

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, JANUARY 29, 2018

9:30

COUNTY COMMISSIONERS

Chairman Johnson

All matters listed within the Consent Agenda have been distributed to each County Commissioner for review and are considered routine. The Consent Agenda will be approved by one motion of the Board of County Commissioners with no separate discussion. If separate discussion is desired on a certain item, that item may be removed from the Consent Agenda at the request of a Commissioner, for action later.

- a) Roll call and establish a quorum
- b) Declarations re: conflict of interest
- c) Pledge of Allegiance
- d) Public comment period (time limitations may be imposed)

PLEASE NOTE: *If you wish to address the Commission, please raise your hand to be recognized by the Chair. When you have been recognized, please step up to the microphone and give your name and address before your comments. The Walla Walla County Commissioners are committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principle. (An individual may request to address the board at a later time on the agenda, if time permits, by contacting the Clerk of the Board at least 24 hours prior to the meeting.) Thank you.*

- e) **Action Agenda Items:**
 - 1) Review submitted Employee Payroll Action Forms
- f) **Consent Agenda Items:**
 - 1) Resolution _____ - Minutes of County Commissioners' proceedings for January 22 and 23, 2018
 - 2) Resolution _____ - Reappointment to Walla Walla County Planning Commission (Newcomb)
 - 3) Execute Addendum to Contract for Indigent Legal Services 2017 (Flores)
 - 4) County vouchers/warrants/electronic payments as follows: 4194205 through 44194206 totaling \$169,385.58 (ER&R)
 - 5) Payroll action and other forms requiring Board approval
- g) Miscellaneous business to come before the Board
- h) Review reports and correspondence; hear committee and meeting reports
- i) Review of constituent concerns/possible updates re: past concerns

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF A
REAPPOINTMENT TO THE
WALLA WALLA COUNTY
PLANNING COMMISSION
(NEWCOMB)



RESOLUTION NO.

WHEREAS, pursuant to Walla Walla County Resolution No. 14 051, Linda Newcomb was appointed to fill a vacancy on the Walla Walla County Planning Commission, said term of appointment to expire March 1, 2018; and

WHEREAS, Ms. Newcomb is willing to accept reappointment to serve on said Commission; and

WHEREAS, terms of appointment to the County Planning Commission are for four years, and for consistency, all terms are established to begin and end on March 1; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that Linda Newcomb shall be reappointed to a term on the Walla Walla County Planning Commission, with said term of reappointment to be effective as of March 1, 2018 and to expire on March 1, 2022.

"Passed this 29th day of January, 2018 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent."

Attest:

Connie R. Vinti, Clerk of the Board

James K. Johnson, Chairman, District 1

Todd L. Kimball, Commissioner, District 2

James L. Duncan, Commissioner, District 2

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

9:45

WSU EXTENSION OFFICE

Debbie Williams

- a) Extension office update and miscellaneous

Walla Walla County Extension January 29, 2018

9:45 a.m.

Update WSU/Walla Walla County Extension

WSU Extension Annual Reviews

WSU Extension – new hires

4-H – STEM, KYG, Super Saturday, 4-H Leadership,

Agriculture - Cereal Conf., Cereal/Legume Tours, Last Chance Pesticide

Master Gardeners – Advanced Training

Food \$ense

Schedule

January 30-31 FMLA to Seattle

February 27-March 1 – WSU Unit meetings, Olympia

April 11-13 – WEASA Conf., Okanogan WA

July 10-20 – Vacation/WA Little League State, Seattle area

July 25 - 28 – WSU Youth & Family Unit Promotion and Tenure Meetings, Spokane

November 12-16 – WSAC/Extension Conference, Tacoma?

WSU Extension Office – Walla Walla County January 2018 Update

WSU Extension Position Updates

WSU Youth and Family Program Director, Doreen Hauser-Lindstrom will be conducting my annual review on February 15 in Spokane. WSU Extension staff, WSU and County, have been given or are scheduled for an annual review.

New 4-H State Coordinator hired, Nancy Deringer from University of Idaho. New Dean of the College of Agricultural, Human, and Natural Resources Sciences (CAHNRS), Dr. André-Denis Wright, previously - endowed Professor and Director of the School of Animal and Comparative Biomedical Sciences at the University of Arizona.

