appearance and dress of our employees. A neat and clean personal appearance is essential to our public perception. Employees should wear clothing appropriate to each job. The dress code may be more stringent in areas with higher public contact. Employees should ask their manager for specific dress standards for a particular area.

4.6 LACTATION

WorkForce Central complies with all federal and state laws and regulations concerning breast-feeding and nursing mothers and helps with nursing mothers who want to express and store breast milk at workplaces during business hours.

WorkForce Central prohibits discrimination with respect to hiring, promotion, discharge, compensation, benefits, training, and all other aspects of employment against employees or applicants based on breast-feeding or other lactation needs.

Employees who are nursing mothers can take reasonable break periods during the workday to express breast milk for their children. Such nursing mothers can take breaks each time they need to express milk beginning from the date of the nursing child's birth and for up to two years.

Employees who are nursing mothers can use their meal and paid rest break times for lactation purposes. Employees who are nursing mothers should discuss any need for extra break periods to express breast milk with their supervisors.

For the convenience and privacy of nursing mothers, WorkForce Central provides a lactation room. The door to the lactation room has functioning locks.

ARTICLE V – PERFORMANCE STANDARDS/REVIEWS

5.1 PERFORMANCE STANDARDS POLICY

It is the policy of WorkForce Central to keep employees informed of their overall job performance, to provide the means and opportunity for employees to improve their performance in order to increase effectiveness, and to strengthen supervisory and employee relations. One means of accomplishing these objectives is by fairly and periodically reviewing employee performance.

5.2 NEW EMPLOYEE/SUPERVISOR CHECK IN MEETINGS

In lieu of a formal probationary period, during the first ninety (90) days of employment, employee shall schedule regular check-in meetings with their supervisor. The check-in meeting will assist in keeping the lines of communication open between supervisor and employee in order to effectively engage, discuss challenges, set goals, and give/receive feedback. As with any time during employment, at any time during employee's first ninety (90) days, an employee's supervisor may determine an individual is not the right person for the position they were hired for and, after consultation with WorkForce Central's Chief Executive Officer, may choose to terminate employment.

5.3 PROFESSIONAL DEVELOPMENT REVIEW

Professional development reviews will be conducted annually and in partnership between employee and their direct supervisor. The purpose of a review is to develop goals, communicate expected standards of performance, areas where improvement may be needed, career development potential, and possible opportunities. Reviews will be conducted in a private meeting between employee and their immediate supervisor.

Employee will complete a self-reflection of their goals and performance to be included in their evaluation process and will receive a copy of all goal setting and evaluation materials.

If expected standards of performance and areas of improvement are not met, WorkForce Central will use a three-step approach that aligns with principles of fairness and responsibility.

a) Step 1
The employee and their manager will meet to address concerns, provide input, and agree on what needs attention. The meeting will end when both parties have clearly stated what needs to change and there is detailed documentation of the agreement. Based on the improvements needed, the supervisor will set a timeline and schedule a follow-up meeting to review the results.

b) Step 2
If the issues from the first meeting have not been resolved or improved, a second meeting will be held. The purpose is to understand why the issues were not resolved and identify any remaining concerns. Both parties will agree on and document the desired outcome and schedule a follow-up meeting to confirm resolution.

c) Step 3
If after the prior meeting the employee has not rectified the issues discussed, the company reserves the right to terminate employment.

ARTICLE VI – AGENCY PROVIDED BENEFITS

6.1 HEALTH/DENTAL/VISION PLANS

Except for temporary and internship appointments, all regular full-time and part-time employees working thirty (30) hours or more are eligible to participate in the health, dental and vision plans offered through providers approved by the Chief Executive Officer. For coverage eligibility and details, contact Human Resources designee.

Upon separation, for reasons other than gross misconduct, employees may continue on the medical plan for eighteen (18) months at their own cost with COBRA continuation coverage. Spouses or dependents are able to continue coverage for up to thirty-six (36) months following a divorce from or death of the covered employee. Dependents may also continue coverage at their own cost once dependent status is lost. The party entitled to COBRA must be given at least sixty (60) days from the date the COBRA notice is provided, or the date coverage would end, to elect to continue coverage. Each of the qualified beneficiaries for a qualifying event may independently elect continuation coverage. The covered employee or the spouse must be allowed, however, to elect on behalf of any dependent child or on behalf of all of the qualified beneficiaries. The employer may charge

the full cost of premiums plus two percent for administering the continued coverage.

6.2 RETIREMENT PLANS

401K Plan
Employees eligible under the established rules will have the option to enroll in a 401K retirement plan that is administered by MissionSquare Retirement. If the employee elects to be enrolled, WorkForce Central will match 50% of the employee's contribution up to 2.5% of their base pay.

401A Plan
Employees eligible under the established rules will be enrolled in a 401A Plan administered by MissionSquare Retirement. The employer contributes a percentage of the employee's earnings as approved by the Executive Board and the employee is not required to contribute toward the plan.

457B Plan
Employees eligible under the established rules will have the option to enroll in a 457B retirement plan that is administered by MissionSquare Retirement.

6.3 WORKERS COMPENSATION

If you are injured on the job or diagnosed with an occupational disease, receive prompt medical attention as needed, and notify your supervisor right away. Worker's compensation is administered through the State Department of Labor and Industries (L&I). For further information, contact your supervisor or L&I can be contacted at the Office of Information and Assistance (OIA): 1-800-LISTENS **or** 1-800-547-8367**.** For WorkForce Central employees working out of state, please contact the HR Department for further information.

6.4 UNEMPLOYMENT INSURANCE

Unemployment insurance is provided to WorkForce Central employees working in Washington State by the Washington State Employment Security Department (ESD) in accordance with State law. Information is available from ESD at 1-800-318-6022 or online at https://esd.wa.gov/unemployment/eligibility-and-general-questions.

For WorkForce Central employees working out of state, please contact the HR Department for further information.

6.5 HOLIDAY LEAVE

a) Holidays
WorkForce Central shall observe the following holidays:

- New Year's Day
- Martin Luther King Day
- Washington's Birthday
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Eve
- Christmas Day

- January 1st
- Third Monday of January
- Third Monday of February
- Last Monday of May
- June 19th
- July 4th
- First Monday of September
- November 11th
- Fourth Thursday in November
- Fourth Friday in November
- December 24th
- December 25th

WorkForce Central employees shall receive pay for the above holidays provided they are in a paid status on either the regular scheduled workday immediately preceding OR immediately following the holiday.

