



**PERSONNEL PROCEDURES
MANUAL**

CITY OF WALLA WALLA, WASHINGTON
PERSONNEL PROCEDURES MANUAL

REVISED MARCH 2005

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SECTION I INTRODUCTION

Human Resource services constitute the largest single budgetary expenditure made by the City of Walla Walla. To achieve the goal of providing efficient and cost-effective governmental services, a well organized and managed personnel system must be maintained. This manual has been issued as a means to provide procedural consistencies throughout all City departments. The provisions of this manual shall apply in all instances, except where other procedures are specifically established for employees covered by Civil Service Rules and Regulations.

Human Resource management is a dynamic and complex field, and for these reasons it is anticipated that this manual will be amended as needed and suggestions are both encouraged and welcome. Department directors and division supervisors play a major role in this area and shall be responsible for compliance with the provisions contained herein.

This manual shall be effective on June 7, 1993.

Duane Cole, City Manager

Date Issued: May, 17, 1993

Date Revised: August 16, 1999

Date Revised: May 8, 2003

Date Revised: March 1, 2005

SECTION II PROGRAM OBJECTIVES

The primary objectives of the City's Human Resource Management System are as follows:

1. To recruit, select and retain employees based on their knowledge, skills, and ability to perform the duties of their positions.
2. To provide an equitable and competitive compensation package within the abilities of the City's financial condition.
3. To provide training and developmental opportunities for employees in order to assure consistent and high quality performance.
4. To encourage employees to meet department and division performance standards; practice safe work habits; pursue professional growth; correct inadequate performances; to separate from employment those employees whose unacceptable performance has been accurately and appropriately documented; and encourage modern supervisory and management principles be applied and practiced throughout the organization.
5. To ensure that no person affected by this system shall be discriminated against because of race, religious creed, sex, color, national origin, ancestry, age, marital status, sexual orientation or the presence of any sensory, mental or physical disability unless based upon bona fide occupational qualification.
6. To ensure that the personnel policies of the City are administered consistently throughout the City organization.

SECTION III
HUMAN RESOURCE MANAGEMENT RESPONSIBILITIES

The City Manager shall be ultimately responsible for administering the human resource management function within the City organization. They derive their authority from Chapter 2.60 of the City of Walla Walla Municipal Code. The City Manager shall:

1. Adopt and amend, as appropriate, the Personnel Policy Manual.
2. Develop and promulgate procedural rules, interpretations, and other personnel administrative policies consistent with the Personnel Policy Manual and the Civil Service Rules and Regulations.
3. Review, study and evaluate the staffing utilization and requirements of each City department to determine the most appropriate manner services can be provided. No vacancy in any position shall be filled until authorized, in writing, by the City Manager.

The City Manager may appoint a Human Resource Manager who shall have the following responsibilities:

1. Develop and recommend personnel policy changes or procedures for consideration by the City Manager.
2. Advise the City Manager and department directors on matters of human resource management.
3. Maintain classification and salary plans and, in conjunction with the department directors, prepare salary recommendations.
4. Administer the City's Equal Employment/Opportunity Plan.
5. Coordinate labor relations activities.
6. Provide assistance, when necessary, in the resolution of employee grievances.
7. Perform technical human resource functions, as required.
8. Coordinate and administer human resource related programs, e.g., the Drug Free Workplace Act, the Sexual Harassment Policy, Family and Medical Leave Act, and the Whistleblower Act.
9. Coordinate the City's compliance with the Americans with Disabilities Act.
10. Coordinate and monitor the City's benefits program.

11. Serve as liaison to the City's Employee Advisory Committee.
12. Update and maintain class specifications.
13. Develop, coordinate, and monitor a training program for employees to meet changing organizational needs.
14. Administer the City's Bloodborne Pathogen Program.
16. Coordinate the City's Employee Wellness Program.
17. Serve as staff liaison to the Civil Service Commission.
18. Coordinate the recruitment and selection processes for the City including participating in panel interviews.

Department directors shall be responsible for the consistent application and enforcement of the City Personnel Policy Manual and Personnel Procedures Manual within their respective departments.

**SECTION IV
GENERAL PROVISIONS**

1. All requests for employment information, reference checks, or employment applications shall be directed to the Human Resource Office, except when direct contact with supervisory personnel is appropriate. In addition, all verbal or written requests by other organizations for personnel related information (i.e., salary surveys, etc.) shall be directed to the Human Resource Office.
2. The Human Resource Office shall assist department directors in performing the duties required in this manual.
3. Original personnel records (with the exception of training certifications and transcripts) shall be maintained by the Human Resource Office in centralized employee personnel files.
4. The City Manager shall have the sole authority to amend the provisions of this manual.

SECTION V

REASONABLE ACCOMMODATION SCOPE AND PURPOSE:

1. **Scope:** This policy instruction provides guidance and the procedure through which individuals may request reasonable accommodation; and the manner in which departments should consider and review those requests.
2. **Purpose:** This administrative personnel procedure instruction is intended to assist applicants for employment, current employees, individuals desiring to participate in City sponsored programs or activities, and department supervisors and managers in requesting and processing reasonable accommodation requests. It covers the following:
 - Guidelines for filing a Request for Reasonable Accommodation
 - Guidelines for considering and evaluating a Request for Reasonable Accommodation
 - Appeal process
3. **Filing a Request for Reasonable Accommodation:** Any applicant for employment, current employee, or individual with a disability seeking to participate in a City program or activity, or his/her representative, may request reasonable accommodation. The applicable department shall provide persons requesting accommodation a REASONABLE ACCOMMODATION REQUEST FORM. It is the responsibility of the requester to complete in full and submit the form to the Director or the department representative responsible for the employment or program activity.
 - (a) Individuals seeking, or supervisors wanting to provide informally, a reasonable accommodation may do so; a formal request would follow if the informal request was rejected.
 - (b) Although the responsibility for requesting the reasonable accommodation rests primarily with the applicant, employee, or participant the department head, supervisor, and the City Human Resource Manager are available as resources in the preparation, explanation, and dissemination of reasonable accommodation information or technical assistance.

All requests for accommodation must indicate the following:

- (a) Name, address, and telephone number of the person requesting accommodation.
- (b) The specific limitation, the type of accommodation requested, with an explanation of how the accommodation will allow the performance of the essential functions of the position or the participation in a program or activity. Medical documentation from a physician or other qualified medical expert with knowledge of the individuals condition may be included that will help to substantiate the limitations and request;

(c) Verification of the disability by the requester's physician, medical provider or vocational/rehabilitation counselor may be required. (If medical verification is required the person requesting accommodation must sign a release form AUTHORIZATION FOR THE RELEASE OF MEDICAL INFORMATION).

4. ***Review of Requests for Reasonable Accommodation:*** Because of the personal nature of some disability issues every reasonable effort should be taken to ensure ***confidentiality*** during the entire review process.

(a) The determination whether to provide an accommodation is made on a case-by-case basis. This is an individual process through which the department and the individual with a disability discuss and arrange for the necessary (and reasonable) changes. The department must make a "reasonable effort" to determine the appropriate accommodation. Primary consideration should be given to the preferences of the individual when deciding on the accommodation(s), however the department has the ultimate discretion to choose between effective accommodations.

(b) A department may not compel an individual with a disability to use an accommodation that is not necessary to perform the job.

In considering a request for accommodation a department will complete the Reasonable Accommodation Request Review Form. The following factors must be considered when reviewing a request for accommodation:

(a) Analyze the job or activity to determine the essential functions.

(b) Determine with the employee, applicant or participant how the disability limits their performance of the essential functions.

(c) Identify accommodation options that overcome limitations and determine the effectiveness and feasibility of the proposed accommodations.

(d) Considering the requester's preference, the department selects the accommodation most appropriate for the requester and the department.

If the request is approved, the Director or department representative will notify the requester and make the necessary implementation arrangements. If the request is denied, the requester may appeal to the Human Resource Manager within thirty (30) calendar days.

The review process concluding with the approval or denial recommendation, shall be completed in fifteen (15) working days from the date of the request, unless the requester and the department agree to an extension of time.