Update WSU/Walla Walla County Extension

Youth

Teen Leadership: Twelve Walla Walla County 4-H teens are participating in the Know Your Government Program this year in Olympia. The teens are attending training sessions on the creating a bill and working through the process and will lobby for their bill at the event. The 4-H Know Your Government Conference serves to strengthen the connection between youth and our political and social networks through education, experience, application and inspiration. 4-H Teens will also attend the 4-H Leadership Summit on March 19.

STEM (Science, Technology, Engineering, and Math) education at Blue Ridge in partnership with the 21st Century Program at WWPS. Thirteen classes were held this fall and 10 classes will be held in January through April. We have added three more elementary schools (Sharpstein, Green Park, Edison). We have also served Burbank through the Rural Libraries partnership. Discussions with Prescott and Vista Hermosa are underway. We are looking into volunteers, workstudy students, and interns to sustain and grow the STEM program.

4-H Top Chef has grown tremendously. 4-H members in the Foods projects can enter classes on table setting, packing a healthy lunch, and full meal preparation. Youth awarded a blue ribbon at the February 22-27 contest are qualified to participate in State Fair.

4-H Livestock Clinic is scheduled for March 17 in Waitsburg and will include market livestock and horses. A Quality Assurance training for market livestock projects will be held following.

4-H Super Saturday will be held on March 24 at St. Patrick's Church. Local youth participate in 4-H type classes including youth from the community that don't get to participate in clubs throughout the year.

4-H Demonstrations/Public Speaking will be held in April and May. Usually 100 participate.

Agriculture Programs

Paul Carter, WSU Extension Director in Columbia County helps support agriculture in our county until we can rehire a Regional Specialist. We provided Last Chance Pesticide Credits on December 5 with 48 attendees. The Cereal Grain Conference was held January

16 with 62 producers attending the all-day event. Cereal Grain and Legume Tours – will be scheduled for the last week of June.

Women in Agriculture was held on November 18. This one-day gathering takes place simultaneously at 31 locations throughout Washington, Idaho, Oregon, Montana and Alaska including Walla Walla.

Washington Extension Agents and Specialists Association will hold a State Conference in Okanogan County on April 11-13.

Master Gardeners/Master Food Preservers

Master Gardeners will have advanced training in January, February, and March this winter. New Master Gardener Training will be held January – March 2019. Master Gardeners will start Office Clinics in April and Farmers Market Saturdays in May.

Master Food Preservers (MFP) are busy supporting our office and helping the public with Food Safety and Preservation issues. Please send anyone interested in canning to our office for a free canning gauge check.

Food \$ense – There were big changes in the State Food \$ense/SNAP ED Program last year but our staff has been able to serve our community with nutrition and food safety education.

Meike Johnson, Food \$ense Coordinator and her staff are partnering with schools, food banks, and other entities serving low-income clientele next year (fiscal year October – September).

The Food \$ense money comes from USDA for 2017-2018 through Department of Social and Health Services and then go to Department of Health in our region (Yakima, Benton, Franklin, Walla Walla, Columbia, Garfield, Asotin, and Whitman Counties). We will be a sub-contractor and will still serve Asotin, Benton, Franklin, and Walla Walla Counties. Our Food \$ense program has been serving our community utilizing County support, Federal dollars, and in-kind match since the start up in 2004. We have reached more than 33,000 youth and their families. The WSU Food \$ense program goal is to impact family nutritional habits at home through nutrition education to kids in the classroom.

Hort Board – Apple Maggot/Brown Marmorated Stink Bug

Horticulture Pest and Disease Control Board will still focus on Apple Maggot and Brown Marmorated Stink Bug. Apple Maggot is still showing up and will continue to be a focus of the Horticulture Pest and Disease Board with hits in Pendleton this last season. The Brown Marmorated Stink Bug will also be a threat to our area in the next few years. We are hoping the weather this winter will slow it down but we know it has been wintering indoors. We will get updates from WSU and OSU if there is anything we can do to manage this pest.

Schedule:

January 30-31 FMLA to Seattle

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July 10-20 – Vacation/WA Little League State, Seattle area

July 25 - 28 – WSU Youth & Family Unit Promotion and Tenure Meetings, Spokane

November 12-16 – WSAC/Extension Conference, Tacoma?

