

WASHINGTON STATE
B A R A S S O C I A T I O N

WSBA EMPLOYEE HANDBOOK

Revised: November 2023

Table of Contents

Prologue

Letter to All Employees	6
Introduction - About the Employee Handbook	7

Section A – WSBA History and Goals

Role of the WSBA	8
WSBA Staff Values	9
Communication Norms	9
WSBA Organizational Structure	10
WSBA Mission Statement and Functions	12

Section B – Employment Basics

Classifications of Employees	14
Orientation Period	15
Workweek and Scheduling	15
Work Schedules	15
Rest and Meal Periods	16
Time Reporting	16
Remote Work Guidance	17

Section C – Compensation

Salary Administration	18
Total Compensation	19
Compensation Plan	20
Performance Assessments	21
Salary Placement Guidelines	22
Out-of-Grade Job Assignments	23

Section D – Employee Relations

Equal Employment Opportunity	24
Diversity, Equity, and Inclusion	24
Employment of Relatives	24
Unlawful Harassment, Discrimination, and Retaliation	25
Accommodation of Disabilities	26
Life Threatening Illness	27
Personal Information and Personnel Records	27
Standards of Conduct and Discipline	28
Conflict Resolution	29
Feedback about Management	29
Whistleblower	29

Section E – Employee Responsibilities

Attendance and Punctuality	31
Confidentiality	31
Expression of Personal Opinions	32
Personal Appearance and Demeanor	32
Smoking	32
Employee Use of Vehicles	33
Employee Transportation and Parking	33
Political Endorsements	35
Employees Taking the Bar Exam	35
Pro Bono and Volunteer Activities	35
Conflict of Interest, Moonlighting, and Gifts	35
Alcohol and Drug Abuse	36
Public Records	37
Contracts/Agreements	37

Section F – Change of Status and Separation

Transfers and Promotions	39
Termination of Employment	39
Offboarding Procedures	40
Payments at Termination of Employment	40

Employment References	41
---	----

Section G – Employee Services

Puget Sound Plaza Building Information	42
Electronic Mail/Voicemail/Internet/Intranet	42
Office Services/Equipment	44
Facilities	45
Expense Reimbursement	47
Personal Possessions	47
Suggestion Box	47
Office Functions	48

Section H – Safety and Security

Emergencies	49
Office Security	49
Workplace Violence	50
Safety	51
Accidents and Accident Reports	52
Solicitations	52

Section I – Benefits

Group Insurance Programs	53
Retirement Plan	54
Deferred Compensation Program	54
Paid Absences – General	54
Holidays	55
Sick Leave	56
Sick Leave Donation	57
Sick Leave Conversion	58
Vacation Benefits	58
Emergency Leave	59
Leaves of Absence	59
Snow Days/Hazardous Travel Time	62

<u>Jury Duty and Court Leave</u>	63
<u>Employee Referral Award</u>	63
<u>Continuing Education/Professional License Fees</u>	64
<u>Employee Assistance Program (EAP)</u>	64

Acknowledgement & Appendices

<u>Employee Statement of Understanding</u>	66
<u>FMLA Employee Rights and Responsibilities</u>	67
<u>Investigator Overtime</u>	68

Letter to All Employees

Welcome to the Washington State Bar Association! I hope and believe that during your time here, you will find meaningful work, collaborative and bright colleagues, and an institution that is always growing and improving to better fulfill its mission—to serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice. The leadership team and I are deeply committed to a workplace that inspires and supports excellence, integrity, unity, and joy. These are the [Four Pillars](#) that represent what we value and aspire to in workplace culture. They are the distillation of many colleagues' voices about what makes the WSBA an exceptional place to work, and what will continue to make it even better. I hold the Four Pillars as a roadmap and a beacon as I guide this organization, and I invite you to do the same. Everyone's actions matter when we are invested in the work and each other's success.