If a department reviews and approves the request for accommodation, it shall provide the accommodation without undue delay.

5. ***Appeal Process*** Department decisions on reasonable accommodation may be appealed to the Human Resource Manager. The appeal must be submitted within thirty (30) calendar days from the date of notification by the Department. The Human Resource Manager shall review the matter and inform all parties of his/her decision. The department will provide all necessary information to facilitate this review.

The decision of the Human Resource Manager may be appealed to the City Manager. All appeals must be in writing and submitted within five (5) calendar days of notification of decision by the Human Resource Manager. Upon notification, the Human Resource Manager shall forward all related documents to the City Manager. The decision of the City Manager is the final internal appeal.

6. ***Commitment*** The City of Walla Walla provides high quality municipal services to protect, preserve, and enhance the City for present and future generations. Our vision is to be a high-performing, inclusive government, which partners with our community to create and preserve a safe, clean, and vibrant City.

In July of 1990 President Bush signed the Americans with Disabilities Act (ADA) into law. This Act made revolutionary changes in almost every segment of American life. The potential scope of the ADA is enormous when one considers the number of Americans who have disabilities.

The City, as a recipient of federal assistance, has continually strived to eliminate barriers that may prevent persons with disabilities from enjoying employment, access to City facilities and services or other benefits. The success of our efforts will require innovation, creativity, and the dedication of additional resources to ensure access to all of our citizens.

**SECTION V
RECRUITMENT AND SELECTION**

1. Regular Personnel

- A. Requesting Personnel: To begin the process of filling a new position or an existing vacancy, the department director will submit a completed recruitment packet to the Human Resource Office for review. The recruitment packet will include a completed **Authorization to Employ Personnel (PM-1)**, a current classification specification, a current **PERS Eligibility Worksheet (PM-4)** and **FLSA Classification Review (PM-3)**. If the request is to replace an employee who has resigned or retired, a **Personnel Status Change Request (PM-8)** with the **Voluntary Notice of Resignation or Retirement (PM-13)** form shall be processed prior to or may accompany the PM-1. The recruitment packet will also include any additional information that is desired for applicants to submit with the City application, resume, college transcripts, certifications, and supplemental questionnaires, etc. The department director will outline the screening process including measures for screening, specialized testing, and draft interview questions for the panel interview process. The department director will also identify whether bilingual candidates are: 1) not pertinent; 2) preferred; or 3) required.

The Human Resource Office will forward the completed packet to the Support Services Director to approve funding and budget compliance for the position. Following approval, the packet will be sent to the City Manager for review and approval. No recruitment and selection process shall commence until the PM-1 form has been signed by the City Manager. Because position vacancies provide rare opportunities for reorganizations of departmental functions, consolidations of positions, and reductions in force required by financial or other requirements, the City Manager may require a position assessment of a vacant position before approving a PM-1.

Following approval by the City Manager, the original recruitment packet will be returned to the Human Resource Office with copies of the forwarded to the department director and Finance Division. Upon receipt of the authorization, the Human Resource Manager shall commence recruitment procedures.

- B. Advertising: The Human Resource Office is responsible for placing recruitment notices and advertisements based upon recommendations from the department director. Notices of position vacancies will be distributed to departments for display on employee bulletin boards. Department directors are to maintain these notices until the deadlines for submission of applications have passed. All general inquiries regarding vacant positions, including requests for assistance in the application process, shall be directed to the Human Resource Office.
- C. Initial Processing: All applications for positions with the City of Walla Walla

will be received by the Human Resource Office, unless the Walla Walla Job Service Center is utilized for recruitment and screening.

In order to be considered in the selection process, all applicants must complete a City of Walla Walla **Application for Employment (PM-18)**, related supplemental questionnaire and/or resume as required. If the position being applied for requires driving a City vehicle, then the applicant must also complete a **Driving Record (PM-9)**. Applicants for positions which have unsupervised access to children under 16 years of age or to developmentally disabled persons must also complete a **Disclosure Statement (PM-6)**. If an applicant only submits a resume, the Human Resource Office or the Job Service Center shall forward a City application to the applicant with instructions that it is to be returned by the designated deadline. Following the closing date, the Human Resource staff will review all the applications for the position. Applicants who meet the minimum qualifications as outlined in the classification specification will be sent on to the department director for consideration. The department director or their designee shall review and evaluate the applications to determine which individuals will continue in the recruitment and selection process. Applicants not meeting the minimum qualifications shall be notified by letter of their application status by the Human Resource Office.

- D. Testing: Job testing is a valuable method for further evaluating applicants and is recommended for the selection of City employees. The department director shall recommend the type of testing, if any, to be utilized in the employee selection process, and the manner in which the testing shall be administered.

Testing procedures shall be developed and their results will be utilized solely to determine the applicant's ability to perform one or more of the essential functions for the position for which they are being considered. The current classification specification can provide suggestions for testing. In all cases, only validated testing instruments or procedures shall be utilized that conform to EEOC guidelines. The Human Resource Manager shall be responsible for standardizing testing procedures, where possible, among the various departments.

- E. Structured Job Interview: Like job testing, the structured job interview shall be conducted solely for the purpose of determining the applicant's competence to do the job, and not to elicit information which has no bearing on the job, or to exclude certain individuals or groups of individuals from further job consideration. The department director or their designee shall give careful consideration to interview questions being developed to insure they are job related. In the interest of achieving consistency in the City interview process, a representative of the Human Resource Office shall participate in the interview. At no time shall an employment interview be conducted by a sole City representative. Department directors may wish to invite professionals from other organizations or members of citizen advisory committees to participate in the interview panel process.

In conducting employment interviews or communicating in any manner with employment candidates, please refer to the Pre-Employment Inquiry Guide, Chapter 162-12 WAC (Addendum 1). Copies are also available in the Human Resource Office. In addition, those individuals serving as members of a interview panel will be given a **Guidelines for Panel Interviewers (PM-11)** which outlines the panel interview process, the need for confidentiality during the process, etc.

For positions requiring the operation of City vehicles or vehicular equipment, the applicant shall provide a copy of their current driver's record obtained from the Department of Motor Vehicles or their insurance agent. The driver's record shall be presented prior to or at the applicant's panel interview. Applicant driving records will be evaluated for any liability concerns based on City Risk Management Program criteria.

- F. Pre-Employment Drug Testing/Physical/Psychological Examinations: Following a conditional offer of employment, applicants for public safety (uniform Fire and Police positions), positions requiring CDL's, or any position that requires the use of a firearm will be scheduled for a pre-employment drug screening by the Human Resource Office. In addition, applicants for positions requiring physical and/or psychological examination or other examinations which relate directly to the position they are being appointed, will be scheduled for such examinations by the hiring department or the Human Resource Office. Subsequent appointment is contingent upon passing the exam(s) and receiving a favorable recommendation from the examining authority.
- G. Reference Checks: The department director or their supervisory designee shall be responsible for conducting all employer reference checks (and/or background investigations for uniformed personnel) using either the **Pre-Employment Reference Checklist for General Employees (PM-7)** or **Supervisory Employees (PM-7S)**. It is recommended that at least three (3) reference checks (current/previous employers) be made for each person under consideration. The Human Resource Office is available to do reference checks upon the request of the department director or their designee if assistance is necessary. In circumstances when an employee is being considered for a transfer or promotion from one department to another, the department director shall consult with the employee's current supervisor and/or department director to determine the performance of the employee.
- H. Selection: Following a review of the applications, panel interview(s), testing results, and necessary reference checks, the department director or their designee will identify the applicant they feel is most qualified to fill the vacancy. The candidate will be contacted either by the department director or the Human Resource Office and given a conditional offer of employment, including the proposed date of hire and entry

salary. The department director will forward their recommendation through the Human Resource Office to the City Manager for review and approval.

All applicants not selected for the position shall be notified in writing by the Human Resource Office within two weeks after the City Manager has approved the appointment.

