

# Kitsap 911 Public Authority

## Resolution 2016-012

### **Resolution to Approve and Adopt the Kitsap 911 Employee Manual and Authorize the Executive Director to implement the Manual provisions and to administratively amend the Employee Manual.**

**WHEREAS**, on April 25, 2016 the Board of County Commissioners adopted ordinance 532-2016 enacting chapter 2.110 of the Kitsap County code (the “Ordinance”), creating the Kitsap 911 Public Authority; approving a charter therefor; establishing a Board of Directors to govern the affairs of Kitsap 911; and providing how Kitsap 911 shall conduct its affairs; and

**WHEREAS**, Kitsap 911 (the “Authority”) is a public corporation organized pursuant to RCW 35.21.730; and

**WHEREAS**, It is Kitsap 911’s policy to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations and to communicate workplace rules and policies in a clear and consistent manner; and

**WHEREAS**, The Kitsap 911 Board of Directors has determined that there is a need for personnel policies to ensure that employees and prospective employees are aware of workplace policies and are treated in a manner consistent with applicable employment laws and regulations; and

**WHEREAS**, The Kitsap 911 Board of Directors recognizes the need to adopt guidelines for the hiring, compensation, and evaluation of unrepresented staff; and

**WHEREAS**, The Executive Director is charged with administering and managing all aspects of Kitsap 911 operations;

**NOW, THEREFORE, BE IT RESOLVED** by the Kitsap 911 Board of Directors as follows:

**Section 1. Adoption.** The Kitsap 911 Employee Manual attached hereto is hereby adopted.

**Section 2. Applicability.** The Employee Manual provisions shall apply to all Kitsap 911 appointees, employees, and independent contractors. In the event that there is a conflict between the Employee Manual’s provisions and the Kitsap 911 Employees’ Guild collective bargaining agreement (CBA), personnel services contract, or Federal or State law, the terms and conditions of that CBA, contract, or law shall prevail. In all other cases, the policies contained within the Manual shall prevail.



**Section 3. Amending the Manual.** The Manual is intended to provide guidelines covering Kitsap 911 employees and is not a contract. The provisions of this Manual may be amended and/or supplemented from time to time at the sole discretion of the Executive Director, with the exception of provisions establishing salary ranges and benefits, which the Kitsap 911 Executive Board must approve, authorize, and adopt.

**Section 4. At Will Employment.** To the maximum extent permitted by law, employment practices for unrepresented Kitsap 911 employees shall operate under the legal doctrine known as “employment at will”.

**Section 5. Administration.** The Executive Director is responsible for interpreting, implementing, and enforcing Kitsap 911 employment practices, guidelines, and policies and procedures, including those contained within the Employee Manual.

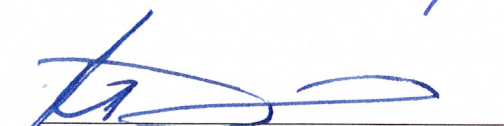
**Section 6. Severability.** If any provision of this Resolution or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Resolution which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Resolution are declared to be severable.

**Section 7. Effective Date.** This resolution shall become effective immediately upon adoption and signature as provided by law.

**MOVED AND PASSED** at a meeting of the Kitsap 911 Board of Directors on October 4, 2016 of which all Directors were notified and a quorum was present.

**KITSAP 911 BOARD OF DIRECTORS**

  
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DAVID ELLINGSON, CHAIR

  
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Richard A. Kirton, Executive Director