This handbook of our employment policies and procedures is designed to help you understand the organization and how things work. By making our policies, procedures, norms, and culture explicit, we intend that everyone feels welcome and a part of the organization, regardless of the professional and life experience they bring to WSBA. In turn, you can be more effective in helping us fulfill our mission of providing excellent services, resources, and education to legal professionals and the public. Although our goal is to help you feel welcome, you will find some of the language in this Handbook to be quite formal. We use this technical language where necessary to clearly and accurately summarize those aspects of our policies and procedures that affect your legal rights and responsibilities with regard to your employment at WSBA.

Please read through this Handbook carefully and reach out to our Director of Human Resources and your supervisor if there are any aspects that you do not understand.

Thank you for joining our team!



Terra Nevitt
Executive Director

Introduction- About the Employee Handbook

The WSBA Employee Handbook is a resource to provide new and current employees with general guidelines about WSBA's operational policies and procedures. It is intended to provide you with information that will be helpful in the course of your employment.

None of the policies or guidelines in this Handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work. We hope that our relationship is ongoing and mutually rewarding; however, Washington state is an "at will" employment state. This means that either the employer or employee may terminate an employment relationship at any time. At WSBA, only the Executive Director has the authority to enter into any agreement for employment, or to make any representations or agreements that are inconsistent with an "at will" relationship. All such agreements must be in writing and be signed by the Executive Director

The guidelines in the Employee Handbook are subject to modification, amendment, or revocation by WSBA at any time. This current version has been updated to reflect any policy, procedure, practice, or benefit changes since the previous one. WSBA will provide each employee with a copy of the WSBA Employee Handbook upon employment and/or when there are revised editions. The Employee Handbook is not the only source of information for employment-related issues. If there are additional questions, employees are encouraged to contact their manager, department director, or the Human Resources Director.

A. WSBA History and Goals

Role of the WSBA

The Washington State Bar Association has a broad and important mission: to serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice.

The WSBA operates under the delegated authority of the Washington Supreme Court and exercises a governmental function authorized by the Washington Supreme Court to license and regulate the state's more than 40,000 legal professionals, including lawyers, limited practice officers, and limited license legal technicians. The WSBA both regulates legal professionals under the authority of the Court and serves its members as a professional organization — all without public funding.

The WSBA administers the [bar admission](#) process, including the bar exam; provides record-keeping and [licensing](#) functions; administers the lawyer [discipline](#) system; and administers the mandatory [continuing legal education](#) requirements for legal professionals. It is largely through these regulatory functions that WSBA serves the public as well as ensures the integrity of the profession. All lawyers and licensed legal professionals must belong to the WSBA to be licensed to practice law in Washington State.

In addition to its regulatory function, WSBA provides a number of services and programs to help legal professionals thrive in their career and more effectively serve the public. This includes development and delivery of live and on-demand continuing legal education programs, assisting members with their mental and overall wellbeing through our Member Wellness Program, offering guidance and resources to members in the area of running a law practice through our Practice Management Assistance program, and through our Professional Responsibility Program, providing informal advice, education and resources to members regarding their ethical obligations under the Rules of Professional Conduct. WSBA also provides mentorship opportunities for members, supports new members entering the profession, administers the WSBA Sections, and offers a wide range of member benefits and services.

The WSBA advances equity and justice by working to diversify a more inclusive and equitable legal profession. WSBA staff and volunteers work in partnership to develop ways to make the pathways to the profession more accessible and support especially underrepresented and historically marginalized members as they enter and engage in the profession. WSBA works to evaluate and improve systems, policies and practices to promote an inclusive and equitable profession that is equipped to serve our diverse communities. WSBA also offers CLEs, trainings, programs, events, resources, and convenings on the topics of diversity, equity, inclusion, pro bono, and access to justice. WSBA works with organizational partners like the law schools, Minority Bar Associations, Access to Justice Board, the Alliance for Equal Justice, and the WA State Bar Foundation to advance mutual equity and justice goals like the [Race Equity and Justice Initiative](#) commitments and the [Supreme Court's Call to Action](#). Examples of our partnerships to serve those who have been impacted by systemic oppression include the Moderate Means Program (legal referral service for reduced-fee services for middle income people), the Access to Justice Conference, and Powerful

Communities (small grant program for community organizations serving marginalized communities).