1. Employees, except for interns, shall receive sixteen (16) hours of floating holidays in calendar year 2026, in addition to legal holidays for which time off shall be mandatory. Use of these hours must be scheduled with supervisor approval. Beginning January 1, 2027, floating holidays will no longer be provided.
2. Whenever a holiday falls on a Sunday, the following Monday shall be observed as the holiday, and any holiday falling on a Saturday shall be observed the preceding Friday.
3. A new employee, whose first working day is the day after a paid holiday, shall not be paid for that holiday.
4. An employee who is terminating employment for reasons other than paid retirement, and whose last day as a paid employee is the day before a holiday, shall not be paid for that holiday.
5. A regular part-time employee shall receive the full eight (8) hours of all paid holidays which fall on their regularly scheduled working days. If the paid holiday is not on the part-time employee's regularly scheduled workday, employee may work with their immediate supervisor to factor eight (8) hours paid holidays into their working hours for that week. To ensure an adjustment to the timesheet system can be made, supervisor approval of a change in the employee's working days must be sent to the Staff Accountant (Payroll Department).

b) In addition to the above, employees shall be granted such additional holidays as may be determined by the Chief Executive Officer, from time to time, by official proclamation.

6.6 PAID VACATION LEAVE

WorkForce Central values the importance of time and the balancing of fulfilling work and personal life. Therefore, employees are encouraged to take full advantage of the leave afforded them.

Except for employees who have a separate formal agreement with WorkForce Central's Executive Board, all full, temporary and part-time employees are eligible for vacation leave benefits as follows:

a) For 2026 calendar year, regular full-time employees will accrue 7.69 hours of vacation leave for each bi-weekly pay period, resulting in a total of twenty-five (25) 8-hour days per year. Effective January 1, 2027, the accrual rate will increase to 8.31 hours per bi-weekly pay period, equivalent to twenty-seven (27) 8-hour days annually. Employees scheduled for fewer than forty (40) hours per week will receive a prorated amount of vacation leave based on their assigned hours. Any current employee who has earned and qualified for vacation leave that exceeds the approved hours per year due to earning approved leave prior to the last personnel policy update, shall maintain that number of vacation days, no more no less, prorated on a bi-weekly pay period.

b) Eligible employees begin accruing vacation leave immediately upon hire and may use the leave as it is earned. Vacation leave shall be taken in no less than one-half hour (.50) increments.

c) The maximum vacation leave year-to-year carry over is three hundred twenty (320) hours. Employees shall not accrue Vacation Leave above three hundred twenty (320) hours.

d) Vacation should be scheduled in advance and with prior approval from the employee's supervisor. To maintain adequate staffing at all times, employees are asked to submit within the first months of the year any vacations planned for that year. WorkForce Central will attempt to grant employees vacation leave at the time they desire to take it. When conflicts occur, they will be resolved fairly as deemed appropriate by management and affected employee.

e) Upon separation of employment, employees will be eligible for compensation, at their current rate of pay, up to a maximum of 320 hours of unused vacation leave. The rate of pay at the time of separation shall be the rate used for calculating said cash out.

f) An employee is entitled to utilize accrued vacation leave for any circumstance they determine warrants leave, as long as they have accrued the leave being requested.

g) Vacation leave benefits may not be used to supplement benefits received through the Washington Paid Family and Medical Leave program.

6.7 PAID SICK LEAVE

WorkForce Central recognizes that employees will need days off from work from time to time to address their medical needs or medical needs of family members.

a) Regular full-time employees shall earn sick leave at a rate of two (2) hours for every forty (40) hours worked, equivalent of thirteen (13) days per year. Employees working less than forty (40) hours per week will earn a prorated portion of their scheduled hours.

b) During any portion of a pay period, paid interns will have their sick leave accrual prorated based upon one (1) hour for every 40 hours worked pursuant to Washington State Paid Sick Leave Law effective January 1, 2018.

c) Employees begin accruing sick leave immediately upon hire and may use the leave as it is accrued. Sick leave shall be taken in no less than one-half hour (.50) increments.

d) The maximum paid sick leave accrual that may be carried over year-to-year is one hundred ninety-two (192) hours. All other unused sick leave shall be forfeited.

e) Per the Washington Paid Family and Paid Sick Leave Law, employees may use Paid Sick Leave:
   1. To care for themselves or a family member (defined below) for mental or physical illnesses, injuries, or health conditions; for medical diagnosis, care, or treatment of the same; or for preventive medical care.
   2. When the employees' workplace or their child's school or place of care has been closed by a public official for any health-related reason.
   3. For absences that qualify for leave under the state's Domestic Violence Leave Act.
   4. Family member bereavement leave in excess of the forty (40) hours of bereavement allotted. Family member is defined below.
   5. For the use of paid sick leave under this section, a family member is defined as: a spouse; registered domestic partner; a parent (including biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or domestic partner, or a person who stood in loco parentis when the employee was a minor child); a sibling; a child (including a biological, adopted, or foster child, stepchild, or a child to whom

the employee stands in loco parentis, is a legal guardian, or is a de facto parent); a grandparent; or a grandchild of the employee.

