



Port of Walla Walla

**PERSONNEL
POLICIES
AND
PROCEDURES**

Adopted – July 10, 1990
Revised – December 12, 1996

PORT OF WALLA WALLA PERSONNEL POLICIES & PROCEDURES

PREAMBLE

The following are guidelines that are set up as examples and a general listing of the employment requirements of the Port of Walla Walla. They are not all inclusive nor a complete statement of policy. Nothing contained in these guidelines shall in any way create a contract or quasi contract of employment or establish any term or tenure of employment, nor in any way be construed as a waiver of the relationship of "employment at will". The Port retains and shall always have the complete, absolute and unequivocal right to set wages, terms of employment and to hire and discharge all employees at its sole will and discretion with or without cause.

I. PURPOSE

The intent of these guidelines is to recognize that the Port will employ the most suitably qualified people available; that the tenure of the employee will depend upon the needs of the Port, effective performance, good conduct and continuing fitness for the position; and that each employee will be expected to perform at optimum level.

Further, these guidelines will facilitate efficient service to the Port of Walla Walla (including the Walla Walla Regional Airport), and to the general public; provide an equitable system of personnel management; and provide the employees of the Port a reasonably consistent, clearly defined set of policies.

These guidelines should be considered broad in scope and that a reasonable approach must be taken on a case-by-case basis by the appropriate authority to equitably solve specific problems or situations. Personnel management and administration is a continuing dynamic process. If anything contained in these guidelines is inconsistent with governing state or federal laws or regulations, the state or federal law or regulation shall be considered the prevailing authority.

II. APPOINTMENTS/CLASSIFICATIONS

It is recognized that the Board of Commissioners is the governing body of the Port of Walla Walla. The Board of Commissioners, under the provisions of RCW 53.08.170, may appoint an Executive Director, who shall be directly responsible and answerable to the Board. The Executive Director will employ or cause to be employed, all other employees of the Port.

A. Unclassified Employees

Management personnel shall be designated as "Unclassified" employees. Such positions include an Executive Director, Airport Manager and Director of Economic Development.

B. Classified Employees

The Board of Commissioners may authorize the establishment of full-time, part-time and temporary staff positions as deemed necessary and such positions shall be filled by employees selected by the Executive Director. Such employees shall be directly responsible and answerable to management and shall be designated as "Classified" employees. Such positions may include Port Auditor, Administrative Assistant, Fire/Security Personnel and Maintenance Personnel.

C. Classified Part-Time and Temporary

A Classified part-time employee is one who works less than the normal 40-hour workweek. A Classified temporary employee is an appointment made for a limited period of time, such as a summer maintenance employee.

III. EMPLOYMENT

A. Probationary Period

Unclassified employees are subject to a probationary period as determined by the Executive Director with the exception that Board of Commissioners shall establish the Executive Director's probation period. However, in no event shall the probationary period be less than six months. The probationary period shall be considered an extension of the selection/evaluation process and during this period the employee may be discharged without notice or cause. Upon successful completion of a probationary period, the Board of Commissioners may adjust the salary of the employee based upon the employee's level of improvement and efficiency of service. This salary adjustment is totally discretionary.

All Classified employees shall be subject to a six-month probationary period. The probationary period shall be considered an extension of the selection/evaluation process and during this period the employee may be discharged without notice or cause. Upon successful completion of the probationary period, management may, upon approval of the Board of Commissioners, adjust the salary of the employee based upon the employee's level of improvement and efficiency of service.

B. Salary

The Board of Commissioners may, in its sole discretion, review and adjust the salary of the Executive Director annually, or as deemed necessary, based upon efficient service, continued improvement, special merit, change in duty assignments and/or changes in the general cost of living.

The Executive Director may, upon approval by the Board of Commissioners, review and adjust the salary of Unclassified and Classified employees annually, or

as deemed necessary, based upon efficient service, continued work improvement, special merit, change in duty assignments and/or changes in the general cost of living.

C. Hours/Days of Work

Full-time Unclassified employees are generally expected to work approximately forty hours per week, which is anticipated to be an appropriate amount of time to efficiently perform the expected duties. However, these employees may vary their working hours as necessary in order to fulfill the duties of the position.

Full-time Classified employees are expected to work forty hours per week, except as otherwise set forth herein. The standard work day shall be from 8:00 a.m. to 5:00 p.m., with one hour lunch break from 12:00 noon to 1:00 p.m., Monday through Friday, provided, however, that flexibility of work schedules may be allowed by management due to work assignments outside normal work hours.