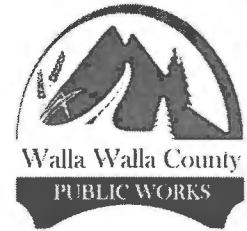
10:00

PUBLIC WORKS DEPARTMENT

Randy Glaeser

- a) Department update and miscellaneous

Walla Walla County Public Works
PO Box 813
Walla Walla, WA 99362



To: Board of County Commissioners

From: Randy Glaeser, Public Works Director

Date: 25 January 2018

Re: Director's Report for the Week of 22 January 2018

Board Action: 29 January 2018

Update Only

ENGINEERING:

- Mill Creek FH: In condemnation. Expect court date in 2018.
- Blue Creek Bridge: On hold waiting for Mill Creek ROW completion.
- Pflugrad Bridge: Negotiating ROW.
- Mill Creek Road MP 1.1 to MP 3.96: ROW plans revised.
- Mud Creek: In design. Plans sent to WSDOT for approval to relocate intersection.
- Whitman Drive W.: In design.
- Stormwater: Havstad to be completed in the spring.
- Middle Waitsburg Road: To be surveyed this summer. Received formal funding agreement from WSDOT.
- Scenic Loop Road: Delayed survey to 2018.
- Miscellaneous: Working on RAP grant due in March.

MAINTENANCE/FLEET MANAGEMENT:

- South crews ditching and shoulder work.
- North crews ditching and shoulder work.
- Vegetation/Signs working on bridge restriction signs.

ADMINISTRATION:

- Finishing up with quarterly counseling.
- Conducted monthly leadership meeting.
- Conducted monthly crew meetings.

10:15

PROSECUTING ATTORNEY

Jim Nagle/Jesse Nolte

- a)** Miscellaneous business for the Board

- b)** Possible executive session re:
litigation or pending or potential
litigation (pursuant to RCW 42.30.110(i))

10:30

HUMAN RESOURCES/RISK MANAGER

Shelly Peters

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
 - 1) Possible discussion/decision re: any pending claims against the County
- c) **Action Agenda Items:**
 - 1) Revised Job Description approval form - Detention Manager for the Corrections Department, Juvenile Division/Juvenile Justice Center
 - 2) Proposal 2018 01-29 HR/RM-1 Approval of updated Sick Leave Policy
 - 3) Proposal 2018 01-29 HR/RM-2 Approval of updated Bereavement Policy
- d) Possible executive session re: personnel (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(b)), and/or litigation or pending or potential litigation (pursuant to RCW 42.30.110(i))



MEMO

Date: 01/29/18

Proposal ID#: 2018 01-29 HR/RM-1

To: BOCC

From: Shelly Peters, HR/ Risk Management

Action Item: Approval of updated Sick Leave Policy

Summary

Effective January 1, 2018 employers are required to provide paid sick leave to most employees due to the Paid Sick Leave Law.

Background

Initiative 1433 was approved by the Washington voters in fall 2016. One primary change to state law was requiring employers to provide paid sick leave to most employees beginning January 1, 2018. The main two requirements of the paid sick leave law have to do with accrual and usage of paid sick leave.

I have taken the sample paid sick leave policy from WA State Dept. of Labor and Industries and combined it with Walla Walla County's sick leave policy. The County's sick leave policy is more generous than the new requirements for benefited employees. The new sick leave policy now includes non-benefited employees, temporary, seasonal and on-call employees. The new policy has been reviewed by Dena Schueler and Susan Dombrosky.

I have attached the new sick leave policy to this proposal for your review.

Cost

\$0.00

Funding: N/A

Conclusion/Recommendation: It is recommended that the Board of County Commissioners approve the updated sick leave policy with an effective date of January 1, 2018.

Submitted By:

Disposition

Name

Department

Accepted

Shelly Peters

HR/Risk Mgmt.

Not Accepted

BOCC Chairman: _____

Date: _____

WALLA WALLA COUNTY
PERSONNEL POLICIES AND OPERATIONS MANUAL

SUBJECT: Paid Sick Leave Policy

PURPOSE:

To establish procedure and outline conditions for use of sick leave by Walla Walla County employees. Paid sick leave is for employees to care for their health and the health of their family members.