2. Temporary Personnel: A temporary employee is a person appointed to a temporary position or temporarily appointed to a regular position. A temporary position refers to a position budgeted for a set period of time on an hourly daily, weekly, seasonal, or call-in basis. This period of time will not exceed six (6) consecutive months of continuous employment (full-time or part-time) within a 12-month period. The process for requesting temporary personnel is the same process used for requesting regular personnel with the following exception: the PM-1 form shall be completed at the *beginning of each fiscal year* and shall request the *total number of temporary positions that will be required for that year*. As vacancies become available, temporary appointments may be made without completing an additional PM-1 form as long as the number of total temporary positions does not exceed the original number of appointments requested.

Department directors may also consider filling temporary vacancies through the use of temporary personnel placement services available in the community. This can be accomplished without completing a PM-1 for authorization. While this form of temporarily filling vacancies is more responsive to very short-term needs such as vacation coverage, it may also be more expensive in cost.

SECTION VI
PROCESSING THE NEW EMPLOYEE

1. Forms Processing: When submitting their employment recommendation, the department director shall file the following with the Human Resource Office:
 - A. Completed Personnel Status Change Report.
 - B. All original application materials for employment, e.g. City application, resume, driving record, supplemental questionnaires, etc.
 - C. Original Pre-Employment Reference Checklists.
 - D. The original recruitment file containing the employment applications of all candidates and all materials related to the recruitment.

2. Employment Approval & Notification: The Human Resource Office will review the materials submitted for completeness and forward the recommendation to the City Manager for review. Upon approval by the City Manager, the Human Resource Office shall notify the successful applicant and the department director of the City Manager's approval. An official offer letter outlining the terms of employment will be prepared and sent to the successful applicant by the Human Resource Office. The employee's effective date of employment shall commence no less than three (3) working days subsequent to the requisite approval by the City Manager to allow adequate time for the employee to be properly placed on the payroll by the Finance Office.

3. Employee's First Day: The new employee shall report to the department director or their designee. The department director or their designee shall contact the Human Resource Office to set up an appointment for the employee's orientation and completion of payroll and benefit enrollment forms. The department director or their designee shall be responsible for orienting the new employee to the following:
 - A. Review of Department rules and regulations, including safety/health requirements.
 - B. Introduction to other employees within the Department/Division.
 - C. Tour of the work area to locate restrooms, break rooms, emergency equipment, first aid box, and parking facilities.
 - D. Identify working hours, lunch hour, procedures on sick call in, tardiness, breaks, personal phone calls, etc.
 - E. Issuance of equipment and uniforms. If appropriate, request authorization from the Parks & Recreation Director for the issuance of building keys. The department

director shall file a completed **City Property/Equipment Receipt (PM-10)** with the Human Resource Office after the employee is assigned all related uniforms, equipment, keys, computer access codes, etc. The form will be placed in the employee's personnel file.

4. First Week of Employment: During the first week of employment, the department director or their designee meet with the new employee to:
 - A. Review the employee's classification specification, the City's Values, Principles and Philosophies, position responsibilities, performance expectations/plan and development plan.
 - B. Explain Departmental/City wide procedures regarding, where applicable:
 - a. Telephone operation and procedures.
 - b. Vehicle user policy including accident reporting processes.
 - c. City telephone extension list.
 - d. Mail schedule.
 - e. Photocopy and facsimile equipment.
 - f. Budgeting procedures.
 - g. Purchasing and Central Stores procedures.
 - h. Safety/health procedures.
 - i. City organizational charts.
 - j. Cellular phone policy.

SECTION VII POSITION RECLASSIFICATION

As changes occur in the responsibilities of a position, it may be appropriate to review to determine whether changes in the classification of a position are justified. Such changes may result from gradual modifications and additions to the responsibilities of a position and/or from a departmental reorganization.

1. Reclassification Process: When the City determines that a new classification specification or reclassification of an existing classification is necessary, the Human Resource Office with approval of the affected department, will prepare a new/revised classification specification and recommended salary range. For some bargaining unit positions, the City will submit to the Union, in writing, the classification specification and proposed salary range prior to implementation. The Union will have ten (10) working days to request, in writing, to negotiate with the City regarding the proposed salary. Such meetings will take place within ten (10) working days of the receipt of the request. Consult the applicable collective bargaining agreement as it may apply to each City operation.

Because of the implications of a position reclassification, these basic guidelines will be followed:

- A. A request for classification review begins only when the department director can clearly identify the changes in responsibilities that have occurred as a result of reorganization, enhanced job duties, or changes in work complexity. The justification focuses on the content of the position which has changed.
- B. Increases in work volume, outstanding performance, or admirable behavioral traits of the incumbent, although valued and important, *are not* relevant in a classification audit.
- C. If an employee believes that their position is no longer properly classified, the employee may request through their department director that a classification audit be performed.
- D. The department director, in consultation with the Human Resource Office, determines that the request meets the criteria and therefore has merit. Failure to meet the criteria may mean the department director does not support the request and may elect to change the duties back so that the employee is properly working within the current classification.
- E. Position reclassifications have budgetary impacts. Therefore, requests for classification audits are to be started and completed before the commencement of the annual budget process. Department directors should plan their requests for position reclassifications so the audits can be completed no later than May 1 of each year for

consideration in budget requests for the next fiscal year. Any exceptions to this schedule should receive approval from the City Manager prior to the request being submitted to the Human Resource Office.

- F. The reclassification of a position can be accomplished only upon the completion of a classification audit process, which follows the outline below:

Step 1 - Reclassification Request: Requests for reclassifications are submitted in writing to the Human Resource Manager through the employee's department director and the following information is included:

- 1) A copy of the most recently-approved classification specification;
- 2) A detailed listing of specific additions, deletions, or changes that have been made subsequent to the position's responsibilities;
- 3) Any additional background material that the department director considers appropriate to document the change in the position regarding its complexity, knowledge, skills, accountability, or work environment;
- 4) A completed Position Classification Questionnaire available from the Human Resource Office.

Step 2 - Classification Audit Process: Upon receipt of the department director's written request, the Human Resource Manager conducts a classification audit involving the following steps:

- 1) Review of classification specification changes and incorporation of changes into a revised draft position description outlining basic functions, examples of work, required knowledge and skills, basic qualifications, and desirable training and experience. The Human Resource Manager reviews the revised position description with the employee and the employee's immediate supervisor;
- 2) The Human Resource Manager reviews the revised classification specification and identifies what changes in responsibilities would or would not justify the need to place the position in a higher or lower classification;
- 3) If appropriate, the Human Resource Manager will review the classification and apply a factor/point value formula to determine any change in position classification as appropriate;
- 4) The Human Resource Manager then forwards the information and recommendation to the City Manager, the affected department director, and employee;
- 5) The City Manager receives and considers the recommendations and determines the proper action.

- G. Timeline: Classification audits are accomplished in a timely fashion. The audit and the response explaining the recommended action are delivered to the appropriate parties within a reasonable time, generally within sixty (60) working days of

receiving the request.

2. Reclassification Procedure: Upon approval of a reclassification by the City Manager, the position is assigned to the appropriate classification range. In the event a classification is reclassified, then,
 - A. The incumbent employees in the existing classification, if qualified, will be placed directly into the new classification. If not qualified, the incumbents will be allowed one (1) year to become qualified.
 - B. If the new classification has a higher pay range, the employee will be paid at the nearest step in the new range which provides a minimum increase of 5%. Reclassified employees will receive a new step date commencing at the date of reclassification.
 - C. If the new classification has a lower pay range, the employee will be paid at the nearest step of the new range or their current salary, whichever is higher. In the event the current salary is higher, the salary will be frozen until such time as the new range exceeds the frozen salary, excluding cost of living increases, at which time the rate will conform to the top step of the new range. Reclassified employees will receive a new step date commencing at the date of reclassification.
3. Appeal Process: The Human Resource Office will review the appeal and make a recommendation to the department director. The department director will approve or disapprove the Human Resource Office recommendation. A joint committee comprised of an equal number of union (for a bargaining unit position) and management employees, including the Support Services Director, will review the department director's decision and forward their recommendation to the City Manager for final approval.