WSBA Staff Values

Through a collaborative process in 2000, our employees identified these core values.

To promote justice and serve our members and the public, the WSBA staff will value the following:

- Trust and respect among staff, management, and members
- Open and effective communication
- Individual responsibility, initiative, and creativity
- Teamwork and cooperation
- Ethical and moral principles
- Quality customer service focus
- Confidentiality where required
- Organizational knowledge

Communication Norms

Colleague to Colleague Expectations

To foster a productive, effective working environment, promote harmony and trust in our professional relationships and interactions, and enhance cooperation and support among colleagues, the WSBA has adopted the following communication norms; these norms are the ideals to which we aspire as part of our culture of Excellence, Unity, Integrity, and Joy.

- Treat one another with courtesy and respect; value the individual.
- Strive to be nonjudgmental, open-minded, and receptive to the ideas of others.
- Assume the best of others.
- Speak in ways that encourage others to speak.
- Respect others' time, workload, and priorities.
- Honest and open communications.
- Aim for clarity; be complete, yet concise.
- Practice "active" listening. Ask questions if you do not understand.
- Use the appropriate communication method (online video conference, face-to-face, email, phone) for the message and situation.
- When dealing with sensitive or confidential topics, mutually agree to the ground rules of confidentiality at the outset of the communication.
- Go directly to the person with whom you need to communicate; avoid triangulation. (If there is a problem, go to the source for resolution rather than discussing it with, or complaining to, others.)
- Focus on reaching understanding and finding solutions to problems.
- Maintain a sense of perspective.
- Be mindful of information that affects, or might be of interest or value to, others, and pass it along; err on the side of over-communication.

Organization-wide Expectations and Communication Methods

As your employer, the WSBA wants to keep you well informed, especially concerning matters that affect your job performance, your working environment, and our overall success in meeting shared goals.

General distribution email, the BLINK SharePoint intranet site, Teams chats and groups, and newsletters are used for rapid dissemination of information. Bulletin boards, located in the lunchroom, communicate announcements and information required by law and other official postings. Items posted on a bulletin board in the WSBA office must be approved by the Human Resources Director.

WSBA Organizational Structure

The WSBA is governed by a 15-member Board of Governors. There are four officers: a President and a Treasurer who are elected by the members of the Board of Governors, and a President-Elect and an Immediate-past President, who are officers but not members of the Board.

The Board of Governors employs an Executive Director who is the chief of staff. The Executive Director has full administrative authority, including the authority to set personnel policies and salaries, to employ, and to terminate employment of staff. The Executive Director has the final decision on all definitions and interpretations involving this Employee Handbook.

The work of the WSBA is divided among the following departments:

- **The Office of the Executive Director (OED)** oversees the operations and policy-making functions of the organization. OED drives WSBA's justice, equity, diversity, and inclusion work and ensures those values run through all organizational decision-making. OED supports volunteer-engagement across the organization as well as oversees facilities, including meeting and event support.
- **The Advancement Department (ADV)** advances the profession through education, community, and service toward a more accessible and equitable justice system. The Department's activities include Sections administration, mentorship, new member programs, rural practice, member benefits administration, professional responsibility, member wellness, practice management assistance, and continuing legal education.
- **The Communications and Outreach Department (COM)** manages internal and external communication to support WSBA's mission, to engage and create two-way understanding with members, to make the WSBA's operations as transparent as possible, and to ensure consistency of information, design, and tone in official messages. The Communications and Outreach Department includes traditional public-relations functions, publications such as *Washington State Bar News* magazine, oversight of website and social-media platforms, design services, legislative affairs, and outreach to members, the public, and press. They support WSBA colleagues' communication needs by working with them to develop comprehensive campaigns—including effective messages and timely dissemination via all appropriate communication channels—whether to internal or external audiences.

