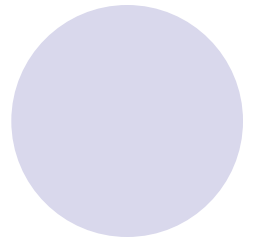
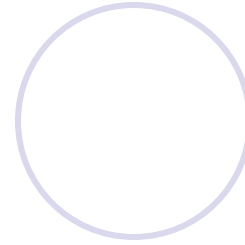
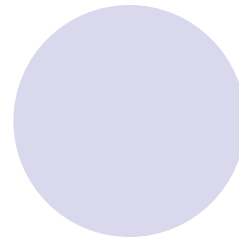
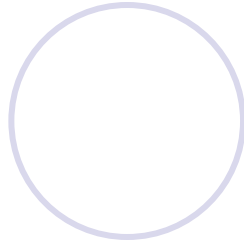
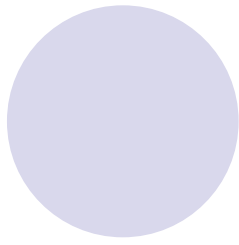




City of Woodinville

Appointed Officials
General Orientation



**Dear Commissioner
or Board Member,**

Thank you for taking the time to complete this general orientation of policies and procedures relevant to appointed officials.

And now, for a brief overview of City government, City Council & volunteer policy...

City Government



- The City operates under the Council-Manager form of government.
- The City Manager is hired by the City Council as the chief executive officer and the City Manager is responsible for the day-to-day operations of the City through managing the directors of each city department and ensuring the business of the City is conducted in accordance with policies set by the City Council.
- The City Manager is Rich Leahy

Woodinville City Council



- City Council members are:
 - Scott Hageman, Mayor (Position No. 4)
 - Bob Vogt, Deputy Mayor (Position No. 5)
 - Chuck Price (Position No. 1)
 - Jeff Glickman (Position No. 2)
 - Hank Stecker (Position No. 3)
 - Liz Aspen (Position No. 6)
 - Don Brocha (Position No. 7)

Woodinville City Council



(from l to r) Councilmembers Chuck Price, Hank Stecker, Jeff Glickman, Liz Aspen, Scott Hageman, Don Brocha, Bob Vogt



Woodinville City Council

- Each of the seven nonpartisan Council members is elected directly by the people for staggered four-year terms
- Council members represent the community at large rather than individual districts of the City
- Council sets the policy direction of the City. The City Manager executes those policies through staff
- Council reviews and adopts Goals and Objectives
- The Council is supported by volunteer boards and commissions that make recommendations to the City Council on various issues, projects and proposed regulations and guidelines

Volunteer Commissions & Boards

- The City is supported by vital volunteer Commissions and Boards of the City Council:
 - Planning Commission
 - Parks & Recreation Commission
 - Tree Board
 - Public Art Advisory Board
 - Emergency Preparedness Commission
- Members of the Planning Commission, Parks & Recreation Commission, and Tree Board are appointed by the City Council.
- Citizen members volunteer their time to support the future vision of Woodinville in the areas of development, parks, recreation and open space and tree preservation. Each entity makes recommendations to the City Council on policy issues, regulations and projects.
- In addition, there are several subcommittees and Citizen Advisory Panels (CAPs) that assist the Boards & Commissions. These members are not appointed.



Volunteer Recruitment Policy

- Volunteers shall be recruited without regard to any individual's sex, race, color, religion, national origin, pregnancy, age, marital status, medical condition, disability, or any other basis prohibited by local, state or federal law
- Reasonable Accommodation
 - The City will provide reasonable accommodation to qualified volunteers
 - Volunteers needing accommodation must make these accommodation requests clear to the Volunteer Coordinator prior to their volunteer assignment



Additional Volunteer Opportunities

- Other City of Woodinville volunteer opportunities include:
 - Public Concierges (at City Hall)
 - Office assistance
 - Special events (i.e. Cityhood Celebration, Light Festival, Halloween)
 - Recreation programs
 - Instructors and assistants
 - Teen, youth and senior programs
 - After school programs
 - Environmental stewardship
 - Sammamish River restoration & planting
 - Rotary Community Park



Customer Service

- The City of Woodinville Customer Service Goals are:
 - Be customer-focused
 - Give personal attention
 - Show leadership in a team environment
 - Be accountable
 - Present a professional and positive image
 - Be courteous
 - Be educators about City programs, services, policies and procedures

City Services (Departments)



- Public Works
- Long-range Planning & Emergency Mgmt.
- Planning & Development Services
- Permit & Land Use
- Plan Review & Inspection
- Parks and Recreation
- Finance
- Executive/Administrative
- Police



Volunteer Transportation

- Volunteers are responsible for securing their own transportation to and from their volunteer assignment
- Volunteer parking is available at Woodinville City Hall and at the Carol Edwards Center
- Volunteers should consult their tax advisors regarding possible deduction of volunteer mileage
- Volunteers may NOT drive a City of Woodinville vehicle, but may accompany staff in a City vehicle

