

Key Peninsula Metropolitan Park District
Dba Key Pen Parks



Resolution No R 2024-02

A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT TO ADOPT A HUMAN RESOURCES POLICY

WHEREAS the Board of Park Commissioners of the Key Peninsula Metropolitan Park District (“Key Pen Parks”) desires to have policy which guides human resources decisions; and,

WHEREAS the Board of Park Commissioners of Key Pen Parks incorporates by reference previously adopted human resources related policies; and


WHEREAS the Board of Park Commissioners of Key Pen Parks’ Human Resources Committee participated in the development of the Human Resources Policy.

NOW THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of Key Pen Parks that the Human Resources Policy (Attachment “A”) is hereby adopted.

PASSED AND ADOPTED by the Board of Park Commissioners of Key Pen Parks at a Regular Meeting held at Key Peninsula Fire District Station 47, 1921 Key Peninsula Hwy NW, Home WA, held this 8th day of April 2024.

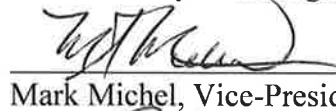
Attest:


Linda Parry, President


Kip Clinton, Clerk

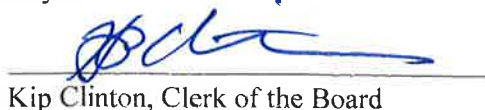

Edward Robison, Member-at-Large

Key Pen Parks
Board of Park Commissioners
Pierce County, Washington


Mark Michel, Vice-President


Shawn Jensen, Member-at-Large

Ayes: Parry, Jensen, Michel, Robison, Clinton
Nays:


Kip Clinton, Clerk of the Board

Absent:
Abstain:


Tracey Perkosky, Executive Director



Key Peninsula Metropolitan Park District

Human Resource Policy

Purpose

This Human Resource Policy ("HR Policy") guides the overall administration of Human Resources programs. The Executive Director of Key Peninsula Metropolitan Park District (referred to as "Key Pen Parks") is authorized to implement additional regulations, procedures, and policies related to recruitment, hiring, supervision and administration of staff, employee leave and benefits, and employee conduct consistent with this Policy. All employment policies will be executed in alignment with local, state, and federal laws and regulations related to employment.

There is a separate Employee Handbook, approved by the Executive Director in consultation with the HR Committee of Key Pen Parks, that provides more detailed guidance and information to Key Pen Parks employees on the Human Resource programs, practices, policies, and procedures.

Employment at Will

Employment at Key Pen Parks is on an at-will basis which means that either the employee or Key Pen Parks may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this document creates or is intended to create an employment agreement, express or implied.

Equal Employment Opportunity (EEO)

Key Pen Parks provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, physical and/or mental disability, genetic information, military service and/or veteran status, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, demotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Key Pen Parks believes in treating all employees with fairness, respect, and dignity. Key Pen Parks believes in creating and maintaining an inclusive work environment that respects diverse ideas, backgrounds, and styles and believes diversity is supported through the selection, management, and

retention of diverse employees.

Recruitment and Selection

Key Pen Parks is committed to an open and equitable recruitment and selection process that aligns with its mission and values. In support of this, Key Pen Parks will utilize a consistent approach to creating job descriptions, advertising jobs, and screening and selecting candidates.

Background Checks

Background checks for new hires may be conducted if appropriate for the position.

Compensation

Key Pen Parks strives for fair and equitable pay programs that are competitive and financially sustainable. We believe compensation is one important tool within a system to support, reinforce, retain, and align employees with our mission, culture, and operational and financial needs.

Key Pen Parks endeavors to research competitive pay for similar jobs in our labor market, to ensure that we remain aware of relevant compensation trends. The organization will periodically review market data to determine if changes are warranted to the compensation structure.

The Board of Park Commissioners is responsible for periodically reviewing and approving the Wage Matrix, which establishes the pay ranges for the organization.

Benefits

Key Pen Parks supports work life balance and provides paid time off benefits including holidays and vacation for employees to enjoy their life outside of work.

Key Pen Parks provides paid sick leave benefits to employees for absences due to illness or injury.

Benefits are an important part of the Total Rewards package and support the organization's ability to attract and retain talent. Key Pen Parks strives to provide competitive insurance and retirement benefit programs that meet the needs of its employees and are financially sustainable. The benefits offerings will be reviewed and evaluated on a periodic basis to assess if they remain competitive and relevant to employees.