- The **Information Technology Department (ITD)** is responsible for acquisition, deployment, and maintenance for all computer hardware, installation and administration of computer software, management of network services and infrastructure, and IT security protocols, policies, and procedures.
- The **Human Resources Department (HRD)** oversees recruitment and retention, compensation and benefits administration, employee relations, legal compliance, equal employment opportunity, new employee orientation, ongoing employee training and development, performance management, culture and climate, and human resources policies and procedures.
- The **Finance Department (FIN)** supports WSBA's mission and work by efficiently and effectively ensuring that the organization operates in a fiscally responsible manner through accurate budgeting and financial statements; processing all financial transactions; and administer semi-monthly payroll.
- The **Office of Disciplinary Counsel (ODC)**, under the authority of the Washington Supreme Court, is responsible for reviewing, investigating, and prosecuting grievances about the ethical conduct of Washington lawyers and other licensed legal professionals, addressing matters involving the incapacity to practice law, and the examination of member trust accounts.
- The **Office of General Counsel (OGC)** is the legal advisor to the WSBA. The General Counsel and the Assistant General Counsels support the Disciplinary Board, the Hearing Officers and Chief Hearing Officer, the Practice of Law Board, the Client Protection Board, the Character and Fitness Board, the Court Rules Committee and various other committees and task forces. OGC also administers WSBA records requests and retention schedules and WSBA contracts. OGC also maintains WSBA Bylaws and policies.
- The **Regulatory Services Department (RSD)** administers the admission to and licensing for the practice of law for lawyers, limited practice officers, limited license legal technicians and others with limited licenses to practice law in Washington. This includes applications for admission to practice law, character and fitness, bar exam administration, license renewal, mandatory continuing legal education accreditation and compliance, membership records, status changes, and the law clerk program. RSD administers these processes and programs on behalf of and under rules adopted by the Washington Supreme Court.

While employees are assigned to work within a specific department, we all work for the WSBA, and you may be called upon to assist in any department or project. Although job descriptions may be provided for informational purposes, such job descriptions, whether written or verbal, are not contractual and can be modified by the WSBA at any time.

WSBA Mission Statement and Functions

MISSION STATEMENT: The WSBA mission is to serve the public and the members of the Bar, ensure the integrity of the legal profession, and to champion justice.

FUNCTIONS: Per [GR 12.2](#), the WSBA's purposes authorized activities, and prohibited activities are:

A. PURPOSES: IN GENERAL

In general, the Washington State Bar Association (Bar) strives to:

1. Promote independence of the judiciary and the legal profession;
2. Promote an effective legal system, accessible to all;
3. Provide services to its members and the public;
4. Foster and maintain high standards of competence, professionalism, and ethics among its members;
5. Foster collegiality among its members and goodwill between the legal profession and the public;
6. Promote diversity and equality in the courts and the legal profession;
7. Administer admissions, regulation, and discipline of lawyers, Limited License Legal Technicians (LLTs), and Limited Practice Officers (LPOs) in a manner that protects the public and respects the rights of the applicant or member;
8. Administer programs of legal education;
9. Promote understanding of and respect for our legal system and the law;
10. Operate a well-managed and financially sound organization, with a positive work environment for its employees;
11. Serve as a statewide voice to the public and to the branches of government on matters relating to these purposes and the activities of the organization and the legal profession.