Workplace Safety



- Medical aid coverage is provided for volunteers engaged in City of Woodinville business, through State of Labor and Industries
- If a volunteer is injured while performing volunteer duties, s/he should notify staff immediately
- The Supervisor will determine whether Accident Reports should be completed and filed
- Coverage does not, however, cover acts of gross misconduct or negligence

Workplace Hazards



- Please keep in mind that some everyday office and building products are considered hazardous materials (such as white-out, rubber cement, ammonia cleaners)
- If you should spill or drop a hazardous material, notify a staff person—DO NOT clean it up
- If you come across an unknown spilled substance, again, notify staff, but DO NOT clean it up
- MSDS, or Material Safety Data Sheet, is a document that describes the physical and chemical properties of products, their health hazards and precautions for handling and use

Public Resources



- The City of Woodinville, its staff and volunteers must be stewards of public resources
- Volunteers are encouraged to be mindful of their use of paper, office supplies, utilities, etc.
- Certain forms of communication, such as email are public record



Policy

- Please familiarize yourself with City of Woodinville personnel policies (located on the next few pages):
 - Code of Ethics
 - Anti-Harassment
 - Policy Against Workplace Violence
 - Internet Access
 - Drug-free Workplace
- Each policy should be interpreted as encompassing employees (paid) and volunteers (unpaid), despite any policy's use of the term "employee"

Code of Ethics



- Ethics among public officials and employees are essential to gain and maintain the public's confidence and trust.
- Public officials, employees and volunteers are agents of the people.
- The City of Woodinville expects volunteers to be aware of its Code of Ethics and to abide by its standards.
- Any volunteer violating this code is subject to civil penalties and termination

Code of Ethics, cont'd



- A volunteer is in violation of the ethics code if he or she:
 - Receives or has any financial interest in any sale of service or property with prior knowledge
 - Accepts or seeks more favorable terms than those granted to the public generally
 - Accepts any gift or favor from any person, firm or corporation having dealings with the City
 - Influences the selection of or the conduct of business with a party having business with the City
 - Is a party of interest of any corporation or firm having business with the City, unless disclosed
 - Engages or accepts private employment that is incompatible with the proper discharge of his or her duties or disclose confidential information

Code of Ethics, cont'd

- A volunteer is in violation of the ethics code if he or she:
 - Appears in behalf of a private interest against the interest of the City
 - Directly or indirectly possess a substantial or controlling interest in any business entity which conducts business or contracts with the City
 - Violates any ordinance or resolution of the City
 - Discloses confidential information gained by official position, or otherwise uses such information for his or her personal gain.
 - Makes a false statement or representation of any public record or document in willful disregard of the truth
 - Requests or permits the use of City-owned vehicles, equipment, materials or property for personal convenience or gain
 - Grants any special consideration treatment or advantage beyond that which is available to every other citizen in similar circumstances

Anti-Harassment Policy

- The City of Woodinville's policy on anti-harassment stipulates that all employees are expected to accomplish their work in a professional and business-like manner. As a standard of behavior, employees and supervisors are expected to treat each other with respect and common dignity.
- Harassment includes unsolicited remarks, gestures, or physical contact; displays or circulation of written materials or pictures derogatory to either gender, racial, ethnic, or religious groups or individuals; or basing personnel decisions on an employee's response to sexually-oriented requests.
- The City will not tolerate any employee who engages in any act which discriminates against another employee because of race, color, national origin, sex, religion, creed, marital or veteran's status, age, the presence of a physical, mental, or sensory disability, or any other basis prohibited by local, state, or federal laws.
- Sexual harassment is defined as unwanted, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct which has effect of creating an offensive, intimidating, degrading or hostile work environment, or adversely interferes with or affects an employee's work performance. Sexual harassment is improper and illegal, and is grounds for immediate dismissal.



Anti-Harassment Policy, *cont'd*

- Any employee who experiences conduct of this sort or feels that his/her work environment has become a hostile or offensive place to work, should immediately notify his/her department director, or any member of the management team. The department director or management team member should immediately notify the City Manager. If the City Manager is implicated in the alleged harassment, the Mayor should be immediately notified instead.
- The City will not retaliate against an employee who complains of harassment in any form, nor permit such retaliation. It is important to the City that an employee's concerns be thoroughly reviewed and investigated so that appropriate steps can be taken as necessary. It is the duty of each employee to assist in the maintenance of a discrimination-free workplace.
- Employees are expected and supervisors are obligated to report to the City Manager any questionable instance that has become known to them which might constitute harassment or discrimination.



Policy Against Workplace Violence

● **Purpose**

- Reduce the potential for violence in and around the workplace;
- Encourage and foster a work environment that is characterized by respect and healthy conflict resolution; and
- Mitigate the negative consequences for employees who experience or encounter violence in their work lives.

Policy Against Workplace Violence, cont'd

● Policy

- The City of Woodinville is committed to providing, in so far as reasonably possible, a safe environment for working and conducting business.
- The City will not tolerate acts of violence committed by either regular status employees or hourly workers while on City of Woodinville property or while performing City of Woodinville business at other locations.
- Any unlawful act of violence committed by employees, members of the public, or others while on City property or while using City facilities will be prosecuted as appropriate.
- Violent actions committed by regular employees, temporary workers, casual workers or interns will not be tolerated or ignored. The City intends to use reasonable legal, managerial, administrative, and/or disciplinary procedures to secure the workplace from violence and to reasonably protect employees.