Employee Growth and Development

Key Pen Parks believes that providing growth and development opportunities for its employees contributes to the enrichment of the whole person and aids in attracting and retaining talent that support the mission and values of the organization. Key Pen Parks offers training to employees to increase their job-related knowledge and skills.

Leaves of Absence

Key Pen Parks realizes that an employee may periodically incur a life event or health issue for themselves or a family member. The organization will comply with all state and federal leave laws to support an employee's time off needed during these situations.

Technology Usage

Key Pen Parks believes that the organization's assets and property should be used by employees in the course of performing work and that personal usage should be limited to emergency situations only.

Key Pen Parks understands that most items relating to the conduct of government or the performance of governmental functions, whether written, recorded, taped, or electronically stored, are subject to public inspection and constitutes a public record.

Code of Conduct

Key Pen Parks believes that employees should represent the organization to the public in a manner that is professional, courteous, efficient, and helpful. Key Pen Parks also expects that leaders and employees should treat each other with professionalism, courtesy, dignity, and respect. In addition, employees will preserve and protect the organization's equipment, grounds, facilities, and resources.

Confidentiality

Key Pen Parks believes that the protection of confidential business information is vital to the interests and success of the organization. Therefore, employees are prohibited from providing or disclosing confidential documents or information gained by reason of their employment to anyone not authorized to have such information.

Key Pen Parks understands that as a public agency, the organization is required to retain and make certain documents and information available to the public upon request in accordance with Washington's Public Records Act and records retention laws. However, private and confidential information will be protected to the extent possible, while still complying with the law.

Conflict of Interest

Key Pen Parks expects that all employees will conduct themselves and the organization's business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

The public trust prohibits officers and employees from giving or receiving any compensation (other than regular salary) or gift for any reason related to their Key Pen Parks position. No officer or employee shall use their power or authority to induce or coerce another person to provide such officer or employee with any compensation, gift, or other thing of value directly or indirectly. No officer or employee may transact any business in their official capacity with any entity in which they have a business interest.

Workplace Harassment

Key Pen Parks is committed to providing a work environment that is safe and free from harassment. It is Key Pen Parks' policy to prohibit intentional and unintentional harassment of or against employees, job applicants, contractors, volunteers, or employees based on actual or perceived race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, physical and/or mental disability, genetic information, military service and/or veteran status, or any other characteristic protected by applicable federal, state, or local laws and ordinances.

Complaint Resolution (Open Communication and Grievance Procedure)

Key Pen Parks believes communication is at the heart of good employee relations. Open communication supports a more enjoyable and productive work environment. Key Pen Parks strives to work together with employees and mutually resolve issues in a timely and responsible manner. Key Pen Parks believes that employees should have an avenue to discuss any issues that remain unresolved and provides its employees with complaint resolution procedures for resolving those situations. Employees are encouraged to discuss any concerns or issues with their immediate supervisor. If full resolution is not achieved, the employee will bring the concern to the Executive Director who will review the situation and take steps to achieve resolution. If the employee still seeks further resolution, the matter will be brought to third-party experts for review. The intent is to receive advice and counsel from neutral, objective sources with expertise in the area of concern.

Whistleblower

Key Pen Parks recognizes and supports the right of every employee to report alleged improper actions by a Key Pen Parks official or employee that violates the law, abuses their authority, creates a danger to the public health or safety, or is a gross waste of public funds. Key Pen Parks shall comply with State law that protects employees from retaliation or disciplinary action for reporting improper action in good faith and commits that employees will be protected from retaliation for reporting any such actions.

Health and Safety

Key Pen Parks is committed to providing a safe and productive workplace for its employees, volunteers, guests, contractors, vendors, and the general public. This includes a work environment that is free from alcohol, drugs, other controlled substances, and/or workplace violence.

Conclusion

This document supersedes any previous verbal or written policies that may be inconsistent with this version of the Human Resource Policy. As Key Pen Parks grows and changes, its Human Resource policies may change.

APPENDIX



Key Peninsula Metropolitan Park District

Policy: **Social Media Policy (Resolution R 2014-17)**
(Approved by the Key Pen Parks Board of Commissioners on 11/10/14)

Policy: **Tobacco Free Parks Resolution (Resolution R 2017-05)**
(Approved by the Key Pen Parks Board of Commissioners on 10/9/17)

Policy: **Travel Policy (Resolution R 2018-11)**
(Approved by the Key Pen Parks Board of Commissioners on 10/8/18)

Policy: **Whistleblower Policy (Resolution R 2024-03)**
(Approved by the Key Pen Parks Board of Commissioners on 4/8/24)