6. Illness or disability due to pregnancy or conditions related thereto.
7. Medical appointments
8. Mental health days, as approved by the employee's immediate supervisor

f) Whenever reasonable the employee will give their supervisor prior notice of sick leave request.

g) Scheduling sick leave is the responsibility of the employee and immediate supervisor, as appropriate. Employees who are absent due to illness or accident, in excess of three (3) consecutive working days, may be required to have a medical release confirming that the reason for the absence was for an authorized purpose as defined in this policy, prior to the employee returning to work. Days when the employee is not regularly scheduled to work are not considered consecutive days, e.g., weekends. Whenever possible, the employee shall be notified in advance if such a medical release is required. If providing a doctor's note creates hardship to the employee, the employee can provide a written explanation for approval.

h) Upon separation of employment, any unused sick leave hours earned **after** the adoption of the Personnel Policies and Procedures dated September 23, 2022, will not be paid out at termination. Upon separation of employment, any unused sick leave hours earned **prior** to the adoption of the Personnel Policies and Procedures dated September 23, 2022, shall be paid out at termination at current rate of pay. The rate of pay at the time of separation shall be the rate used for calculating said cash out. As sick leave is taken, hours earned prior to the adoption of these Personnel Policies and Procedures will be used first.

i) Sick leave benefits may not be used to supplement benefits received through the Washington Paid Family and Medical Leave program

6.8 OTHER LEAVE OF ABSENCE WITH PAY

a) Washington Paid Family Medical Leave

Employees who miss work due to family or medical reasons may be eligible for Washington Paid Family and Medical Leave (WPFML) benefits. WPFML benefits are administered through the Washington State Employment Security Department (ESD). Employees who experience a qualifying event or whose family member experiences a qualifying event must apply for benefits through Employment Security Department (ESD).

If an employee's leave is expected, they are required to provide WorkForce Central with at least 30 days' advance written notice. If the leave is unexpected, the employee must give WorkForce Central notice as soon as they are able. Written notice should

state that the employee needs to take paid family or medical leave and about how long they expect to be gone. E-mails, text messages, and handwritten notes are all acceptable forms of written notice.

Employees are required to notify WorkForce Central of the status of their application for WPFML benefits and the approval or denial of benefits, including providing WorkForce Central with copies of any notice of approval or denial of benefits received.

Employees may not use employer-provided paid time off benefits to supplement benefits received through the WPFML program.

For more information to determine eligibility and how to apply,
visit www.paidleave.wa.gov

b) Service on a Jury

An employee is entitled to regular pay for scheduled work hours lost while on jury duty. The employee may keep any fees paid by the courts for jury duty. Any employee dismissed early from jury duty during the workday must report back to their supervisor.

c) Military Leave of Absence

1. General Policy

   Any employee who is a member of the Washington National Guard or any branch of the Armed Forces of the United States or any organized reserve component of the Armed Forces or Coast Guard, shall be entitled to and shall be granted Military Leave of Absence from such employment for a period not to exceed twenty-one (21) workdays during each calendar year. Such leave shall be granted in order that the person may take part in active-duty training in such a manner and at such time as they may be ordered to active-duty training. Such military leave of absence shall be in addition to any vacation leave to which the employee might otherwise be entitled, and shall not involve any lessening of performance rating, benefits, or pay. During the period of military leave, the employee shall receive from WorkForce Central, their normal rate of pay.

2. Extension of Military Leave

   Where the number of days of active-duty training exceeds twenty-one (21) workdays, the period granted as leave with pay will in each case be the first twenty-one (21) workdays of such active-duty training period. The additional time needed for completion of active-duty training and for travel time must be accounted for as vacation leave, compensatory time off, or leave without pay.

3. Request for Military Leave
   Upon receipt of written orders for active-duty training, the employee must immediately submit a copy of such orders with a written request for leave of absence and a copy of their training orders. The employee, upon return to WorkForce Central employment, must submit to their supervisor a certified copy of the training orders showing the date they reported for duty and the date of release from active-duty training.

d) Bereavement Leave
Employees are allowed up to forty (40) hours off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse, domestic partner, child, stepchild, parent, stepparent, father-in-law, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, stepbrother, stepsister, grandparent, grandchild or spouse's grandparent. Bereavement leave granted must be used within sixty (60) days after employee receives notice of the qualifying event.

Upon approval of the Chief Executive Officer, an employee may request a bereavement leave exception for a family member or non-traditional family member not listed above.

e) Pregnancy Disability Leave/Accommodation
Pregnant employees may be entitled to accommodation or leave under federal and/or state law. Employees needing to request accommodation or leave under federal or state law should speak with Human Resources as soon as possible. Depending upon the nature of the request, WorkForce Central may require medical certification to understand the nature of the employee's limitations and/or verify that the individual is incapacitated due to pregnancy, childbirth, or a related condition.

<u>Pregnant Workers Fairness Act (PWFA)</u>
Employees with a known limitation related to pregnancy, childbirth, or related medical conditions may be entitled to accommodation, unless such accommodation will cause undue hardship to the employer.

Such employees who are granted leave as reasonable accommodation under the PWFA are entitled to return to their same position unless holding open the position would impose an undue hardship to the employer or the employee is no longer qualified for the position.

<u>Washington State Pregnancy Disability Protections</u>
An employee medically disabled as a result of pregnancy or childbirth is eligible for an unpaid leave of absence for the period of disability, regardless of duration. Short-term disability benefits may apply. Employees needing to request this leave should speak

with Human Resources as soon as possible. WorkForce Central may request medical certification to verify the individual is incapacitated due to pregnancy or childbirth.

This leave is unpaid. The employee must use available vacation and/or may use available paid sick leave during this time. Benefits normally provided during periods of paid leave will be available. If and/or when leave is no longer paid, health insurance benefits will cease as in keeping with cases of other leave.

Should pregnancy disability status continue beyond the point of paid leave, the employee will receive a COBRA notification to allow continued health insurance benefits at their own cost for up to eighteen (18) months. The employee must respond and follow the requirements of the notice to obtain this benefit. Paid leave benefits (such as vacation, or sick leave benefits) will not accrue while on leave. Employee will not receive payment for holidays occurring while on leave.

When the employee is no longer disabled, she is entitled to return to the same or equivalent position, unless this is no longer possible due to business necessity. WorkForce Central may, at its discretion, request certification from the employee's health care provider releasing her to return to work.

f) Domestic Violence, Sexual Assault, and Stalking Leave
An employee may use vacation leave, sick leave, or leave without pay to seek legal or law enforcement help. Leave may also be used to obtain health care or mental health counseling for physical or mental injuries caused by domestic violence, stalking, or sexual assault; or to seek services from a shelter or crisis center, or participate in safety planning, relocation, or other actions to increase safety from future incidents. The leave may be taken all at once, on an intermittent basis, or on a reduced work schedule. This leave provision applies whether the employee is directly a victim of such violence or is assisting a spouse, registered domestic partner, individual they are dating, or their children, parents, grandparents, or parents-in-law having been the victim of these forms of violence. *Please contact Human Resources for further information.*

6.9 LEAVE OF ABSENCE WITHOUT PAY (LWOP)

a) In addition to job-protected leave under state and federal law, in instances where the work will not be seriously impaired by the temporary absence of an employee, the Chief Executive Officer may, upon recommendation of the supervisor, grant a leave of absence without pay. Such leave will normally not exceed ninety (90) calendar days. However, the Chief Executive Officer may, when circumstances dictate, extend a period of leave without pay for an indefinite period.