POLICY:

Authorized Uses of Paid Sick Leave:

Paid sick leave may be used for the following:

- An employee's mental or physical illness, injury or health condition;
- Preventive care such as a medical, dental or optical appointment and/or treatment;
- Care of a family member with an illness, injury, health condition and/or preventive care such as a medical/dental/optical appointment;
- Closure of the employee's place of business or child's school/place of care by order of a public official for any health-related reasons;
- If the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking.

Authorized use of paid sick leave for domestic violence, sexual assault or stalking includes:

- Seeking legal or law enforcement assistance or remedies to ensure the health and safety of employee's and their family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking.
- Seeking treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking.

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

Family members included in this policy:

"Family members" is defined as a child or parent (including biological, adopted, foster, step or legal guardian), a spouse, registered domestic partner, spouse's parent, grandparent, grandchild or sibling.

PROCEDURE:

A. Accrual of Paid Sick Leave:

1. Paid sick leave begins to accrue at the start of employment. You will be provided with an *Employee Paid Sick Leave Notification* at the start of employment. It contains information regarding: authorized use of paid sick leave, eligibility for use and information about retaliation.
2. Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked. (Employees do not accrue sick leave while absent on either their own accrued sick leave or donated sick leave).
3. There shall be no limit on the amount of sick leave which may be accrued.
4. Effective January 1, 2018, non-benefited employees will accrue paid sick leave at the rate of *one (1) hour for every forty (40) hours worked*. There is no cap on the number of paid sick leave hours that may be accrued in a year. However, for temporary employees, seasonal employees and on-call employees the maximum for sick leave carryover at the end of the year is forty (40) hours.

B. Shared Sick Leave Program:

1. Employees may donate up to one hundred sixty (160) hours, using a calculation method of 25% of the donated hours amount (example: 25% of donated one hundred sixty (160) hours, recipient receives forty (40) donated hours), to a co-worker within their department and with approval of the Elected Official/Department Head in the event of the co-worker's serious illness or injury, provided:
 - a. The co-worker does not have sufficient sick leave and has used all other available leave time including vacation and compensatory time.
2. Donations by an employee from one department to an employee in another department, or a donation in excess of forty (40) hours, shall be subject to final approval from the Board of County Commissioners; the same calculation methodology shall be used as identified above in paragraph.
3. An employee may receive a maximum of 168 hours of donated sick leave in any contiguous year related to the serious illness or injury event that occurred in that year.
4. Employees may not make sick leave donations when they have forty (40) hours or less of accrued sick leave nor donate sick leave that would draw down their accrued sick leave hours to less than forty (40) hours.

C. Paid Sick Leave Accrual Year:

Accrual year is the calendar year: January 1st to December 31st.

D. Carryover of Paid Sick Leave Hours:

1. There shall be no limit on the amount of accrued sick leave which can be carried over to the following year/s. However, there are limits on sick leave cash out (see below under cash-out).
2. For temporary employees, seasonal employees, and on-call employees, at the end of the paid sick leave accrual year earned unused paid sick leave balances of forty (40) hours or less will carry over to the following year.

E. Eligibility to Use Accrued Paid Sick Leave:

Temporary employees, seasonal employees and on-call employees are eligible to use accrued paid sick leave ninety (90) days after starting their employment.

**Original approved requests shall be forwarded to the County Auditor's Office for processing. A copy of these requests shall be maintained in the employee's personnel file.

F. Notification to Use Paid Sick Leave:

1. Employees must provide reasonable advance notice of an absence from work for the use of paid sick leave to care for themselves or a family member. Employees shall notify the employer at least one (1) hour prior to their reporting time, as practicable, in order that a replacement may be obtained if necessary. In the event it is not possible for the employee to provide notice, a person, on the employee's behalf, may provide such notice.
2. An employee who is absent from work shall keep the employer advised on a daily basis as to their continued need to use their paid sick leave and when he/she may expect to return to duty.

G. Notification to Use Paid Sick Leave for Domestic Violence Leave:

1. An employee must give advance notice to the employer as soon as possible for the foreseeable use of paid sick leave to address issues related to the employee or the employee's family member being a victim of domestic violence, sexual assault or stalking.
2. If an employee is unable to give advance notice because of an emergent or unforeseen circumstance related to the employee or the employee's family member being a victim of domestic violence, sexual assault or stalking, the employee or a designee must give notice to the employer no later than the end of the first day that the employee takes such leave.