Part-time Unclassified and Classified employees will work such hours as are required by the Manager.

Classified employees assigned to Airport Security/Airport Rescue, Fire Fighting will work hours in accordance with the Fair Labor Standards Act; Regulations part 553.; Fire Protection and Law Enforcement Activities (the 7(k) exemption).

D. Overtime

Unclassified employees are on an annual salary and shall not be eligible for overtime pay, except in the event of extraordinary circumstances as determined by the Board of Commissioners.

Full-time Classified employees shall be granted overtime pay for each hour worked beyond the normal working day of eight hours or beyond a normal working week of forty hours at a rate of time and one-half hour of overtime worked or shall be given the equivalent comp time off duty. The decision to accept comp time or pay is the employee. Overtime will be calculated to the nearest half hour of overtime worked. Classified employees assigned to Airport Security/Airport Rescue, Fire Fighting shall be granted overtime pay for each hour worked beyond 212 hours during a 28-calendar day work period. Overtime pay will not be granted without prior approval by the management/supervisor to perform overtime work, unless an emergency condition requires such work.

E. Pay Period

Unclassified and Classified employees shall be compensated on a regular basis on the fifteenth day and the last working day of every month.

F. Absence from Work

Classified employees are required to obtain authorization from management in order to be absent from work, as defined under "Hours/Days of Work". Failure to effectively notify or obtain approval from management may be grounds for disciplinary action.

G. Reclassification/Termination of Employment

All employees will have on file, a current position description. All employees shall be assigned specific duties, but such duties within the primary work classification may be changed from time to time at the discretion of the Executive Director. Failure to perform such new duties shall be cause for termination of employment.

Employees terminated during the first year of employment will not receive compensation for any annual leave accrued.

H. Notice of Separation

All employees shall give at least three week's notice when resigning.

IV. EMPLOYEE BENEFITS

A. Eligibility

All full-time Unclassified and Classified employees shall be entitled to employee fringe benefits.

Part-time employees working more than 20 hours per week shall receive a pro-rata share of vacation and sick leave fringe benefits. For the purpose of computing service increments and eligibility for benefits, one year of employment shall include at least twelve (12) calendar months, and shall be computed on the basis of 2,080 paid hours per year.

Medical benefits will be available to part-time employees working more than 20 hours per week. The employee share of the premium will be determined by the percentage of time worked compared to full-time employees (e.g., if a part-time employee works 25 hours per week (63% of full-time), then the Port will pay 63% of the medical premium share paid for full-time employees, the employee will pay the remainder of the premium.

Per R.C.W. 53.08.170 Port Commissioners may be provided insurance benefits with coverages not to exceed that provided to full-time Port District employees.

Temporary employees shall not receive any fringe benefits.

B. Holidays

The ten legal holidays recognized by the Port of Walla Walla as paid holidays are as follows:

- January 1st, New Years Day
- Third Monday of January, Martin Luther King Day
- Third Monday of February, President's Day
- Last Monday of May, Memorial Day
- July 4th, Independence Day
- First Monday of September, Labor Day
- November 11th, Veteran's Day
- Fourth Thursday of November, Thanksgiving Day
- Fourth Friday of November, Day after Thanksgiving
- December 25th, Christmas Day

Any legal holiday falling on a Saturday will be observed on the preceding Friday; any legal holiday falling on a Sunday will be observed on the following Monday unless otherwise directed, in advance, by the Executive Director. Classified employees (with the exception of Security/ARFF employees working a regularly scheduled shift) working holidays as recognized by the Port shall be given the equivalent comp time off duty or double time and one half (2.5) pay for all hours worked. The decision to accept comp time or pay is the employee's.

C. Vacations

1. Earned Vacation

Accrual of vacation shall be based on a pro-rated basis for each pay period and is earned by the employee on the following basis and may be used after one year of employment:

Year 1-5	10 working days per year
Year 6-10	15 working days per year
Year 11-thereafter	20 working days per year

Employees may request and use vacation leave, subject to the approval of their Supervisor. The Board of Commissioners may, in its sole discretion, review and adjust the vacation or annual leave time of the Executive Director. The Executive Director may, upon approval by the Board of Commissioners, review and adjust the vacation or annual leave time of Unclassified employees.