In case of an employee who is granted extended LWOP due to a disabling illness or injury, the Chief Executive Officer may, on a periodic basis, require the employee to

submit a certificate from the attending physician or a designated physician. In the event of a failure or refusal to supply such certification, OR if the certificate clearly shows insufficient reasons for extending leave, the Chief Executive Officer may cancel such leave without pay and require the employee to report for duty on a specified date.

b) In accordance with RCW 1.16.050, employees are entitled to two (2) unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church or religious organization. Employees may select the days on which they would like to take the unpaid holiday(s), after consultation with their supervisor. An unpaid holiday request may be denied if the employee's absence would unduly disrupt operations, impose an undue hardship on WorkForce Central, or the employee is necessary to maintain public safety. The two unpaid holidays do not carry over from one calendar year to the next.

c) Temporary medical conditions may be eligible for Paid Family and Medical Leave benefits.

6.10 SHARED VACATION LEAVE

Fostering a supportive workplace culture, employees can donate unused vacation time to colleagues facing personal or family emergencies, providing additional time off when needed.

a) An employee, except for interns, is eligible to request shared vacation leave under this policy if:
    1. The employee suffers from an illness, family emergency, or other unpredictable and/or uncontrollable and extraordinary circumstances and which has caused or is likely to cause the employee to:
        i. Go on leave without pay status; or
        ii. Terminate WorkForce Central employment
    2. The employee has depleted or will shortly deplete their leave reserves.

b) Approval to take shared vacation leave is required from both the employee's supervisor and the Chief Executive Officer according to the criteria set forth in a).

c) An employee who has an accrued vacation leave balance of more than ten (10) days may request that WorkForce Central transfer a specified amount of vacation leave to another employee authorized to receive such leave. In no event may an employee donate vacation leave in an amount that would result in their vacation leave account going below ten (10) days.

d) No employee shall receive a total of more than three hundred twenty (320) hours of shared vacation leave.

e) After employee has depleted their own vacation leave, sick leave and floating holidays, donated vacation leave shall be utilized in the order of receipt by WorkForce Central (first in, first out). Such leave shall be donated in eight (8) hour increments.

f) While an employee is on leave transferred under this section, he or she shall continue to be classified as a WorkForce Central employee and shall receive the same treatment in respect to salary, wages, and employee benefits as the employee would normally receive if using accrued vacation leave or sick leave. All such current accruals shall also be depleted prior to any continuing use of donated hours.

g) The amount of any leave transferred under this section, which remains unused shall be returned at its original amount to the employee or employees who transferred the leave when WorkForce Central finds that the leave is no longer needed or will not be needed at a future time in connection with the illness or injury for which the leave was transferred.

ARTICLE VII – EMPLOYEE CONDUCT

7.1 PURPOSE

The proper operation of WorkForce Central requires that employees be reliable, impartial and responsible to the people that they serve; that decisions and policy be made in the proper channels of WorkForce Central's structure; that WorkForce Central not be used for personal gain and that the public have confidence in WorkForce Central's integrity. The purpose of this policy is to establish standards of conduct for all employees by setting forth those acts or actions that are incompatible with the best interests of the public and by directing disclosure by employees of private financial or other interests in matters affecting WorkForce Central.

WorkForce Central is a high performing organization that embraces Continuous Quality Improvement.

7.2 STANDARD OF CONDUCT

The expected standard of conduct for all WorkForce Central employees, shall be the highest standards in both their official conduct and their private conduct, insofar as it affects job performance. The tenure of every employee shall be conditioned on proper conduct on the job and satisfactory performance of duties. Any failure to meet this high standard serves as a basis for concern and/or discipline, up to and including immediate termination of employment.

It is the intent of WorkForce Central to employ coaching techniques and clear communication about what is expected so that issues of discipline are infrequent. In some circumstances, however, discipline may be warranted. While progressive discipline may be available, the use of progressive discipline is solely at the discretion of WorkForce Central and any disciplinary consequences, up to and including immediate discharge may be employed. The employment relationship is at will, and may be ended at any time, with or without notice, and with or without cause.

7.3 IMPROPER EMPLOYEE CONDUCT

The term "improper conduct" shall mean any improper action by an employee in their official capacity, which tends to affect the employee's ability to perform assigned duties or any improper use of their position as an employee for personal gain. Improper conduct while an employee includes, but is not limited to, the following:

a) Disregard of Antidiscrimination laws
Exhibiting blatant discrimination actions against others due to their race, color, national origin, sex, religion, or other protected characteristics.

b) Intoxication
Intoxicated behavior at work-sponsored events, whether during or outside work hours, as well as in any official or unofficial capacity that affects WorkForce Central's reputation, is not permitted.

c) Insubordination
Unwillingness to follow a lawful directive of a supervisor or other administrative authority.

d) Abusive Conduct
Offensive or abusive conduct or language toward the public or toward fellow employees or officers.

e) Use of Public Property
Using, permitting the use of or unauthorized use of WorkForce Central owned or leased equipment, materials or property for personal convenience or profit except when such services are available to the public generally or employees in the conduct of official business, or willful damage to or negligence in the care and handling of WorkForce Central property.

f) Abuse of Leave or Benefits
Use of leave or benefits under false pretenses, or misuse of leave.

g) Conviction of Any Criminal Act
Conviction of any criminal act, which in WorkForce Central's judgment would render the person unfit to perform in the particular position.

h) Unauthorized Absence Not Protected Under State or Federal Law
Absence from duty without leave, or failure to report after leave of absence has expired or after such leave of absence has been disapproved or revoked by proper administrative authority.

i) Violation of Policy
Willful or continued violation of any of these policies, procedures or rules, which may be prescribed and published by the Chief Executive Officer.

j) Acceptance of Gifts and Favors
Acceptance of any remuneration in addition to regular compensation of an employee, whether in the form of service, loan, material item or promise, from any person who to their knowledge is interested directly or indirectly in any manner whatsoever in business dealings with WorkForce Central; or granting in the discharge of their duties any improper favor, service or thing of value.

k) Solicitation of Public for Money, Goods or Services
Solicitation, in an official capacity as an employee of WorkForce Central, of the public for money, goods, or services not specifically authorized by the Chief Executive Officer.