H. Verification for Absences Exceeding Three Days:

1. If an employee is seeking to use or has used paid sick leave for authorized purposes for more than three (3) consecutive days during which the employee is/was required to work, the employee may be required to provide verification that establishes or confirms that the use of paid sick leave is for an authorized purpose.
2. When an employee or the employee's family member is sick for more than three (3) consecutive days for which the employee is required to work, acceptable verification may include:
 - a. A doctor's note or a signed statement by a health care provider indicating that the use of paid sick leave is necessary to take care of the employee or an employee's family member; or

- b. A written or oral statement from the employee indicating that the use of paid sick leave is necessary to take care of themselves or a family member.
3. When an employee or the employee's family member has been a victim of domestic violence, sexual assault or stalking, the employee's choice of any of the following documents, or any combination thereof, satisfy this verification requirement:
 - a. A written statement that the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking, and that the leave was taken to address related issues.
 - b. A police report indicating that the employee or the employee's family member was a victim of domestic violence;
 - c. Evidence from a court or prosecuting attorney showing that the employee or the employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking;
 - d. A court order of protection;
 - e. Documentation from any of the following persons from whom an employee or an employee's family member sought assistance in addressing the domestic violence situation indicating that the employee or the employee's family member is a victim:
 - An advocate for victims of domestic violence, sexual assault, or stalking;
 - An attorney;
 - A member of the clergy; or
 - A medical professional.
4. When an employee is absent due to the closure of the employee's child school or place of care by a public official due to health-related reasons:
 - a. Notice of closure by a public official that the employee received regarding employee's child's school or place of care.
5. Verification must be provided to the employer within ten (10) calendar days of the first day an employee used paid sick leave to care for themselves or a family member.

I. Increments of Use for Paid Sick Leave:

Employees are allowed to use paid sick leave in increments of not less than fifteen (15) minutes.

J. Rate of pay when using paid sick leave:

1. Paid sick leave hours will be compensated at an employee's regular rate of pay.
2. Paid sick leave hours will not count towards the calculation of overtime.
3. Employees covered by a collective bargaining agreement should refer to that document.

K. Payroll:

1. Employees will be notified of their paid sick leave balances each month on their pay stub, including:
 - a. Accrued paid sick leave since the last notification;
 - b. Used paid sick leave since the last notification;
 - c. Current balance of paid sick leave available for use.

L. Cash-out:

1. Benefited and non-benefited employees excluding temporary, seasonal and on-call employees shall receive a cash-out of sick leave if one of the below listed eligibility guidelines are met:
 - a. retirement under state regulations and twenty (20) years of service with Walla Walla County; or
 - b. retirement due to disability.
2. Sick leave cash-out at retirement shall be paid based upon 960 hours of maximum accumulation, times twenty-five percent (25%), up to a maximum of 240 hours. Employees covered by a collective bargaining agreement should look to their agreement for specifics on sick leave cash out.
3. Cash out of unused accrued sick leave, compensatory time, or any other claimed accumulation of unused time off shall not be included in calculation of the employee's retirement pension. All excess compensation, as defined by applicable state law, is deemed never to have existed for the purposes of employee's pension. The Department of Retirement Systems will be notified of these payments, but they shall not be included in the calculation of the employee's final average compensation. Accumulated leave shall be paid the month following the date of termination. (Resolution No. 02 043)

M. Separation from Employment:

When an employee separates from employment, there will not be a financial or other reimbursement to the employee for accrued, unused paid sick leave at the time of separation unless they qualify under the cash-out requirements (see L above).

N. Reinstatement of Employment:

1. If an employee leaves employment and is rehired within twelve (12) months of separation, any accrued, unused paid sick leave earned after January 1, 2018 and up to the maximum of forty (40) hours will be reinstated to the employees paid sick leave balance.
2. If an employee is rehired within twelve (12) months of separation, the employee will not be required to wait another ninety (90) days to use the accrued paid sick leave if the employee met that requirement during the previous period of employment. If an employee did not meet the 90-day requirement for the use of paid sick leave prior to separation, the previous period of time the employee worked for Walla Walla County will count towards the ninety (90) days for purposes of determining the employee's eligibility to use paid sick leave.