2. Accumulated Vacation Leave

Unclassified and Classified employees shall be entitled to accrue a

maximum of 40 days vacation time when unable to use it in a timely fashion. A maximum of 40 days accrual vacation time will be paid to any employee when he/she separates from Port service.

3. **Vacation Leave Sell Back**

Employees with a minimum of five years of service will be allowed to sell back-accrued vacation, in one week increments only, provided they have reached, or will reach in the current month, the maximum accrual days. Vacation sellback shall not exceed two weeks per year. This sellback is not intended to replace employee vacation time off. Employees are encouraged to use their vacation time for vacation in order to obtain the rest and relaxation that vacations are intended for.

D. **Approved Leave**

1. **Sick Leave**

Unclassified and Classified employees shall be entitled to accrue sick leave of one day per month worked, with 180 days of maximum accumulation.

Employees may utilize their allowance of sick leave when unable to perform their work duties by reason of illness or injury, necessity for medical or dental care or by reason of illness or death in their immediate family, for such period as the employee has sick leave credit. Management may require employee to provide certification by attending physician to substantiate that an illness or injury prevents the employee from working.

2. **Sick Leave Buy Back**

An employee who terminates from the Port with a minimum of five years of service shall be provided a sick leave cash out payment at 25% of the employee accrued and unused sick leave hours. Payment will be made at the employee's regular hourly rate at the time of termination. Maximum sick leave accrual shall be 180 days.

3. **Maternity Leave**

A full-time female employee will be granted a leave of absence for the period of time she is sick or temporarily disabled because of pregnancy or childbirth. Such leave shall be unpaid and shall only be for the actual period of disability. In order to qualify for such leave the employee shall give the Port not less than sixty days notice of the date upon which the actual period of disability is expected to start. The Port may request a

physician verification of period of disability and said report shall be furnished by the employee. Any employee taking maternity leave may elect to use accrued sick leave or vacation.

4. **Jury Duty**

Employees shall collect regular salary with the provision that any monies collected for jury duty shall accrue to the Port, with the exception of monies paid for actual mileage and receipted board and room charges.

5. **Military Leave**

An employee who has served with the Port for six months or more and who is a member of the Washington National Guard or any reserve component of the United State Armed Forces shall be granted military leave of absence for officially ordered training duty for a period not exceeding fifteen working days during each calendar year. Such military leave of absence shall be in addition to any vacation or sick leave to which the employee might otherwise be entitled and shall not involve any loss of efficiency rating, privileges, or pay. During the period of military leave, the employee shall receive his/her normal pay.

6. **Leave Without Pay**

The Executive Director may approve periods of leave without pay requested by employees, which in his/her judgement, will not interfere with the normal operations and/or functions of the Port District.

7. **Shared Leave Policy**

The Port Shared Leave Policy permits Unclassified and Classified employees to donate a portion of their accumulated annual leave to co-workers whose regular paid leave has been or will be depleted because of extraordinary or severe illness.

a. **Eligibility to Receive Shared Leave**

An Unclassified and Classified employee who is suffering from, or has a family member or household member suffering from an extraordinary or severe illness, impairment or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or terminate his/her employment is eligible to receive donated annual leave hours from any other Port employee.

Family member is in accordance with WAC 251-01-172 and

includes mother, father, sister, brother, mother-in-law, father-in-law, husband, wife, grandparent, grandchild, son, daughter, stepchild, or child in the custody of and residing in the home of an employee.

An employee must exhaust all leave balances including sick leave, annual leave and personal holiday before receiving shared leave.

An employee is not eligible to receive shared leave if he/she is injured on the job and is eligible for time loss compensation.

An employee receiving shared leave is eligible for all regular benefits and leave accruals while receiving shared leave. Leave accrual earned while receiving shared leave must be used before additional shared leave is used.

b. Eligibility to Donate Shared Leave

An employee may contribute up to 12 days of sick leave during any 12-month period. Donations must be made in increments of one hour. An employee may not donate annual leave that would cause his/her annual leave balance to fall below 12 days.

c. Conversion of Donated Hours

The value of leave transferred shall be based upon the annual leave value of the person receiving the leave.

d. Procedure for Request and Approval of Shared Leave

To be eligible to receive shared leave hours, an employee must submit a request to receive shared leave to the Executive Director, accompanied by a written medical verification of the illness from a licensed physician. If the employee is incapacitated, an employee's representative may submit a request for the employee.