SECTION X PERSONNEL RECORDS

Original personnel records shall be maintained by the Human Resource office. Time sheets shall be maintained by the Finance Office. A separate confidential medical file and drug/alcohol testing file shall also be maintained by the Human Resources office.

The official employee personnel record shall contain the following:

1. Employment application and related materials.
2. All original Personnel Status Change Reports (form PM-8) along with a photocopy of any appropriate attachments. Photocopies of training certifications, awards, licences and certifications required for the position should be submitted with the PM-8 for authorization. The sole exception to this shall be for academic transcripts that are submitted for applicable premium pay provisions of the respective contract or Personnel Policy Manual for the position.
3. Original of performance appraisals.
4. Significant commendations or other documents which have a bearing upon an employee's standing or promotion potential.
5. Disciplinary actions that fall within the definitions as contained in applicable collective bargaining contracts and/or the Personnel Policy Manual.

Employees may review their personnel records annually in the Human Resource office by setting an appointment. No item may be removed from the record by the employee, but they shall have the opportunity to enter into the record a written response to any item contained therein. In addition, the employee may request a copy of any item(s) within their file.

Following separation from service, any working files that have been maintained within the division/department will be forwarded to the Human Resource office for filing. The Human Resource office shall be responsible for archiving all employee files according to current guidelines.

The majority of PM-8's shall be initiated by the employee division or department with appropriate management signatures and routed through the Human Resources office for further processing.

NOTE: Only PM-8's related to appointments, terminations (retirement, resignation, and layoff), change in pay status, reclassifications, and disciplinary actions shall be routed to the City Manager by the Human Resource Manager for review and approval. Those PM-8's that are approved by the City Manager and that have an effect on the employee=s pay status shall be routed to the Finance office for payroll processing prior to their return to the Human Resources office for filing in the employee=s official personnel file and distribution. All other PM-8's and applicable attachments will be routed to the Human Resources office for final disposition, filing in the employee=s official personnel file, and distribution.

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SECTION IX EMPLOYEE SEPARATION

1. Voluntary Resignation or Retirement Process

- A. Resignation Process: Regular employees must submit a written notice of resignation to the employee's department director at least ten (10) working days before the effective date of the resignation. The department director and the City Manager may authorize the resignation of an employee with fewer than ten (10) days notice if there are sufficient reasons to waive the requirements of this section.

Resignation Process for Managers: A department director, to be considered as having resigned in good standing, must submit a written notice of resignation to the City Manager at least thirty (30) calendar days before the effective date of the resignation. The City Manager may authorize a resignation in good standing upon shorter notice for sufficient cause.

Retirement: All regular and regular part-time employees in City service who retire under the provisions of any present or subsequent retirement policy or plan are treated as having been separated from City service in good standing.

Separation Date: In order to minimize the City's liability, the separation date is the last workday of an employee's employment. No vacation or sick leave is accrued from that date forward. *Accrued leave may not be used to extend the effective date of termination.*

- B. All resignations or retirements shall be processed by the employee filing a completed PM-13 form to their department director. Upon receipt of the PM-13, the department director shall forward the original PM-13 via a PM-8 to the Human Resource Office. In order to facilitate the filling of the upcoming vacancy, the department director may also submit an PM-1, an updated classification specification, if necessary, along with the resignation and the PM-8.

The Human Resource Office shall transmit the employee's originally signed PM-10 to the department director for completion after the employee has returned all assigned clothing, equipment, keys, etc. The form shall be returned prior to the employee's last working day and will be placed in their personnel file.

- C. Prior to the employee's final working day, the Human Resource Office will schedule exit interview. At that interview, the Human Resource representative along with the employee will discuss and complete a **Exit Interview Questionnaire (PM-14)**. When completed, the PM-14 will be reviewed by the Human Resource Manager, the department director and the City Manager before being filed in the employee's personnel file. The Human Resource representative will also have the employee sign

a **Authorization for Release of Information (PM-5)** which will be placed in the employee's personnel file.

- D. Except under extenuating circumstances such as insufficient notice or failure to submit a PM-10, the employee's final paycheck will be provided to the employee at the end of the established pay period. The final paycheck shall include any separation pay due to the employee up to and including their final day.
- E. Voluntary resignation from employment by the employee without adequate notice shall be accomplished in the same manner as if adequate notice was given, except that the lack of proper notice shall be indicated on the employee's resignation form.

2. Trial Service Termination

- A. Termination of employment may occur prior to the completion of the employee's trial service period if it is evident to the supervisor that the employee's performance is not meeting the minimum standards or the employee is unable to perform the essential functions of the position. If there are medical reasons noted as a possible basis for the inability of the employee to perform the essential functions, consultation with the Human Resource Office should be initiated.
- B. The department director shall recommend in writing to the City Manager the termination of a trial service employee along with a written performance evaluation. The recommendation shall include the specific reasons for the recommendation and a copy shall be provided to the employee.

3. Disciplinary Termination: A disciplinary termination of employment is the final step in the course of progressive discipline of the unsatisfactory performance or misconduct of an employee. A well documented file and ensuring that applicable labor contract language and City policies and procedures are followed will provide the City with a strong case, should the termination action be challenged by the employee union, the courts, or an administrative agency. Disciplinary termination shall not be considered without documented examples of prior employee misconduct and/or employee inefficiency, unless the incident of employee misconduct is so substantial as to warrant immediate dismissal.

- A. Disciplinary Termination Process: Disciplinary terminations are actions that can only be taken only by the City Manager. A department director may submit a written recommendation for a disciplinary termination of an employee to the City Manager. The recommendation includes the specific allegations and the basis of the recommendation. A copy is provided to the employee. The City Manager advises the employee in writing if there is to be a pre-termination hearing. The employee is notified in writing of the basis of the recommendation for termination and is advised when to meet with the City Manager to discuss the proposed action. Prior to making the recommendation to the City Manager for disciplinary termination, the initiating

supervisor/department director will use

- B. Pre-Termination Meeting: If a pre-disciplinary meeting is to be held, it is held at a reasonable time, generally no sooner than three (3) days after the written notification to the employee of the proposed action. The employee may elect to have a representative present. In responding to the charges, the employee may present any appropriate information.

The City Manager conducts the hearing informally. The basis for the recommendation of termination is not made public unless by the employee. Criminal misconduct, however, is potentially subject to disclosure under the Public Records Act. The City Manager, upon reviewing the information provided by the department director and the employee, makes a decision whether to discharge. If the employee is terminated, the employee shall be given written notice of and the basis for, the termination.

4. LEOFF I Disability Leave/Retirement (Police and Fire Departments Only)

- A. Leave beyond a LEOFF I employee=s sick leave shall be charged against the employee=s vacation time, or be leave without pay, unless and until application is made to the LEOFF I Board for disability leave.
- B. LEOFF I employees applying for a disability leave shall complete an **Application for Disability Leave/Retirement (PM-15)** and submit the application to the Department Secretary.
- C. The Department Secretary is responsible for seeing that a PM-8 is completed and submitted to the department director for signature.
- D. The Department Secretary shall enter the requested disability leave on the payroll system as disability leave, with the LEOFF I employee=s understanding that if the disability leave request is not approved by the LEOFF I Disability Board, they will be responsible for reimbursing the City for any disability benefits that had been received prior to the Disability Board=s decision.
- E. The original PM-15 and PM-8 is forwarded to the City Clerk who will submit the PM-15 to the LEOFF I Disability Board for consideration.
- F. Should the LEOFF I Disability Board approve the request for disability leave, the City Clerk shall submit the prepared PM-8 with a signed copy of the approved PM-15 to the Human Resource Office. The Human Resource Office shall be responsible for processing the PM-8 in the normal manner.
- G. Should the LEOFF I Disability Board deny the request, the City Clerk shall transmit

a copy of the signed PM-15 denying the request to the department director and to the Finance Division. The department director, after consulting with the LEOFF I employee, shall advise the Finance Division on the amount of the advanced disability leave that should be charged against the employee=s sick leave, vacation leave, or leave without pay.