7.4 CONFLICT OF INTEREST

No employee whether paid or unpaid shall engage in any business or transaction or shall have a financial or personal interest, direct or indirect, which is incompatible with the proper discharge of the official duties or which would tend to impair their independence of judgment or action in the performance of official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships or close business or political association.

Specific conflicts of interest are enumerated below for the guidance of employees:

a) Interest in Appointments
Canvassing by employees of members of WorkForce Central, directly or indirectly, in order to obtain preferential consideration in connection with any appointment except with reference to positions filled by appointment by the Chief Executive Officer.

b) Preferential Treatment to Individuals Generally
Granting any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

c) Incompatible Employment
Engaging in or accepting private employment or rendering services for private interests when such employment or service is incompatible with the proper discharge of one's duties or would tend to impair one's independence of judgment or action in the performance of official duties.

d) Disclosure of Confidential Information
Disclosure of confidential information concerning property, government or affairs of WorkForce Central or a member government without proper legal authorization or, using such information to advance ones or others financial or private interest.

e) Representing Private Interests
Representing private interests before the WorkForce Central Executive Board, the Workforce Development Board (WDB), its sub-recipients, and contractors or Courts. No person whose salary is paid in whole or in part by WorkForce Central shall appear on behalf of private interests before any agency-related (WorkForce Central and WDB) activities. They shall not represent private interests in any action or proceedings against the interests of WorkForce Central and the WDB in any litigation to which WorkForce Central and the WDB is a party.

An employee may appear before WorkForce Central Executive Board, the WDB and its committees on behalf of constituents in the course of their duties as a representative of WorkForce Central or in the performance of their obligations. However, no person shall accept a retainer or compensation that is contingent upon a specific action by a WorkForce Central agency.

f) Interest in Contracts with WorkForce Central
No employee of WorkForce Central shall have any interest in any contract made by them in their official capacity or by any committee, board or commission of which they are a member, agent or employee. In addition, members of any WorkForce Central employee's immediate family may enroll in or be served by any program offered by WorkForce Central only if the employee does not provide any supervision to the family member and is not involved at all or under any circumstance in the management of the family member's case, service or record. Employees shall disclose to their supervisor any familial relationships to applicants or participants and supervisors shall take appropriate action to ensure that the employee has no influence over the provision of any services. For the purpose of this section, the term "member of the immediate family" includes spouse, state-registered domestic partner, child, parent, sibling, sibling-in-law, child-in-law, and parent-in-law.

An employee who has financial or other private interest and who participates in discussion with or gives an official opinion to WorkForce Central Executive Board

and/or the WDB shall disclose on the records of WorkForce Central and/or the WDB, or other appropriate authority, the nature and extent of such interest.

Employees are prohibited from receiving funding from any Workforce Central initiative for their private ventures.

7.5 RESTRICTION ON POLITICAL ACTIVITIES

a) Election to Public Office
No permanent service employee of WorkForce Central shall simultaneously hold an elective public office or position in a WorkForce Central member government.

b) Political Activities During Working Hours
No employee of WorkForce Central shall solicit any money, influence, service or other thing of value or otherwise aid or promote any political committee or the nomination or election of any person to public office while on the job during working hours; however, nothing in this subsection is intended to restrict the right of the employee to express their personal political views.

c) Use of Position for Political Influence
No employee shall promise an appointment to any WorkForce Central position, favorable treatment or the influence of their office or other favor or reward in return for partisan political activity on their behalf, or on behalf of any candidate of cause.

ARTICLE VIII – UNLAWFUL HARRASSMENT AND DISCRIMINATION POLICY

WorkForce Central is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment.

8.1 DEFINITION

It is unlawful for certain employment decisions to be made based upon an individual's status in a protected class, as defined by federal, state, and local laws. These include, but are not limited to, discrimination based on an employee's race, creed, color, religion, national origin, age, sex (including pregnancy, gender identity, and sexual orientation), marital status, honorably discharged veteran or military status, or the presence of any physical, sensory or mental disability, or any other status or condition protected by applicable federal, state or local laws is prohibited.

8.2 PROHIBITED CONDUCT

Prohibited conduct shall be any unlawful discrimination, including but not limited to actions that may create a hostile work environment, derogatory comments, slurs, jokes, innuendos, cartoons, pranks, physical harassment, etc., related to an employee's protected class status. Harassment is also a form of discrimination that can include but is not limited to conduct demonstrating bias toward a protected class that is so pervasive as to alter conditions of employment. An example is a sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Another example of harassment may include retaliation based upon an employee's participation in activities identified with or promoting the interests of a protected group. Employees have the right to be free from such harassment on the job, either from co-workers, supervisors, or managers.

8.3 NOTIFICATION OF DISCRIMINATION

Any employee who believes he or she is being discriminated against by co-workers, outside vendors, contractors or customers should notify their supervisor. Where the employee believes that he or she is being harassed by their supervisor or has complained to their supervisor of harassing conduct but is dissatisfied with the action, the employee should contact the Chief Executive Officer. No employee will be subject to retaliation for bringing a complaint of discrimination to management.

8.4 VIOLATION OF POLICY

It is the responsibility of each employee, regardless of job position, to maintain a work force free from all forms of discriminatory conduct. Any employee found in violation of this policy shall be subject to appropriate discipline, including possible discharge. Further, any supervisor or manager who witnesses an act of harassment and fails to take appropriate action or who receives a complaint of harassment and fails to take appropriate action is also subject to disciplinary action.

ARTICLE IX - GRIEVANCE AND APPEALS

9.1 GRIEVANCE POLICY

It is the policy of WorkForce Central to provide for an orderly process whereby employees may have their complaints considered as fairly and as rapidly as possible without fear of reprisal. WorkForce Central has established a grievance procedure for the purpose of securing solutions to the complaints alleged by employees, which may arise from time to time. This procedure will be kept informal, consistent with the ultimate goal of resolving the grievance.