B. SPECIFIC ACTIVITIES AUTHORIZED

In pursuit of these purposes, the Washington State Bar Association may:

1. Sponsor and maintain committees and sections whose activities further these purposes;
2. Support the judiciary in maintaining the integrity and fiscal stability of an independent and effective judicial system;
3. Provide periodic reviews and recommendations concerning court rules and procedures;
4. Administer examinations and review applicants' character and fitness to practice law;
5. Inform and advise its members regarding their ethical obligations;
6. Administer an effective system of discipline of lawyers, LLTs, and LPOs, including receiving and investigating complaints of misconduct, taking and recommending appropriate punitive and remedial measures, and diverting less serious misconduct to alternatives outside the formal discipline system;
7. Maintain a program, pursuant to court rule, requiring members to submit fee disputes to arbitration;
8. Maintain a program for mediation of disputes between members and others;
9. Maintain a program for legal professional practice assistance

10. Sponsor, conduct, and assist in producing programs and products of continuing legal education;
11. Maintain a system for accrediting programs of continuing legal education;
12. Conduct examinations of lawyer, LLLT, and LPO trust accounts;
13. Maintain a client protection fund in accordance with the Admission and Practice Rules;
14. Maintain a program for the aid and rehabilitation of impaired members;
15. Disseminate information about the organization's activities, interests, and positions;
16. Monitor, report on, and advise public officials about matters of interest to the organization and the legal profession;
17. Maintain a legislative presence to inform members of new and proposed laws and to inform public officials about the organization's positions and concerns;
18. Encourage public service by members and support programs providing legal services to those in need;
19. Maintain and foster programs of public information and education about the law and the legal system;
20. Provide, sponsor, and participate in services to its members;
21. Hire and retain employees to facilitate and support its mission, purposes, and activities, including in the organization's discretion, authorizing collective bargaining;
22. Establish the amount of all license, application, investigation, and other related fees, as well as charges for services provided by the Bar, and collect, allocate, invest, and disburse funds so that its mission, purposes, and activities may be effectively and efficiently discharged. The amount of any license fee is subject to review by the Supreme Court for reasonableness and may be modified by order of the Court if the Court determines that it is not reasonable;
23. Administer Supreme Court-created boards in accordance with General Rule 12.3.

C. ACTIVITIES NOT AUTHORIZED

The Washington State Bar Association will not:

1. Take positions on issues concerning the politics or social positions of foreign nations;
2. Take positions on political or social issues which do not relate to or affect the practice of law or the administration of justice; or
3. Support or oppose, in an election, candidates for public office

B. Employment Basics

Classifications of Employees

Salary, benefits, and job duties are affected, in part, by employee classification and job title. The following are the WSBA employee classifications. An employee may fall into more than one of these groups.

- **Orientation Employee:** An employee who is still within a 6-month orientation period of job performance evaluation, either as a new employee or as an existing employee who has been assigned a new position or a new set of job responsibilities.
- **Regular Employee:** An employee who has successfully completed their orientation period. Regular employees are salaried and benefit-eligible.
- **Full-Time Employee:** An employee who is hired to work at least 40 hours per week.
- **Part-Time Employee:** An employee who is hired to regularly work at least 20 hours, but less than 40 hours, per week. Part-time employees receive full insurance benefits and all other benefits prorated based on the number of scheduled work hours. For example, employees who work 30 hours/week receive $\frac{3}{4}$ benefits (30 hours/40 hours).
- **Hourly Employee:** An employee who is hired to work for the WSBA on a temporary basis and is generally not eligible for benefits.
- **Part-Time Hourly Employee:** An employee who is hired to work less than 20 hours per week. Part-time hourly employees are not benefit eligible and accrue 1 hour of paid sick leave per 40 hours worked.
- **Temporary/Seasonal Employee:** An employee who is hired with the expectation that they will be needed for a specified period of time, usually six months or less. Temporary employees do not receive medical benefits and may not qualify for retirement benefits through the WSBA. Paid sick leave is accrued at 1 hour per 40 hours worked.
- **Nonexempt Employee:** An employee who is included in the minimum wage and overtime provisions of the wage and hour laws. Nonexempt salaried employees are eligible for compensatory time at 1.5 times their standard hourly rate for all worked hours reported in excess of 40 hours **actually worked** per week. Paid leave is not a factor when calculating time and one-half; only hours worked.
- **Exempt Employee:** An employee who is paid a fixed salary on a weekly, monthly, or annual basis and who meets the criteria for exclusion from the wage and hour laws (executive, administrative or professional under the Fair Labor Standards Act definitions). An exempt employee does not receive overtime or compensatory time.