Policy Against Workplace Violence, cont'd

● Definition

The word “violence” in this policy shall mean an act or behavior that:

- Is physically assaultive;
- Consists of communicated or reasonable perceived threat to harm another individual or in any way endanger the safety of an employee;
- Would be interpreted by a reasonable person as carrying potential for physical harm to an individual;
- Is behavior, or action, that a reasonable person would perceive as menacing;
- Involves carrying or displaying weapons, destroying property, or throwing objects in a manner reasonably perceived as threatening; or
- Consists of a communicated or reasonable perceived threat to destroy property.

Policy Against Workplace Violence, cont'd

- **Possession and Use of Dangerous Weapons**

- Definition: A dangerous weapon is any instrument capable of producing bodily harm, in a manner, under circumstances, and at a time and place that manifests an intent to intimidate another person or that warrants alarm for the safety of another person. Dangerous weapons are defined by RCW 9.41.
- Prohibition: In the interest of maintaining a workplace that is safe and free of violence, except as hereinafter provided, possession or use of dangerous weapons is prohibited on City property, in City vehicles or in any personal vehicle which is used for City business.

Policy Against Workplace Violence, cont'd

- **Employee (paid or unpaid) Responsibilities:**
 - Refraining from acts of violence and for seeking outside assistance to resolve personal issues that may lead to acts of violence in the workplace; and
 - Reporting to managers and supervisors any dangerous or threatening situations that occur in the workplace.
 - Employees are encouraged to report to their department directors/supervisors situations that occur outside of the workplace which may affect workplace safety (e.g. instances where protection orders have been issued, etc.).

Policy Against Workplace Violence, cont'd

● Procedures and Guidelines

- If a violent act or altercation constitutes an emergency, CALL 911. When 911 is contacted, contact your immediate supervisor or department director. In instances that are not emergency situations, contact your immediate supervisor or department director as soon as reasonably possible.
- If the altercation involves two or more parties, try and separate the parties involved. If the parties cannot be separated, or it would be too dangerous to the employee or department director to attempt to separate the parties, CALL 911.
- Contact the appropriate department director.
- The department director will contact the City Manager who will take responsibility for coordinating a response to the incident.



Drug-Free Workplace

- Volunteers are expected to show up to their assignments free of alcohol, drugs or other controlled substance
- The City may discipline or terminate a volunteer possessing, consuming, selling or using alcohol, drugs or other controlled substances during volunteer hours, or in any manner which impedes performance



Volunteer Recognition

- Volunteers are a valuable resource to the City, its staff and its citizens
- Regular recognition events, such as ice cream socials, and the summer family barbeque are held for ALL volunteers and their families to attend
- You are welcome to attend these....you shall receive an invitation for each



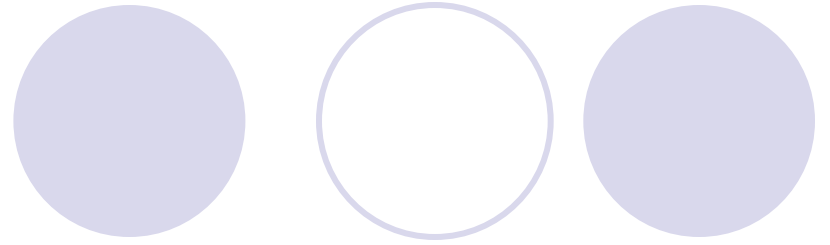
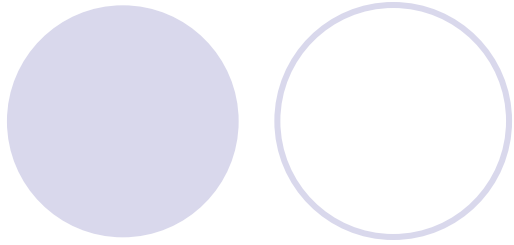
Questions?

- Please take this opportunity to ask any questions you may have regarding any of this Orientation
- You may consult your staff liaison, or the Volunteer Coordinator at 425-877-2289 or patrickt@ci.woodinville.wa.us



Final Steps

- [For computer users only]: Now, please print out a hard copy of the final page (slide)
- Sign and date the Orientation Agreement
- Be sure this signed agreement is forwarded to your staff liaison



Thank you.

Appointed Officials General Orientation Agreement

Name: _____

DOB: _____

I hereby attest that I have read, understand, and agree to uphold the policies and procedures of the City of Woodinville.

I further understand that I or the City may terminate this agreement at any time without cause, and that I am volunteering my services at will and may be asked to discontinue such for violation of these policies/procedures, or without notice or reason.

Signature

Date

Notice to applicant: Pursuant to the Washington Public Disclosure Act, this form constitutes a public record and is subject to public release upon request. Under RCW 42.17.310(1)(u), the residential addresses and telephone numbers of the volunteers may be redacted from any such disclosure.