9.2 DEFINITIONS

a) Grievance

As used in this policy, the term "grievance" means an alleged violation of a specific provision or provisions of personnel policies by an employee, or group of employees, whose rights or benefits provided for in the personnel policies have been violated or that the personnel policies have been misapplied or misinterpreted. A grievance shall not include, and this grievance procedure shall not apply to, any of the following:

1. Any matter on which WorkForce Central is without authority to act.
2. Any proceeding for dismissal, suspension, reduction in rank or of a permanent service employee.
3. The evaluation of an employee's performance.
4. Any matter related to the recruitment, selection, examination or promotion of applicants for permanent service positions.

b) Aggrieved Party

The "aggrieved party" shall be defined as the person or persons who were directly affected by the alleged violation, misinterpretation or misapplication of the Personnel Policies and Procedures and who suffered personal loss or injury as a result.

c) Days

Days shall mean workdays for the purpose of this policy.

d) Representative

A "representative" shall mean an individual identified by the employee to assist him/her through the grievance process. Representatives shall not include an employee's attorney, spouse, or relative, unless mutually agreed to by the Employee and WorkForce Central.

e) Immediate Supervisor

The "immediate supervisor" is the person who has direct administrative or supervisory responsibility over the aggrieved.

9.3 GENERAL INFORMATION

a) Time Limits

A grievance should be processed as rapidly as possible to avoid unnecessary strain on the employee and interruption in the workflow of WorkForce Central. The number of days indicated for settlement or appeal at each step of the procedures should be considered maximum. The time limits can be extended by mutual consent of the parties involved at any step of the procedures.

b) Employee Protection
There shall be no restraint, interference, discrimination, or reprisal exerted on any employee choosing to use the procedures for resolution of grievances.

c) Failure to Respond
Failure at any step of this procedure by the aggrieved to carry a grievance to the next step within the specific time limits shall be deemed to be acceptance of the decision rendered at that step. Failure at any step of the procedure to communicate the decision in writing on a grievance within the specified time limits shall permit the aggrieved to proceed to the next step.

d) Files
All documents, communications, and records of a grievance will be filed separately from the personnel files. References to the records, such as a summary, may be placed in the appropriate personnel file(s).

e) Initiation of Grievance
Every attempt must be made to ensure each grievance is initiated within thirty (30) days of the occurrence, or within thirty (30) days after an employee knew or should have known the cause of the complaint.

f) Right of Representation
An employee presenting a grievance has the right to be accompanied, represented, and advised by a representative of their choice after the first step (informal process) has been completed.

g) Written Notification of Representation
The representative chosen must be designated by the employee in writing and this designation must accompany the written grievance when filed. An employee may change their designated representative but must promptly provide written notification of such change to the official(s) reviewing the grievance.

9.4 GRIEVANCE PROCEDURES

If the employee feels comfortable in doing so, they should attempt to address the issue directly with the person(s) involved in the grievance. The employee may find the other person was not aware of their grievance and the matter can be resolved directly. If the employee is not comfortable addressing the grievance directly or is not satisfied with the outcome of the direct communication, the following steps shall be followed.

Step 1
Since the purpose of this grievance procedure is to settle equitably, and informally, if possible, disputes constituting a grievance, at the lowest possible administrative level, a thorough discussion of the claim shall be conducted by the aggrieved and their immediate supervisor to seek grounds for the resolution of the problem. If the supervisor is the

person with which the employee has a grievance, the employee should feel empowered to bring their grievance to the appropriate Human Resources representative. Given a circumstance where the employee's grievance is directed at Human Resources personnel or their supervisor, the aggrieved party should be empowered to bring their grievance to the Chief Executive Officer. In instances where the employee's grievance is against the Chief Executive Officer and aggrieved does not feel comfortable addressing the issue through the internal process under this Step 1, the aggrieved may contact the appropriate designated Local Workforce Board member, usually the board chair, to assist in resolution of the grievance.

Step 2
In the event the problem has not been resolved within ten (10) days at Step 1, the aggrieved shall prepare a written statement of the facts constituting the complaint and setting forth:

a) The section of the policy allegedly violated;

b) The nature and extent of the injury or loss they suffered;

c) The results of previous discussion of the grievance;

d) Their dissatisfaction with the decision rendered at the informal conference at the lowest possible administrative level; and

e) The remedy sought.

This information shall be sent to the next highest administrative level who shall, within ten (10) days of receipt of the complaint, meet with the grievant, and if necessary, the supervisor, to attempt to resolve the matter. Within ten (10) days of the formal conference, the highest-level administrator involved shall prepare a written statement of the reasons for their decision.

Step 3
Within ten (10) days of receipt of the decision or within ten (10) days after the formal conference held at Step 2, the aggrieved may file their grievance in writing to the Chief Executive Officer, setting forth the grounds upon which the grievance is based and reasons why the aggrieved considered the decision rendered at Step 2 to be unacceptable. Copies of the decision and statement of reasons from Step 2 above shall be filed with the appeal.

a) Review Procedures
   Grievances will normally fall into one of two categories:
   1. A matter of interpretation of personnel policy:
      If the grievance is based on a question regarding an interpretation of a policy (personnel policy, administrative memorandums, program bulletins, or other

written documents that establish WorkForce Central policy), an appropriate party as determined by the Chief Executive Officer shall write a response clarifying the meaning and intent of the policy in question and provide this response to both the aggrieved and Chief Executive Officer before a final decision is reached.

OR

2. A matter of personal supervisory judgment:
   If the grievance is based on a matter of judgment, the Chief Executive Officer shall meet with the aggrieved prior to reaching a final decision.

Step 4
Within ten (10) days after receiving the appeal, the Chief Executive Officer shall meet with the aggrieved for a discussion of the claim. The Chief Executive may ask the immediate supervisor and/or the next highest-level administrator to participate in this meeting. The aggrieved may request that their representative accompany them to this meeting. The purpose of the meeting shall be to resolve the complaint. The Chief Executive Officer shall try to render a decision regarding the complaint at this meeting. If they are unable to render a decision during the meeting, within five (5) days following the meeting a written decision shall be provided to the aggrieved. The decision of the Chief Executive Officer shall be final. Should the aggrieved disagree or feel the decision of the Chief Executive Officer is inadequate in solving the issue at hand, the aggrieved may bring their complaint in writing to the designated Executive Board member who shall assist with facilitating a meeting with a mutually agreed upon dispute resolution expert for further pursuance of the personnel issue.