The Executive Director or his/her designee shall review the employee's sick leave use and leave balances to verify that the employee is eligible to receive shared leave. The Executive Director may meet with the employee, the employee's supervisor and/or department administrator to consider other options, i.e., modified work hours, etc. If the Executive Director determines that the employee is eligible to receive shared leave, the Executive Director shall write a memo to Port Employees informing them that a shared leave request has been received. Donating of shared leave shall be at the sole discretion of the employee. The Port strictly prohibits the potential recipient or other employees from

contacting Port employees concerning the donation of shared leave. The Executive Director's memo as referenced above indicating a shared leave request has been received shall be the only communication allowed.

c. Donor of Shared Leave

To be eligible to donate shared leave hours, the employee must sign a Leave/Sick Leave Donation form. The Executive Director or his/her designee shall review the donor's annual leave/sick leave balance to verify that the employee is eligible to donate shared leave. If the Executive Director determines that the employee is eligible to donate leave, he/she forwards the request to the Port Auditor.

E. Insurance

1. Life Insurance

Unclassified and Classified employees shall be entitled to life insurance coverage, at the expense of the Port, at levels of coverage established from time to time by the Board of Commissioners.

2. Disability Insurance

Unclassified and Classified employees are covered under Washington State Industrial Insurance. Contributions to this program are made by both the employee and the Port. Employee contributions are by payroll deduction.

3. Medical Insurance

Unclassified and Classified employees shall be entitled to medical insurance coverage (medical, dental, chiropractic and vision) at the expense of the Port, at levels of coverage established from time to time by the Board of Commissioners. Employees covered under another plan (via another family member) may accept the Port medical contribution as additional salary conditioned that the other medical insurance is provided through another family member's employer and that such coverage equals the coverage offered by the Port. The Port reserves the right to review and approve such policies.

F. Retirement

Unclassified and Classified employees shall be entitled to receive retirement coverage from the date of employment as members of the State's Public

Employee's Retirement System. Under this system, the employee and the Port each contribute toward the cost of the retirement program. Employee contributions are by payroll deduction.

G. Social Security

Unclassified and Classified employees are covered under the Federal Insurance Contribution Act from the date of employment. Employee contributions are automatically deducted from earnings.

H. Deferred Compensation

Unclassified and Classified employees are eligible to participate in Washington State's Deferred Compensation program. This program gives employees the opportunity to set aside additional funds for retirement. Contributions to this program are by employee payroll deduction.

I. Airport Security/ARFF Uniform Replacement Allowance

An initial uniform purchase allowance for the first year of employment will be paid to new Security/ARFF Department employees within 30 days of the date of their initial employment. Employees who do not complete one year of employment with the Port will be required to reimburse the Port the full amount of the initial purchase allowance. If reimbursement is not made prior to his/her last paycheck, the Port will deduct said allowance from same.

Security/ARFF employees will be paid a semi-annual uniform replacement allowance to be paid during the month of January and July, following the first full year of employment. Airport Security/ARFF employees will be required to maintain the uniform clothing items as approved by the Airport Manager. The initial uniform purchase allowance and the replacement allowance shall be set forth in the annual budget of the Regional Airport as adopted by the Commissioners.

J. Training

1. To encourage and facilitate training opportunities for all employees, staff development and training requirements will be periodically assessed and, subject to budgetary limitations, professional, technical and vocational training opportunities may be afforded to employees at the Port's expense.
2. Employees may be granted time with pay for authorized job related training or educational programs, workshops, and seminars.
3. Authorization for all training shall be at the sole discretion of the Executive Director or, in his/her absence, his/her designee.

4. The Port may reimburse employees for job-related professional licenses provided the license is not also used to provide personal non-Port income to the employee.

V. **GENERAL CONDUCT**

A. **Gratuities**

No employee shall accept a fee, gift, or other valuable item in the course of performing the employee's official duties, which is given and/or received with the hope or expectation of receiving personal favored treatment or other special consideration.

B. **Outside Employment**

Outside employment by Port employees may be allowed with the approval of the Executive Director except under the following conditions:

1. Outside employment constitutes a conflict of interest with assigned duties;
2. Outside employment is inconsistent or incompatible with assigned duties;
3. Outside employment conflicts with employee's working hours, performance, assignments, or duties.
4. No employee shall receive sick leave benefits or use vacation time as a result of an illness or injury incurred while employed by another employer.