- H. If the employee is released to return to work, the department director shall submit a PM-8 notifying the Human Resource Office of the date the employee will return to work. If the original PM-8 placing the employee on disability leave has not yet been received by the Human Resource Office, the Human Resource Office shall retain the return to work PM-8 until the original PM-8 is received and shall then process the reports together.
- I. Should the LEOFF I employee be unable to return to work and need to apply for a disability retirement, the employee shall complete a second PM-15 and submit it to the Department Secretary who shall complete a PM-8 for the department director=s signature and routing to the Human Resource Office. The original PM-15 and PM-8 shall be forwarded to the City Clerk. The City Clerk shall submit the PM-15 to the LEOFF I Disability Board for consideration.
- J. If the LEOFF I employee=s request for disability retirement is approved by the LEOFF I Board, the City Clerk shall prepare the AFindings of Fact, Conclusions of Law, and Decision and Order@ for signature by the LEOFF I Disability Board members.
- K. The City Clerk shall forward a copy of the following documentation to the Department of Retirement Systems: AFindings of Fact, Conclusions of Law, and Decision and Order@; all applicable medical evidence and reports considered by the Board; the PM-15; applicant=s job description; minutes of the Disability Board meetings during which the applicant=s request for retirement was considered; and any other documentation pertinent to the application.
- L. The City Clerk shall submit the prepared PM-8, a copy of the approved PM-15, and a copy of the AFindings of Fact, Conclusions of Law, and Decision and Order@ of the LEOFF I Disability Board to the Human Resource Office for processing in the normal manner. The City Clerk shall also transmit a copy of the AFindings of Fact, Conclusions of Law, and Decision and Order@ to the department director.
- M. If the PM-15 is denied by the LEOFF I Disability Board, a signed copy of the application showing the reasons for denial will be forwarded to the department director for appropriate action.

**SECTION X
PERSONNEL FORMS**

City of Walla Walla
AUTHORIZATION TO EMPLOY PERSONNEL

Department: _____

Number of Personnel:

Position title: _____

Date needed:

Classification

FLSA

Position Status

___ Regular F/T

___ Exempt

___ New position

___ Civil Service

___ Regular P/T

___ Non-exempt

___ Existing

___ Temporary _____
(Indicate period)

Name of employee being replaced.

___ Average hours/week

___ Establishing eligibility list only.

Position Funding (indicate one)

___ Budgeted in account _____
Bars number

_____ Fiscal Year

___ Not currently budgeted.

Recommended Rate of Pay

Pay Range/Step: _____

Monthly: _____

Annual: _____

Hourly: _____

Initiated by: _____
(Division Supervisor)

Date:

Submitted by: _____
(Department Director)

Date:

Reviewed by: _____
(Human Resource Manager)

Date:

Budget Compliance: _____
(Support Services Director)

Date:

Approved by: _____
(City Manager)

Date:

Denied by: _____
(City Manager)

Date:

WHITE-Personnel File

YELLOW-Finance Office

PINK-Dept Manager

**City of Walla Walla
FLSA CLASSIFICATION REVIEW**

Classification: _____

Salary: _____

Executive Exemption: An executive employee must meet *all* of the following requirements to be exempt from FLSA minimum wage and overtime provisions:

	Yes	No
1. <i>Duties:</i> Primarily management of the agency, department or subdivision;	—	
2. <i>Supervision:</i> Customarily and regularly directs two or more employees;	—	
3. <i>Authority:</i> Possesses the power to hire or fire employees, or whose suggestions are given substantial weight in such decisions, including promotions;	—	
4. <i>Discretion:</i> Customarily and regularly exercises discretionary power;	—	
5. <i>Work Responsibility:</i> Does not devote more than 20 percent of hours in a workweek to the performance of activities not closely related to items 1 through 4.	—	
6. <i>Compensation:</i> Is paid not less than \$155 per week exclusive of board, lodging or other facilities.	—	

Examples of executive employees include city managers; department directors; police and fire chiefs.

Administrative Exemption: An administrative employee must meet *all* of the following requirements to be exempt from FLSA minimum wage and overtime provisions:

	Yes	No
1. <i>Duties:</i> Primarily consist of non-manual or office work directly related to the management policies or general business operations;	—	
2. <i>Discretion:</i> Customarily and regularly exercises discretionary power;	—	—
3. <i>Supervision:</i> (a) Regularly and directly assists a person employed in an executive or administrative capacity; or (b) performs under only general supervision work requiring special training, experience or knowledge; or (c) executes special assignments and tasks under only general supervision;	—	
4. <i>Work Responsibility:</i> Does not devote more than 20 percent of work time to activities not directly or closely related to performance of administrative work;	—	
5. <i>Compensation:</i> Is paid not less than \$155 per week exclusive of board, lodging, or other facilities.	—	

Examples of administrative employees include executive and administrative assistants; personnel directors; data processing senior system analysts and sometimes computer programmers; office managers who do not supervise two or more employees yet exercise independent judgment; and purchasing agents and buyers.

City of Walla Walla
PERS ELIGIBILITY WORKSHEET

POSITION TITLE:

Position status: Regular F/T or P/T ____ Temporary F/T or P/T

Status of position? New ____ Existing

If existing, position formerly held by:

Eligibility Questions

An eligible position is defined as any position which normally requires at least 5 months each year in which regular compensation is earned for at least 70 hours per month. A year, as used here, is any period of 12 months.

To determine the eligibility of a given position, please answer the following questions:

" Does this position ever require work for at least 70 hours/month? **Yes** __ **No**
If *no*, position not eligible at this time, if *yes*, go to next question.

" Will the position ever require 5 or more months with at least 70 hours of compensated employment per month in a 12-month period? **Yes** __ **No**
If *no*, position not eligible at this time, if *yes*, go to next question.

" Will the position normally meet this standard? That is, will the position require 5 months of 70 hours or more during the first year and then 5 months of 70 hours or more in at least one of the next two years?
Yes __ **No**

Is the position considered eligible? **Yes** __ **No**
If position is *ineligible*, give the reason for your determination:

Eligibility Review

Reviewer: _____

Date Reviewed:

Reviewed: _____
Human Resource Manager

Date

City of Walla Walla
AUTHORIZATION FOR RELEASE OF INFORMATION

(References will only be checked for finalists. Present employers will not be contacted without consent of applicant).

I, the undersigned applicant for employment with the *City of Walla Walla, Washington*, in consideration of the review of my employment application, do hereby release and authorize any **present or prior** employer(s) of mine to release to the City of Walla Walla, Washington, any and all records of my employment retained by present/former employers. I agree to waive any claim or cause of action relating to such release of prior employment records and promise to defend and hold harmless the City of Walla Walla, Washington, its officers and employees from any claim or loss rising from such release.

It is my intention that any copy of this authorization be as effective as the original.

DATED: _____ day of _____, 19

Applicant's Name (Please print)

Signature of Applicant

**City of Walla Walla
DISCLOSURE STATEMENT**

Pursuant to the requirements of RCW 43.43.830.840, we must ask you to complete the following disclosure statement. *This information will be kept confidential.*

Have you ever been convicted of any of the following crimes against children or other persons:

YES	NO		YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Aggravated murder	<input type="checkbox"/>	<input type="checkbox"/>	First degree promoting prostitution
<input type="checkbox"/>	<input type="checkbox"/>	First or second degree murder	<input type="checkbox"/>	<input type="checkbox"/>	Communication with a minor
<input type="checkbox"/>	<input type="checkbox"/>	First or second degree kidnapping	<input type="checkbox"/>	<input type="checkbox"/>	First degree arson
<input type="checkbox"/>	<input type="checkbox"/>	First, second or third degree assault	<input type="checkbox"/>	<input type="checkbox"/>	First degree burglary
<input type="checkbox"/>	<input type="checkbox"/>	First, second or third degree assault of a child	<input type="checkbox"/>	<input type="checkbox"/>	Felony indecent exposure
<input type="checkbox"/>	<input type="checkbox"/>	First, second or third degree rape	<input type="checkbox"/>	<input type="checkbox"/>	Indecent liberties
<input type="checkbox"/>	<input type="checkbox"/>	First, second or third degree rape of a child	<input type="checkbox"/>	<input type="checkbox"/>	Incest
<input type="checkbox"/>	<input type="checkbox"/>	First or second degree robbery	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle homicide
<input type="checkbox"/>	<input type="checkbox"/>	First or second degree manslaughter	<input type="checkbox"/>	<input type="checkbox"/>	Unlawful imprisonment
<input type="checkbox"/>	<input type="checkbox"/>	First or second degree extortion	<input type="checkbox"/>	<input type="checkbox"/>	Simple assault
<input type="checkbox"/>	<input type="checkbox"/>	First, second degree criminal mistreatment	<input type="checkbox"/>	<input type="checkbox"/>	Sexual exploitation of minors
<input type="checkbox"/>	<input type="checkbox"/>	Child abuse or neglect as defined in RCW 26.44.020	<input type="checkbox"/>	<input type="checkbox"/>	First or second degree custodial interference
<input type="checkbox"/>	<input type="checkbox"/>	Selling or distributing erotic material to a minor	<input type="checkbox"/>	<input type="checkbox"/>	Malicious harassment
<input type="checkbox"/>	<input type="checkbox"/>	Custodial assault	<input type="checkbox"/>	<input type="checkbox"/>	First, second or third degree child molestation
<input type="checkbox"/>	<input type="checkbox"/>	Child buying or selling	<input type="checkbox"/>	<input type="checkbox"/>	First or second degree sexual misconduct with a minor
<input type="checkbox"/>	<input type="checkbox"/>	Child abandonment	<input type="checkbox"/>	<input type="checkbox"/>	Patronizing a juvenile prostitute
<input type="checkbox"/>	<input type="checkbox"/>	Promoting pornography	<input type="checkbox"/>	<input type="checkbox"/>	Violation of child abuse restraining order
<input type="checkbox"/>	<input type="checkbox"/>	Prostitution	<input type="checkbox"/>	<input type="checkbox"/>	Or any of these crimes as they may have been renamed

If your answer is "yes" to any of the above, please describe and provide the date(s) of the conviction(s) and the sentence(s) imposed.

Have you ever been convicted of any of the following crimes relating to financial exploitation of a person 60 years of age or older, who has a functional, mental, or physical inability to care for himself or herself or is a patient in a state hospital:

YES	NO		YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	First, second or third degree extortion	<input type="checkbox"/>	<input type="checkbox"/>	First, second or third degree theft
<input type="checkbox"/>	<input type="checkbox"/>	First or second degree robbery	<input type="checkbox"/>	<input type="checkbox"/>	Forgery
<input type="checkbox"/>	<input type="checkbox"/>	Or any of these crimes as they may have been renamed			

If your answer is "yes" to any of the above, please describe and provide the date(s) of the conviction(s) and the sentence(s) imposed.

1. Have you ever been found in a dependency action to have sexually assaulted or exploited any minor or to have physically abused any minor? Yes () No ()
2. Have you ever been found in a court in a domestic relations proceeding to have physically abused or exploited any minor or to have physically abused any minor? Yes () No ()
3. Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person? Yes () No ()
4. Have you ever been found in any disciplinary board final decision to have abused or financially exploited any person 60 years of age or older who has a functional, mental, or physical inability to care for himself or herself or who is a patient in a state hospital? Yes () No ()
5. Have you ever been found by a court in a protection proceeding under Chapter 74.34 RCW to have abused or finally exploited a person 60 years of age or older who has a functional, mental, or physical inability to care for himself or herself or who is a patient in a state hospital? Yes () No ()

If your answer is "yes" to any of the questions 1 through 5 above, please describe and provide the date(s) of the finding(s) and the penalty(ies) imposed.

UNDER PENALTY OF PERJURY, I certify that the above information is true, correct and complete. I understand that if I am hired, I can be discharged for any misrepresentation or omission in the above statement. I also understand that if I am hired, my employment is conditioned on your receipt of a satisfactory report from the Washington State Patrol.

Signature _____ Date

Name (print)

The City of Walla Walla may obtain from the Washington State Patrol criminal identification system a report of your record of criminal convictions for offenses against persons, civil adjudications of child abuse, and disciplinary board final decisions. If you are hired before that report is available, *YOUR EMPLOYMENT WILL BE CONDITIONED UPON THE RECEIPT OF A SATISFACTORY REPORT.*

You may request a copy of the State Patrol's response from the Human Resources Office once the report has been received.

**City of Walla Walla
BACKGROUND/REFERENCE CHECK LIST
FOR NON-SUPERVISORY POSITIONS**

Name of Applicant: _____

Date:

Employer:

Address:

Phone:

Name of Contact & Relationship to Applicant:

Verification of Information Supplied by Applicant: (note differences)

Evaluation of Applicant by Employer

Address the following areas with regards to the applicants previous employment:

Relevant Skills and Past Performance:

Problem

Solving

Abilities:

Peer Review Regarding Teamwork:

Attendance:

Other Job Related Factors/Comments:

Signature of person performing reference check:

City of Walla Walla
**BACKGROUND/REFERENCE CHECK LIST
FOR SUPERVISORY/MANAGEMENT POSITIONS**

Name of Applicant: _____ Date:

Employer:

Address:

Phone:

Name of Contact & Relationship to Applicant:

1. **Verification of Information Supplied by Applicant (position/title, dates):** (note differences):

2. **Describe employee's duties while employed at former place of business:**

3. **Overall job performance:**

4. **Attitude:**

5. **Quality/Accuracy of Work Product:**

6. **Timeliness:**

7. **Dependability:**

PM-7S

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8. **Team Player:**

9. **Innovation/Creativeness:**

10. **Customer Service:**

11. **Communication/Listening Skills:**

12. **Professional Demeanor:**

13. **Judgement/Decision-making:**

14. **Performance as a Supervisor and Organization Leader:**

15. **Rehire Test:**

Signature of person performing reference check:

City of Walla Walla
PERSONNEL STATUS CHANGE REPORT

TO: CITY MANAGER EFFECTIVE DATE:
FROM: _____ BARS CODE:
EMPLOYEE NAME: _____ POSITION:
DEPARTMENT: _____ DIVISION: _____ *

APPOINTMENT	*PERSONNEL	STATUS	CHANGE*	SEPARATION
___ Full-time trial service (___ months)	* ___	Pay Increase	*	___ Retirement
___ Part-time trial service (___ months)	* ___	Promotion	*	___ Resignation
___ Regular full-time (Trial service completed)	* ___	Transfer (Receiving Director's Initials)	*	___ Termination
___ Regular part-time (Trial service completed)	* ___	Demotion	*	___ Abandoned position
___ Temporary (rehire	* ___	Suspension w/pay	*	___ Termination of Temporary Appointment
*)	* ___	Susp w/o pay # days ___	*	___ Layoff
	* ___	Leave of absence w/pay	*	Separation Pay:
HUMAN RESOURCES OFFICE	* ___	Leave of absence w/o pay	*	
Position: (New)	* ___	Reprimand oral	*	(Hours/Payroll Initials)
Replace:	* ___	written ___	*	*****
AEP (PM-1):	* ___	Longevity (No. Years ___)	*	EXPLANATION OF ACTION TAKEN
Drivers Check:	* ___	Performance Appraisal	*	
References:	* ___	Address Change	*	
FLSA:	* ___	Reclassification	*	
	* ___	Other	*	

Pay Status (check one): Hourly ___ Monthly

Present Position: _____ Proposed Position:

Present Range/Step: _____ Proposed Range/Step:

Present Salary: _____ Proposed Salary (Mnthly,
Hrly/OT Rates): _____

Initiated by: _____ Date: _____
(Division Supervisor)

Requested by: _____ Date: _____
(Department Director)

Reviewed by: _____ Date: _____
(Human Resource Manager)

Approved by: _____ Date: _____
(City Manager or Designee)

Payroll Action Taken: _____ Date: _____
(Finance Office)

WHITE-Personnel File YELLOW-Finance Office PINK-Department GOLDENROD-Employee

**City of Walla Walla
DRIVING RECORD**
(To be submitted with employment application)

Applicant Name:

List any notices of infraction or traffic citations which you have received in the past 5 years.