The Fair Labor Standards Act (FLSA) requires that most employees be paid at least the federal minimum wage for all hours worked and overtime pay at not less than time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

The FLSA provides exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional, and outside sales employees. It also exempts employees performing certain computer-related duties and those who are “highly compensated.”

To qualify for exemption, employees meet certain criteria regarding their job duties. Job titles do not determine exempt status. For an exemption to apply, an employee’s specific job duties and salary must meet all the requirements of the department’s regulations. The FLSA status, or classifying a position as “exempt”, is determined by the HR Director in consultation with the Executive Director, using guidelines and criteria provided by the Department of Labor.

Orientation Period

Generally, a new employee’s first 6 months of employment or of new job responsibilities are considered an orientation period. During this time, the supervisor will be observing the employee’s performance and ability to meet job requirements. During the orientation period, performance will be evaluated, and a decision made concerning regular employment. The employee should also use this time to decide if the job meets their personal goals and objectives.

The orientation period may be extended by the supervisor and/or department director if the WSBA decides that an additional period (not to exceed an additional 90 days) is needed to further evaluate the employee’s performance or suitability for the job. Following the orientation period, employees are placed on the regular performance evaluation schedule. During the orientation period, as at all other times during employment with the WSBA, employment is “at will” and may be terminated by either the employee or the WSBA at any time, with or without notice, for any reason or for no reason.

Workweek and Scheduling

For payroll and accounting purposes, the normal workweek is 40 hours per week. It begins Monday at 12:01 a.m. and ends at 12 midnight the following Sunday. The WSBA office is open to the public from 9 a.m. to 4 p.m., Monday through Friday. The standard workweek is Monday through Friday, generally between the hours of 7:00 a.m. to 7:00 p.m. The normal workday for a full-time employee is eight hours plus an unpaid meal period of one hour or 30 minutes. Overtime must be pre-approved by the employee’s supervisor. The WSBA may establish other workdays or work weeks for individual employees or certain positions.

Work Schedules

The standard workweek for full-time staff consists of a standard 8-hour day, five days per week (Monday through Friday), generally between the hours of 7 AM and 7 PM, with one hour or 30 minutes for an unpaid lunch break. Permanent work schedules that fall outside of the “standard” workweek must be approved in writing by the immediate supervisor, the department director, and the HR Director. A nonstandard work schedule is only available to employees that have successfully completed their initial orientation period and only if it does not detract from the services available to WSBA members, the public, or other WSBA staff.

Nonexempt employees who work in excess of their daily scheduled hours should make arrangements with their supervisor to work fewer hours some other day during that workweek unless overtime (more than 40 hours/week) has been approved in advance.

In the event that an unexpected personal matter or illness requires an employee to miss some hours of work on a given day, the employee may adjust their regular work schedule to work additional hours at another time during that same workweek, rather than using Paid Time Off (PTO) for the absence, with their supervisor's approval.

Holidays

Paid holidays for full-time employees are counted as 8 hours on the time sheet. Holidays are prorated for part-time employees.

If a holiday falls on a scheduled nonstandard workday that is longer than 8 hours, employees should make up the additional hours of time off during the same week or use PTO to make up for the time.

If a holiday falls on a scheduled day off or scheduled nonstandard workday that is shorter than 8 hours, nonexempt employees should take the additional holiday hours during the same week.

If an employee is required to work on a holiday, the employee should take the holiday hours during the same week or record the holiday hours on their time sheet in addition to the worked hours for additional pay (e.g., employee works 4 hours on Presidents' Day their time sheet would reflect 8 holiday hours and 4 worked hours for a total of 12 hours for the day which totals 36 worked hours for the week and 8 holiday hours). All time is paid at straight time pay.