C. **Telephone Calls/Personal Business**

While it may occasionally become necessary to conduct personal business or make personal phone calls during a normal workday, employees are expected to make every effort to conduct personal business on their own time and to keep the number and length of personal calls to a minimum.

D. **Breaks**

Breaks are authorized but as a privilege which must be arranged so as not to interfere with Port business. Employees are entitled to one 15-minute break at least once during each consecutive four (4) hours of work. Breaks in excess of 15 minutes are authorized only when Port business is conducted coincident with the break. Maintenance personnel shall take breaks at their location of work if practical. If Maintenance personnel elect to travel to a break location, such travel time shall be included as break time.

E. No Smoking Policy

The Port has adopted a no-smoking policy intended to provide a smoke free work environment for all employees. Smoking is prohibited 24 hours of the day, every day, in all Port enclosed work and common areas, facilities and automobiles.

F. Port Property

In the event it is necessary for an employee to remove Port property from Port premises for use in another location for the performance of his/her duties, Management may so authorize. Unauthorized use of Port equipment, supplies, etc. is not allowed.

G. Confidentiality

Although the Port district is a public body, some portions of the Port business are required by law to be confidential. No employee shall reveal in any manner any confidential information that may become available to them as a part of their employment by the Port.

H. Whistleblower Act

It is the policy of the Port to encourage reporting by its employees of improper governmental action taken by officers or employees and to protect the Port employees who have reported improper governmental actions in accordance with the laws of the State of Washington. Port employees who become aware of improper governmental actions should request a copy of "Reporting Improper Government Action and Protecting Employees Against Retaliation". A copy of said policy adopted December 8, 1992 is on file at the Port office.

VI. DISCIPLINARY ACTIONS

A. Authorization

Discipline may include reprimand, demotion, and suspension with or without loss of wages. Discipline is not required to be progressive in nature and the manner of discipline is left to the discretion of the Board of Commissioners as set forth below.

The Board of Commissioners is authorized to take disciplinary action against the Executive Director. The Executive Director is authorized to take disciplinary action against Unclassified and Classified employees.

B. Causes for Disciplinary Action

Causes for disciplinary action against an employee may include, but is not

limited, to the following:

1. Consumption of intoxicating beverages or the misuse of controlled substances while on duty or arriving on the job under the influence of intoxicating beverages or controlled substances (per chapter (IX).
2. Incompetence, inefficiency, inattention to or dereliction of duty.
3. Dishonesty in securing employment.
4. Unauthorized absence including patterns of continual tardiness or absence.
5. Insubordination.
6. Dishonesty, intemperance, immoral conduct, discourteous treatment of the public or fellow employees.
7. Being absent from work without notifying and securing permission as provided in these guidelines.
8. Disorderly conduct while on duty.
9. Negligence or willful damage to public property or waste of public supplies or equipment.
10. Conviction of a felony or a misdemeanor.
11. Inability to perform the assigned job.
12. Mental or physical unfitness for the position that the employee holds.
13. Making false accident claims against the Port.
14. Misuse or misappropriation of Port property or funds.
15. Abuse of sick leave privileges by reporting sick when not sick or obtaining sick leave pay falsely or under false pretenses.
16. Intentionally misrepresenting information or facts in any statement, declaration or affidavit duly required of an employee.
17. Theft of public property or an accomplice thereto.
18. Accepting a fee, gift or other valuable items in the course of performing the employee's official duties that is given and/or received with the hope or expectation of receiving favored treatment or other special

consideration.

19. Discussing office matters or confidential matters outside of the office without proper authority.
20. Sexual harassment whether verbal or physical.
21. Misconduct.
22. Any other activities or offenses to be of equal or similar gravity to those listed above.

VII. DISMISSAL

- A. The Board of Commissioners, by taking official action, has the unqualified right to dismiss the Executive Director at its sole will and discretion.
- B. The Executive Director shall have the right, subject to approval by the Board, to dismiss any Unclassified or Classified employee.
- C. The causes for discipline listed in Section VI above may be, without limitations thereto, cause for dismissal also, and should be considered by all employees as guidelines during their employment.