ARTICLE X – OTHER POLICIES

10.1 TRAVEL POLICY

Employees of WorkForce Central shall adhere to its current Travel Policy. Itemized receipts are required for all expenses not covered by per diem.

Allowable expenses:

1. Reasonable transportation costs to and from the airport.
2. Low cost parking while out of state on business.
3. Baggage check in costs.
4. Transportation costs to meetings and meal sites away from main meeting facility.
5. Meals if not included as part of the conference/workshop/training should comply with the federal GSA per diem schedule at https://www.gsa.gov/travel/plan-book/per-diem-rates.

10.2 EXPENSE REIMBURSEMENT POLICY

Employees of WorkForce Central shall be reimbursed each pay period for all mileage, travel related and out-of-pocket expenses incurred during each pay period. All expenses should be included in the payroll tracking system.

Employees must document mileage and reimbursable items in the payroll tracking system. Employee expenses will be reimbursed as follows:

a) Mileage is reimbursed at the standard IRS rate for the time period.

b) Other Travel related expenses will be reimbursed under the Travel Policy guidelines.

c) All out-of-pocket expenses (examples: supplies for meetings, textbooks, emergency office supplies, etc.) will require a document showing business purpose and a receipt for the purchase.

All requests for reimbursement received after sixty (60) days from the end of the month for which expenses are claimed will require a letter explaining the delay.

10.3 WORKPLACE VIOLENCE POLICY

Nothing is more important to WorkForce Central than the safety and security of its employees. Therefore, we have a zero-tolerance policy toward acts of workplace violence. WorkForce Central will not tolerate violence or threatened violence against any of our employees, or any other persons on our premises by anyone, including members of the public and/or family, friends, or acquaintances of an employee. WorkForce Central prohibits acts of violence on or about WorkForce Central premises or while carrying out work-related activities.

Acts of violence include, but are not limited to, the following behaviors:

- Physically harming or fighting with another individual;
- Pushing, shoving, or striking another individual;
- Intimidating or coercing another individual;
- Harassing another individual in person or by telephonic, electronic, or other means;
- Stalking another individual in person or by telephonic, electronic, or other means;
- Threatening another individual in person or by telephonic, electronic, or other means; and
- Possessing any type of weapon on WorkForce Central premises, including parking lots.

Any employee having been subject to or having witnessed violent behavior should immediately contact their manager or if not available, the Chief Executive Officer or any other member of management to report concerns. This report may be made orally or in

writing, regardless of the relationship between the reporting individual and any parties involved. All reports will be promptly investigated and kept strictly confidential. No employee will be penalized, disciplined, or retaliated against for bringing forth such concerns or for being the victim of violence.

Anytime an employee makes threats, displays threatening behavior, commits violent acts, or carries out acts of harassment or stalking on this organization's premises, they shall be removed from premises as quickly as safety permits and shall receive disciplinary action sufficient to eliminate any further prohibited activity, up to and including immediate termination of employment.

We require that all employees who obtain protective or restraining orders listing WorkForce Central's location as a protected area provide their supervisor and Human Resources with a copy of the order granted, even if the order is temporary. Failure to report such an order will result in disciplinary consequences, up to and including immediate termination of employment. This organization does not require that employees obtain restraining orders against any other party and will respect an employee's decisions based on their own safety concerns. WorkForce Central will assist employees facing such concerns by referral to appropriate resources.

10.4 DRUG-FREE WORKPLACE POLICY

WorkForce Central intends to provide a healthy work environment for its employees. The organization also has a responsibility to encourage and maintain the trust of other businesses and the public. Drug and alcohol abuse may seriously impact our productivity, morale, and safety. Therefore, this policy requires the compliance of all employees with the following rules:

a) Employee shall not manufacture, distribute, transfer, dispense, purchase, possess, use, consume, or be under the influence of illegal drugs, alcohol, marijuana, or other controlled substances while working or on our property.

   Employees must not be noticeably impaired by alcohol or marijuana during work hours, work-sponsored events or travel. Noticeable impairment in the community may harm WorkForce Central's reputation and credibility. Employees are expected to conduct themselves appropriately whenever representing WorkForce Central.

b) As a condition of employment under the federal workforce legislation employees will
   1. Abide by the terms of this policy from hire through the employment relationship.
   2. Notify the Chief Executive Officer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

3. Notify the Chief Executive Officer within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

c) One of the following actions, within thirty (30) days of receiving notice, will be taken against any employee who is so convicted.
    1. Violation of these prohibitions will result in disciplinary action up to and including immediate termination of employment and may have additional legal consequences for the individual. Additionally, where an employee is found to be in consumption or under the influence of alcohol or drugs at work, WorkForce Central reserve the right to require assessment, testing, and compliance with prescribed treatment and performance standards as a condition of employment or re-employment, in keeping with state and federal law. Voluntary efforts by the employee to seek professional help for a problem are encouraged. Please check the summary plan description of our medical insurance program for current benefits available for substance abuse treatment.
    2. WorkForce Central reserves the right to implement a testing policy which may include one or more of the following types of testing: pre-employment testing, reasonable suspicion testing, blanket testing, random testing, post-accident testing, and follow-up and return to duty testing for the presence of drugs and alcohol where employee has violated employer's drug and alcohol policy.

10.5 INCLEMENT WEATHER POLICY

In general, each individual is responsible to notify their immediate supervisor if they will not be able to start work on time due to inclement weather. Vacation leave may be used for any unworked hours and/or time used may be flexed within the pay period. This does not apply when the Chief Executive Officer or designee authorizes a late start due inclement weather. In that case, the delay will not cause an interruption in pay.

If an employee fails to begin work due to weather related conditions and WorkForce Central is open, the employee has the option to use vacation leave, flex their hours or work from home, if possible.