O. Retaliation Prohibited:

Any discrimination or retaliation against an employee for lawful exercise of paid sick leave rights is not allowed. Employees will not be disciplined for the lawful use of paid sick leave.

If an employee feels they are being discriminated or retaliated against, the employee may contact the County Human Resources Office at 524-2600.

If an employee is not satisfied with the County's response, the employee may contact the Washington State Department of Labor and Industries.

Online: www.Lni.wa.gov/WorkplaceRights

Call: 1-866-219-7321, toll-free

Visit: www.Lni.wa.gov/Offices

Email: ESgeneral@Lni.wa.gov

Contact Information:

Employees with questions about Paid Sick Leave may contact the County Human Resources Office at 524-2600 or email hr@co.walla-walla.wa.us



MEMO

Date: 01/29/18

Proposal ID#: 2018 01-29 HR/RM-2

To: BOCC

From: Shelly Peters, HR/ Risk Management

Action Item: Approval of updated Bereavement Leave Policy

Summary

Removing the bereavement leave out of the sick leave policy and creating a stand-alone bereavement leave policy.

Background

Currently the bereavement leave is part of the sick leave policy. Due to the new Washington State law regarding paid sick leave our current sick leave policy has been updated to comply with the law. As bereavement leave should not be part of the sick leave policy it will need its own policy.

Also, the Courthouse union changed the annual days allowed for paid bereavement leave from 3 days to 5 days. As the County has a past practice of giving the non-represented employees the same benefits as the Courthouse union employees, I have mirrored the Courthouse language for bereavement leave.

I have attached the new bereavement leave policy to this proposal for your review.

Cost

\$0.00

Funding: N/A

Conclusion/Recommendation: It is recommended that the Board of County Commissioners approve the updated bereavement leave policy.

Submitted By:

Disposition

Name

Department

Accepted

Shelly Peters

HR/Risk Mgmt.

Not Accepted

BOCC Chairman: _____

Date: _____

WALLA WALLA COUNTY
PERSONNEL POLICIES AND OPERATIONS MANUAL

SUBJECT: Bereavement Leave

PURPOSE:

The purpose of bereavement leave is to provide paid time off for eligible employees when death occurs in their immediate families. This policy applies to all regular full-time employees and regular part-time employees. It is intended that persons taking such leave shall actually attend the funeral of the member of the immediate family and/or have to attend to pre- or post-burial matters.

POLICY:

A regular full time/part-time employee who has a member of their immediate family taken by death may request in writing to the Elected Official/Department Head up to five (5) days leave with pay. No more than five (5) days shall be allowed in any calendar year. If more time is needed, accrued leave shall be requested and granted upon approval of the Elected Official/Department Head.

Immediate family shall include spouse, state registered domestic partner, non-marriage legal unions of same-sex domestic partner from other states that are equivalent to Washington State, child, adopted child, parent, grandparent, grandparent-in-law, grandchild, sister, sister-in-law, brother, brother-in-law, parent-in-law, great grandparent, daughter-in-law, son-in-law, or person who acted in parental capacity to employee.

PROCEDURE:

Notification:

1. Employees must provide reasonable advance notice of an absence from work for the use of bereavement leave. Employees shall notify the employer at least one hour prior to their reporting time, as practicable, in order that a replacement may be obtained if necessary.
2. The employee shall keep the employer advised on a daily basis, if possible, as to when he/she may expect to return to duty.

3. The Elected Official/Department Head will use the sample Employment Absence Report Form for this policy or one that contains the same information, as applicable. (Form Appendix 10.13.01)

10:45

COUNTY COMMISSIONERS

- a) Joint financial update and workshop
with County Auditor and County Treasurer
- b) Miscellaneous or unfinished business
to come before the Board

12:00 RECESS

1:30 COUNTY COMMISSIONERS

- a) Miscellaneous or unfinished business to come before the Board

- A D J O U R N -

Walla Walla County is ADA compliant. Please contact TTY: (800) 833-6384 or 7-1-1 or the Commissioners' Office at 509/524-2505 three (3) days in advance if you need any language, hearing, or physical accommodation.

Please note that the agenda is tentative only. The Board may add, delete, or postpone items and may take action on an item not on the agenda.