Rest and Meal Periods

All employees receive 15 minutes of paid rest time for each four hours of working time. Ideally, a break will occur near the midpoint of each four-hour work period, but scheduling should be coordinated with the supervisor. Break periods may not be used to extend a lunch period, work overtime, arrive late, or leave early. If working in the office, breaks may be taken at the employee's desk, in the lunchroom, or outside the building.

Nonexempt employees working more than five hours in a day are required to take an unpaid lunch break at the midpoint of their work shift. The normal lunch break is a 30-minute or one-hour unpaid period. Nonexempt employees who work three or more hours of overtime beyond their scheduled shift will have an additional unpaid meal period before or during the overtime period.

Time Reporting

Accurate records of the hours worked ensure that employees will be paid correctly and receive full credit for the work they do. All employees complete electronic time sheets to record time worked, overtime, compensatory time, vacation, sick leave, etc. Each employee and their manager are responsible for the accuracy and completeness of the information on their time sheets. Time sheets must be completed at least weekly and must be an accurate reflection of their time.

Nonexempt employees should normally begin work no earlier than five minutes before their regular starting time and end work no later than five minutes after their normal quitting time. Nonexempt employees may not work overtime without prior authorization from their supervisor, except as established by departmental policy

All employees are expected to work their regularly scheduled hours. When possible, absences should be pre-approved, and employees should use their accrued and available PTO to supplement any time spent not working. Flex schedules may be available for partial day absences, and the employee should coordinate this with their supervisor. For any questions concerning time sheets, employees may see their supervisor or Human Resources.

Remote Work Guidance

All permanent employees of the WSBA are required to be residents of the state of Washington.

Remote work within WA State

Employees with positions that allow remote work may work remotely within Washington State. They may be required to travel within the state to perform required work-related duties or work in the WSBA office. Employees are responsible for the cost of their personal travel and internet connectivity even if they are conducting remote work while they are away from their home office. Employees should review their medical plans to determine where they will have medical coverage.

Temporary remote work outside of WA State

Out-of-state remote work is limited to a maximum of five working days (40 hours for full-time employees, pro-rated for part-time employees) per rolling twelve-month period. Employees should familiarize themselves with the tax laws of any out-of-state work location as each state's income tax and withholding requirements vary significantly. Working out of state requires pre-approval from the employee's manager, department director, and HR Director. Employees are responsible for the cost of personal travel and internet connectivity, even if they are conducting remote work while they are away from their home office.

Permanent remote work outside of WA State

Permanent remote work outside of Washington State is not approved.

Remote work outside of the US

Remote work outside of the United States is not approved.

C. Employment Basics

Salary Administration

Each employee's rate of pay is confirmed in a job offer letter prior to the start of employment. Annual salary adjustments are awarded to employees who are meeting position expectations, and the increases are generally made effective on the first day of the employee's position anniversary month.

Pay Periods and Paydays: Pay periods are twice a month, from the 1st to the 15th and from the 16th to the last day of the month. Paydays are the 15th and the last day of each month. If a payday falls on a Saturday, Sunday, or holiday, payment will be made on the last preceding workday. Payment is made exclusively by direct electronic payroll deposit to a bank (or banks) of the employee's choice.

Payroll Deductions: The following payroll deductions are mandatory: FICA (social security), Medicare, Federal Income Tax, Washington Public Employees' Retirement Plan, WA Long Term Care, and WA Paid Family Medical Leave. Other deductions require employee authorization. Examples of such deductions include the employee portion of any insurance premiums and Deferred Compensation.

Permanent WSBA staff are salaried employees, regardless of their job position FLSA designation (e.g., Exempt or Non-Exempt) or FTE status (e.g., Full Time or Part Time). Temporary and seasonal WSBA employees and interns are paid hourly.

Overtime and Comp Time

The regular workweek is 40 working hours, but occasionally some overtime may be required. All overtime for nonexempt employees, except as expressly provided by a departmental policy like the ODC Investigatory Overtime Policy (see APPENDIX B), must be approved in writing in advance by a supervisor, a department director, or the Executive Director on a "Request for Time Off/Overtime" form. Under no circumstances should nonexempt employees work overtime without approval in advance. Exempt employees are not eligible for overtime compensation.