On certain rare occasions WorkForce Central will close for the day; however, a work closure is at the sole discretion of the Chief Executive Officer or designee. This is not an individual employee decision. In the Chief Executive Officer's absence and with no designee appointed, WorkForce Central will close when all Pierce County Offices are closed to the public (Open for emergency services only).

10.6 WHISTLEBLOWER PROTECTION

No employee of WorkForce Central may be discharged, demoted, or otherwise discriminated against for disclosing information they reasonably believe is evidence of

mismanagement or waste; a substantial and specific danger to public safety related to the implementation; or an abuse of authority; or a violation of law, rule, or regulation related to an agency contract or grant, awarded, or issued relating to any public funds.

a) Reporting Potential Violations
Violations must be reported immediately to your immediate supervisor.

If you do not feel comfortable reporting as listed above or if you did report and are not satisfied with the response, then you should direct your report or dissatisfaction to the Chief Executive Officer.

b) Retaliation Prohibited
Retaliation can include, but is not limited to harassment, discrimination, or any other unfair treatment or abuse of power.

If you believe you are being subjected to retaliation for reporting a violation of this policy or, participating in an investigation of a violation of this policy, you should report the retaliation immediately in the manner provided above. Please note that you do not have to confront the person who is the source of the retaliation before reporting it, but to help prevent retaliation from continuing, you must report it.

Any employee who retaliates against another employee for making a good faith complaint of a violation of this policy, or for assisting in an investigation of a complaint of a violation of this policy, is subject to discipline or termination.

c) Workplace Investigations
A report of retaliation for reporting a violation of this policy or a report of a violation of this policy that is made to those listed above will result in an appropriate investigation of the allegations. WorkForce Central may use third parties to investigate allegations. All employees have a responsibility to cooperate fully with any investigation. The interviews, allegations, statements, and identities will be kept confidential, on a need-to-know basis, consistent with the law and the investigation process and goals. Unreasonable refusal to participate in an investigation may lead to discipline, including termination.

Those found to have retaliated against another in violation of this policy or who have violated this policy are subject to discipline including, but not limited to, termination, consistent with the law, the results of the investigation, the severity of the conduct, and the policy violator's employment history, including any similar reports of policy violations and/or retaliation.

d) Knowingly False Reports Prohibited
Any employee or workplace participant who makes a knowingly false report of a violation of this policy or retaliation will be subject to discipline, including termination.

10.7 OUTSIDE EMPLOYMENT (MOONLIGHTING) POLICY

Employees are permitted to engage in outside employment or hold other jobs, subject to certain restrictions based on reasonable business concerns pursuant to WorkForce Central's Outside Employment (Moonlighting) Policy. Primary employment shall be with WorkForce Central. However, employees may hold outside employment provided the employment:

- Does not create an actual, potential, or appearance of a conflict of interest.
- In no way interferes with the performance of the employee's duties.
- It is performed outside the employee's approved work schedule.
- Is facilitated off WorkForce Central premises.

Employees must complete the Outside Employment Disclosure and Approval form prior to engaging in outside employment. For further guidance, please refer to the Outside Employment (Moonlighting) Policy.

10.8 PET POLICY

WorkForce Central is responsible for assuring the health and safety of all employees. In keeping with this objective, WorkForce Central has formulated a policy balancing these concerns with the desire to promote a positive employment experience by allowing appropriate pets in the office. A pet may be allowed in the office if its health and behavior are acceptable within an office setting, and if it does not adversely affect office operations.

a) The privilege of bringing a pet to work is subordinate to the health, safety, and comfort of persons who may come into contact with animals at the office. An animal may be excluded from the office if it:
   1. Causes any person to experience allergic reactions, fear, or any other physical or psychological discomfort;
   2. Distracts any employee from their work; or
   3. Reduces any employee's productivity or quality of work.

   Any individual with a grievance regarding an animal at the office should bring the matter to the attention of the owner's immediate supervisor.

b) In addition, the following animals may not be brought to the workplace:
   1. Sick animals;
   2. Animals with fleas or any disease that is communicable to other animals in the office or to humans;
   3. Animals that have not been properly vaccinated, or that have internal or external parasites;

4. Dogs that bark or behave aggressively; or
5. Animals that have not been spayed or neutered will not be permitted to come to the office in season.

c) All animals must be in the continuous full control of their owners. They should be in the physical presence of the owner, in the owner's office, or in the space around the owner's desk at all times. Owners are expected to clean up, completely and immediately, after their animals.

d) An employee who brings an animal to the office is completely and solely liable for any injuries or any damage to personal property caused by the animal. Any repair or cleaning/maintenance costs incurred by an animal will be charged in full to the owner.

10.9 SEVERANCE POLICY

In accordance with its Severance Pay Policy, WorkForce Central may provide severance pay to eligible employees as limited financial assistance when employment ends under specific organizational circumstances. Severance pay is intended to support an orderly transition and does not constitute contractual entitlement. Because WorkForce Central relies on funding sources that require periodic reauthorization and continued awards, severance pay is discretionary and not guaranteed.

ARTICLE XI – AMENDMENTS AND ADOPTION OF PERSONNEL POLICIES AND PROCEDURES

Personnel Policies and Procedures & Compensation Plan amendments may be initiated by the Executive Board or the Chief Executive Officer. All amendments shall be submitted to the Executive Board for approval and adoption. When approved by the Executive Board, amendments shall become effective on the date of approval unless otherwise designated by the Executive Board.

The Chief Executive Officer, or designee, shall develop appropriate procedures to implement the Personnel Policies and Procedures & Compensation Plan adopted by the Executive Board. Such procedures shall become effective on the date stated in a written memorandum from the Chief Executive Officer to all employees.

ATTACHMENT A

TACOMA-PIERCE COUNTY EMPLOYMENT & TRAINING CONSORTIUM
D/B/A WORKFORCE CENTRAL

COMPENSATION TABLE

Approved by Executive Board March 20, 2026 Effective July 13, 2026

JOB CLASSIFICATION	HOURLY RATE
Chief Officer	$67.13
Senior Director	$60.15
Director	$58.01
Manager	$49.41
Senior Specialist	$40.81
Specialist	$39.73
Coordinator	$38.67
Assistant	$36.52

*Chief Executive Officer compensation is determined and approved by the Executive Board