VIII. GRIEVANCE PROCEDURE

An employee having a grievance against the Port may resort to the following procedure:

If an employee feels that they have a justified complaint or problem, they must discuss this problem with their supervisor. If within three working days after receiving an answer from their supervisor, the employee feels that their problem has not been resolved to their satisfaction, the employee and the supervisor shall both submit to the Executive Director a written report outlining the complaint, and the circumstances surrounding it. The Executive Director shall reply in writing to both parties regarding the complaint, within five working days. If the employee feels that their complaint is not fairly resolved by the Executive Director they may then, within five days, submit a written complaint to the Port Commission. The Commission shall make a judgement as to the final resolution of the grievance. No punitive action shall be carried out against any employee for utilizing the grievance procedures contained herein.

The grievance procedure may only be used by a full-time or part-time Unclassified and Classified employee to contest the propriety of a demotion or disciplinary action, or to obtain a solution to a work-related problem. The procedure is not available to contest the dismissal of any employee. The grievance procedure is not available to temporary employees.

IX. POLICY REGARDING CONTROLLED SUBSTANCES AND INTOXICATING BEVERAGES

The Commission recognizes that the maintenance of a drug-free work environment is essential to the safety and welfare of its employees and the general public served by its facilities. This policy establishes programs and practices that promote and support a drug-free working environment.

A. Policy Statement: The Commission wishes to educate its employees as to the dangers of drug abuse in the workplace, the Commission's commitment to a drug-free workplace, the penalties that may be imposed upon employees for drug violations in the workplace, and the Commission's commitment of support for employees undergoing treatment and rehabilitation of chemical dependencies.

B. Provisions:

1. Controlled Substances and Intoxicating Beverages

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or intoxicating beverages in the workplace is prohibited. Reporting to work under the influence of a controlled substance or alcohol is prohibited.

2. The Commission differentiates between users and pushers or sellers of controlled substances. Any employee urging others to use illegal drugs, giving or in any way transferring such drugs to another person while on the job or on the Port's premises, will be subject to immediate disciplinary action, including but not limited to, termination and/or appropriate legal action.

3. Any employee who possesses or uses any illegal drug or alcoholic beverage on the Port's premises while in the course of performing his/her job duties, or while on a break during the workday, shall be subject to immediate suspension from work activities and either (a) enrollment in and satisfactory completion of a drug/alcohol assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency, or (b) possible discharge according to disciplinary procedures. Such discipline shall be consistent with applicable law.

All costs incurred in rehabilitation programs shall be the responsibility of the employee. Some or all of these costs may or may not be covered by the employee's insurance provider.

4. Employees convicted of criminal drug statutes violation(s) in the workplace shall report the conviction to their supervisor and Port Manager

no later than five (5) days after such conviction. The Port's Manager will notify the proper jurisdictional authority, and if related to airport activities, the Federal Aviation Administration within ten (10) days of receiving notice of the conviction.

5. Any employee who knows or believes that there is unlawful involvement with controlled substances or intoxicating beverages contrary to this policy that is occurring on Port property should refer the information to his/her supervisor. Evidence obtained by the Port of unlawful sale or possession of drugs or narcotics will be turned over to the appropriate law enforcement agencies.

C. Prescription or Over-the-Counter Drug Use

The use of prescription and over-the-counter drugs that compromise safety in the workplace or the quality of the employee's work product is prohibited. It is the employee's responsibility to check with his/her physician as to whether or not a prescription or over-the-counter drug will impair performance and to notify his/her supervisor of the physician's opinion.

D. Drug Use Away from the Workplace

The use of a controlled substance or intoxicating beverage off the work site by an employee may be grounds for disciplinary action if it results in an adverse impact on the Port as an employer.

E. Employee Sanctions

It is the responsibility of every employee to be aware of the above provisions and to abide by them. Failure to observe these provisions will result in immediate disciplinary action against the employee, up to and including dismissal.

F. Employee Assistance Program

The Commission is committed to a program to encourage employees to undergo treatment and rehabilitation for alcohol or other chemical dependency problems. The Port will provide information to employees on available drug counseling and rehabilitation programs.

G. Drug Abuse Education Program

The Commission will utilize available Port resources, such as the D.A.R.E. program, to educate employees as to the dangers of drug abuse.

H. Confidentiality

The confidentiality of all complaints and reported violations of the provisions of this directive will be strictly maintained, except as required by public disclosure laws or court order.

I certify that I have received, read and understand the Port of Walla Walla "Personnel Policies & Procedures".

Name: _____
(Please Print)

Signature: _____ **Date:** _____