State	Month/Year	Type of Infraction

If more space is needed, please attach additional sheets of paper.

Infractions or citations will not necessarily remove you from consideration, but the City will consider your driving record and insurability when making employment decisions.

The information provided above is true to the best of my knowledge. I understand that providing false information is cause for elimination in the selection process or dismissal from employment.

Signed: _____

Date:

AT THE TIME OF AN INTERVIEW, all applicants will be required to submit a copy of their driving record. Driving records may be obtained at any Washington State Department of Licensing branch office for a fee of \$4.50 (other states may have different procedures). This fee is at the applicant's own expense.

City Driving Standards: Applicants for positions in which the occupant is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants will be disqualified under the following circumstances:

Violations More than two moving traffic violations within the preceding three years; or reckless driving violation within the preceding five years; or driving while intoxicated within the preceding five years.

Accidents More than one motor vehicle accident with in the preceding three years for which the applicant received a traffic or criminal citation and was convicted, forfeited bail, or entered a plea of "guilty" or "nolo contendere."

**City of Walla Walla
PROPERTY/EQUIPMENT RECEIPT**

(To be completed upon employment)

EMPLOYEE: _____ DATE:

POSITION: _____ DEPARTMENT:

Equipment: City equipment shall mean any personal use property purchased with public funds or donated to the City. City equipment shall include all equipment, keys, tools, clothing, and footwear issued to City Employees.

The following City equipment has been issued:

Keys issued:

Computer access code:

Cellular Phone Contract (and phone):

Employee Signature Date

Supervisor Date

Manager _____ Date Human Resource

(To be completed upon termination of employment)

This is to inform you that the above named employee is terminating employment with the City of Walla Walla and has returned any or accounted for all City equipment and property issued to him/her.

Date Supervisor

Human Resource Manager Date

CITY OF WALLA WALLA Interview Panel Guidelines

POSITION: _____ **INTERVIEW DATE:** _____

A. Selecting the Interview Panel

1. The makeup of the interview panel will be determined through consultation between the department director, position supervisor and the Human Resources Office. Generally and dependant upon the level of position being interviewed, interview panels will be three to five members in size.
2. At a minimum, the interview panel shall consist of the supervisor of the position and a representative from the Human Resources Office. Consideration may be given to including panel members that are representative(s) from other work units in the City, a coworker, member of the professional community, or representative of a stakeholder group that may have some interaction with the positions= function such as a City board, commission, or committee.
3. Interview panels should be diverse to the extent possible, e.g., representing management and employee group(s), minorities, gender, etc.

B. Roles and Responsibilities of the Interview Panel

1. Panel discussions, applicants' ratings and the identity of the applicants interviewed must be kept confidential. Panel members must also treat information received from and about applicants as confidential. Failure to maintain confidentiality from the panel interview process may be cause for disciplinary action.
2. An employee may not serve on an interview panel where a conflict of interest may exist; e.g., a close relative/immediate family member is a finalist candidate for the position. It is the employee's responsibility to inform the Human Resources Office of any possible conflicts at the time he or she is asked to serve on the panel or after reviewing the copy of the candidates' applications to be interviewed. Technical advice and guidance will be provided to the interview panel members by the Human Resources Office representative serving on the panel.
3. Interview questions and the interview format shall be determined by the Human Resources Office and the supervisor/department director. Interview questions shall be non-biased, job specific and related, and as appropriate, situational in nature. Follow-up and clarifying questions are allowable for the panel members to ask, however, these follow-up questions must pertain to the candidates' responses seeking clarification of their initial answer or to clarify their response.

Under no circumstance shall any panel member ask questions or make comments pertaining to a candidates race, religious creed, sex, skin color, national origin, ancestry, age, marital status, sexual orientation, or the presence of any sensory, mental or physical disability. The City is an equal employment opportunity employer and does not tolerate any form of discrimination in its human resource and personnel management practices, including recruitment and selection for positions.

The objective in our interview panel process is to treat each candidate equally and fairly by asking each candidate the same set of questions and allowing each to respond accordingly. Our goal is to identify the best possible candidate(s) for the position based on their experience, education, training and likelihood of success in the position.

4. Interview panel rating sheets shall be completed by each panel member for each candidate interviewed. Panel members are encouraged to make notes on the rating sheets for each interview question and to numerically rate the responses relative to the expectations set for the position and what would be considered to exceptional versus poor responses.

Besides the interview responses provided by the candidate, panel members should also consider the types/levels of work experience, knowledge, skills, abilities, awards, training/education, and applicable test results which might indicate that an applicant possesses a high potential for success in performing the representative duties required for the position. The various types of indicators are discussed below:

Experience is a type of current or prior work performed. Work performed in any state, local or Federal agency or in the private sector may be used as experience indicators.

Outside activities are voluntary types of experiences or tasks that may relate to the knowledge, skills, or abilities required for the position.

Knowledge is an understanding of an organized body of information relating to a particular subject matter area.

Skill is the observable and verifiable power to accomplish a physical activity, such as typing skill, or such as skill in interpersonal situations.

Ability is the power to perform an activity or function.

Awards include honorary or monetary awards given in recognition of a significant accomplishment related to a major duty of the position being filled or the exceptional performance of a type of work being credited.

Training/Education includes all relevant undergraduate or graduate level college courses, post-high school technical courses and other training.

Indicators may be drawn from any of the sources of information available to the panel, i.e., the class specification, job standards, etc. In addition, panel members should draw on their own knowledge of the position being filled. As many different types of success indicators as possible should be identified for the position.

5. Following the completion of all candidate interviews, the panel shall tally their respective candidate ratings and reach a consensus decision for recommending the top candidate(s) for consideration for appointment. Interview panel members should be in agreement with, or at least willing to live with a decision for recommendation. Consensus-reaching techniques should be employed. It is recommended that panels begin their work by establishing ground rules for conducting discussions and resolving disagreements, e.g., members will be permitted, in turn, to state their position and rationale without interruption. If a panel is unable to reach consensus on an issue, it will be brought to the attention of the department director or appointing official.
6. All interview panel questions, rating sheets, notes, applications and related applicant materials shall be returned to the Human Resources Office at the conclusion of the interview process for retention and filing, as appropriate.
7. At the time the interview panel convenes, panel members shall sign and date below signifying their awareness of and agreement to abide by these guidelines. This signed document shall be maintained with the completed recruitment file for the position being filled.

Human Resource Representative Date

Supervisor of position Date

Panel Member Date

Panel Member Date

Panel Member Date

Panel Member Date

City of Walla Walla
PERS ELIGIBILITY DOCUMENTATION
(To be completed upon employment)

Employee: _____ Social Security #:

Retirement Status

Have you ever been a member of a Washington State Retirement System?
Yes ____ No

If yes, what system and plan?

Public Employees Retirement System _____ Plan 1
Plan 2

Law Enforcement Officers'/Fire Fighters' Retirement System _____ Plan 1
Plan 2

Teachers' Retirement System _____ Plan 1
Plan 2

Washington State Patrol Retirement System

Washington Judicial Retirement System

Do not know _____ Other

Have you withdrawn your retirement contributions?
Yes ____ No ____ N/A ____ Do not know

*Have you ever **retired** from one of the above Washington State Retirement Systems?
Yes ____ No

Did you retire from State service under the Early Retirement Act of 1992?
Yes ____ No

Employee Signature Date

*RCW 41.50.130 requires employers to solicit this information.

Employee's Understanding of Position Eligibility

Current Position: _____ Date:

I understand that this position is eligible ___ ineligible ___ (check one) for the Public Employees' Retirement System.

Employee Signature Date

City of Walla Walla
EMPLOYEE NOTICE OF VOLUNTARY RESIGNATION OR RETIREMENT

Date:

Employee: _____
Department: _____

Position: _____
Division: _____

I, _____, am voluntarily resigning/retiring my position with the City of Walla Walla, WA, effective _____. My reasons for resignation/retirement are as follows:

Employee Signature

Date

Department Director Signature

Date

FOR HUMAN RESOURCES USE:

___ Exit Interview

___ Equipment Receipt

___ Change of Status Form

___ COBRA Notification

Comments

Human Resource Manager

Date

cc: Leoff Board c/o City Clerk (Police/Fire retirement only).

City of Walla Walla
EXIT INTERVIEW QUESTIONNAIRE
Part 1
(To be completed prior to employee's last day)

Employee:
Address:

Forwarding Address:

Phone: _____

Position: _____ Employed from: _____ to:

Department: _____ Division:

Supervisor:

The purpose of the exit interview is to ensure the employee understands the benefit changes that result at the time of separation and review with the employee what actions/decisions they are responsible for. It also gives the employee the opportunity to provide suggestions about their work environment and bring to light information the employer may find helpful in improving working conditions.

REVIEW OF PAY AND BENEFITS

The purpose of reviewing your pay and benefits is to ensure that you are aware of how your benefits may change and to give you an idea of what actions you may be responsible for completing the following termination of employment.

_____ Review of final paycheck. Pick up or mail (circle one)

_____ PERS/LEOFF Withdrawal: (Withdrawal of Retirement Contributions provided to employee.)

_____ ICMA/Baker Boyer Deferred Compensation Withdrawal: The plan requires that the employee make an irrevocable election regarding the beginning payment date to be made within 60 days of the separation date. If no election is made, funds will not be available until you reach age 65.

- _____ Union Withdrawal: Union members must contact their Union for a withdrawal form.
- _____ Medical/Dental/Vision Insurance: City paid coverage expires on _____ for medical, dental, and vision. (COBRA Act options are reviewed with employee.)
- _____ Cellular Phone: If applicable, government rate no longer applies effective _____. Phone is employee owned _____, City owned _____ (indicate one).
- _____ Supplemental Insurance: May be continued on a self-pay basis. Employee is responsible for contacting insurance providers.
- _____ Other Voluntary Benefits (identify below):

WORK ENVIRONMENT

The purpose of inviting your constructive comments about your work environment is to provide the City with your valuable input on how the City could improve employment conditions for someone holding the position you held in the future.

If you have accepted another job, what does that job offer that your current position with the City did not?

Does your current class specification accurately reflect the job you are doing? Yes () No ()
If not, what would you suggest we change to more accurately reflect job duties?

What did you most enjoy about working for the City?

Do you have any constructive suggestions to make about the following parts of your job: Initial orientation; physical working conditions; equipment provided; adequacy of training?

Do you have any constructive comments that you feel would improve the following areas: Cooperation within your department/division; the working relationship between the department/division you worked for and other City Departments.

In your opinion, did City management in general: Provide adequate recognition for a job well done; resolve complaints fairly; act consistently with its policies and practices; express expectations clearly; fairly evaluate your job performance?

EMPLOYMENT COMPENSATION

The purpose of determining whether you intend to file for unemployment benefits is to allow the City, a self-funded agency, to budget adequately funds for a potential claim.

Do you intend to file for unemployment benefits? Yes () No ()

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EMPLOYMENT REFERENCE CHECKS

Employment Reference Check: Employment reference checks may be provided by the City if a signed Information Release Consent (PM-14RF) form is on file. Refusal to sign a consent form will result in such requests being responded to by only providing verification of employment dates and job title responsibilities.

Do you wish to sign a consent form? Yes () No ()

CITY OF WALLA WALLA
INFORMATION RELEASE CONSENT FORM

I, _____, hereby authorize the City of Walla Walla, WA, to provide information concerning my employment with the City of Walla Walla. It is understood that such information will be related to my skills, abilities, work performance, character and behavior while an employee of the City of Walla Walla.

It is further understood that this authorization is at my request and direction, and I agree to hold the City of Walla Walla harmless from any and all actions related to the release of this information.

Employee Signature

Date

Witness Signature

Date

**CITY OF WALLA WALLA LEOFF I DISABILITY BOARD
APPLICATION FOR DISABILITY LEAVE/RETIREMENT**
(Please print legibly and complete all information)

Name _____ SS# _____

Address _____

Date of Birth: _____ Phone: (____) _____

Date Hired: _____ Department/Rank/ Position: _____

I hereby apply for disability leave or disability retirement (check one) benefits effective _____ according to the provisions of RCW 41.26. My last day of service was or will be _____.

The nature of this disability is (describe briefly):

This disability (check one item on each numbered line):

- 1. **was** incurred in the line of duty. (RCW 41.26.120) [Attention Payroll: Reimburse FIT/Adjust retirement]
- was not** incurred in the line of duty. (RCW 41.26.125)
- 2. **was** incurred while in other employment.
- was not** incurred while in other employment.
- 3. is a mental disability.
- physical disability.
- mental and physical disability.

I hereby submit statement(s) by my physician(s) regarding my disability and authorize my physician(s) to supply you with any information which you may request. I also consent to examination by your board appointed physician or board approved specialist. I understand that any consent is given only for the purpose of establishing my right to disability benefits. I further understand that if this request is denied, I will be responsible for reimbursement to the City for any disability benefits received.

The information contained herein is true and complete to the best of my knowledge and belief.

Signature

Date

FOR LEOFF BOARD USE:

- Request Approved: _____ Effective Date: _____
- Duty Related Non-duty Related
- Request Denied
- Request made for disability retirement.

Comments:

LEOFF Board Chairperson

Date

City of Walla Walla
PRIOR APPROVAL FOR TUITION/COURSE REIMBURSEMENT

Employee: _____ Date:
Position: _____

Department/Division: _____

Courses to be taken at:

___ Business or Technical School ___ University
___ College ___ Correspondence ___ High School

Courses: ___ Related to present position
 ___ Related to potential development with the City
 ___ Part of a program leading to degree related to present position or potential development*
 ___ Required to obtain high school equivalency

*Explain program or degree:

Beginning date of course(s):

Estimated cost breakdown for course(s) for current fiscal year:

Course(s) to be taken:

Employee comments:

Approved by Department Manager: _____ Date:

Denied by Department Manager: _____ Date:

Approved by City Manager: _____ Date:

Denied by City Manager: _____ Date:

Amount to be included in fiscal year budget:

Department Manager Comments:

City Manager Comments:

WHITE - Personnel File YELLOW - Finance Office PINK - Dept Manager GOLDENROD - Employee

**DISCHARGE ASSESSMENT GUIDE
MANAGEMENT QUALITY CONTROL**

1. Employee name; position.
2. Date of appointment/hire; by whom; circumstances.
3. Review hiring documents (e.g., application, resume, offer/hire letter if available, recruitment brochures, contract – if applicable) and interview hiring officials to make certain no inappropriate promises or guarantees were made that may be broken by discharge.
4. Weingarten rights afforded and Loudermill hearing scheduled if disciplinary termination?
5. Review City Personnel Policy Manual, Personnel Procedures Manual, and /or labor contract provisions on hiring, discharge or discipline. Review any other relevant administrative guidelines.
6. Positions held; Prior experience; City experience. Would a demotion or reassignment be appropriate instead of termination?
7. Review past performance evaluations and discipline history (written and verbal) contained in the official personnel file to determine if consistent with discharge.
8. Note awards, achievements, salary progression and promotional history with the City since appointed.
9. Review employee relationship to department staff and Union, if applicable.
10. Any paid or unpaid leave available?
11. EEO Profile: age, sex; race; handicap; religion; other?
12. Employee awareness of problem leading to discharge:
 - correction curve (counseling, training, performance improvement plan progressive, discipline, etc.)
 - other options available (demotions, transfers, reassignment, etc.)
 - documentation in supervisors working file on employee such as memory jogger notes.

PM-19 (con't.)

13. Review public/workplace knowledge of events surrounding employee.
14. Unemployment rights and issues.
15. Workers compensation/disability rights and issues.
16. Consider any unusual "political" concerns (corporate or community).
17. Consider expected placement difficulties (outplacement option/precedent setting).
18. Identify contrary management, employee, or other witnesses or documentation.
19. Consider resignation options (release agreement).
20. Determine severance options: past practice, components, release.
21. Whistleblower/public policy issues?
22. Defamation/privacy concerns.
23. Identify any other special circumstances.