Overtime at the WSBA is compensated through use of "comp time" (compensatory time), which accrues at a rate of 1.5 hours for each hour of actual time worked over 40 hours in one workweek. Comp time may be accumulated up to a maximum of 240 hours per fiscal year, after which time it will be compensated for monetarily. At the end of each fiscal year all outstanding accrued comp time balances shall be paid to the employee. Upon termination of employment or transfer to an exempt position, an employee will receive payment for accrued comp time.

Employees may request payment of accumulated compensatory time at any time. The request must be in writing by completing the "Vacation/Comp Time Cash Out Form".

Paid time-off benefits (vacation, sick leave, comp time, holidays, etc.) do not count toward the 40 hours actually worked for 1.5 overtime calculation. The employee's regular hourly rate of pay (straight time) is paid for extra hours worked up to 40 hours of actual work in such a week.

Part-time nonexempt employees receive a prorated amount of a full-time salary based on their scheduled work hours. They accumulate comp time at a rate of one hour for each hour worked in excess of their regular schedule, up to 40 hours. Actual hours worked over 40 hours in one workweek earn comp time accrued at a rate of 1.5 hours for each hour in excess of 40 actually worked.

Travel Time: Normal travel from home to work, and back again, is considered a normal commute and not working time, unless the employee is required to travel to an additional work site away from the office which requires additional commute time. Employees are usually asked to travel for work-related tasks during their regular work hours. All work-related travel time, including Saturdays and Sundays, is counted as hours of work on the time sheet. For nonexempt employees, work-related travel time is applied to the workweek for purposes of calculating overtime, and advance approval from the supervisor or department director is required for all travel time outside a nonexempt employee's normal work hours.

Nonexempt employees will be compensated for all time spent on required work-related travel, except a normal commute from home to work. Some specific examples of compensable travel time include:

- Time spent traveling during regular work hours between two or more work locations.
- Time spent on out-of-town travel during special one-day assignments, except for time spent eating and time spent traveling from home to the airport, bus, or train station.
- Required travel time outside of normal work hours

Total Compensation

Total compensation is direct and indirect compensation that a permanent employee receives in exchange for their services to WSBA.

It includes an employee's base salary (direct compensation) and the value of the benefits (indirect compensation) an employee receives. Components of total compensation may include:

- Wages
- Bonuses
- Paid time off
- Health care benefits
- Retirement options
- Flexible schedules
- Remote work options
- Professional development and/or tuition assistance
- Membership dues reimbursement
- Transportation benefits
- Employee Assistance Program
- Remote work allowances

- Staff discount programs
- Recognition / Gift cards

Compensation Plan

WSBA's compensation system is guided by a [Compensation Philosophy](#), approved by the Board of Governors. That philosophy calls for compensation that is competitive with similar organizations, fair, equitable, affordable and sustainable, promotes recruitment and retention, is understandable and practical to administer, and ensures accountability and demonstrates transparency. Additional criteria are established by the Board through a Compensation Plan, which calls for salary ranges starting at 80% of market midpoint and ending at 120% of midpoint.

The plan is intended to be transparent, equitable, sustainable, and able to respond to changing economic conditions. Using periodic surveys, the WSBA compares its market midpoint and compensation package, including salary and benefits, to various sources and adjusts salary ranges to reflect changes in the market. The plan is also intended to assure that employees are treated fairly in their relationship to each other. This is done by comparing and classifying jobs at the WSBA into job grades and then applying uniform ranges of pay to the grades.

Salary Ranges

Salary ranges are established for each job grade with a base point, a midpoint, and a high point. The midpoint in the salary range is based on market data. The base point is 20% less than the midpoint and the high point is 20% greater than the midpoint.

Job Grades

The Human Resources Director, in consultation with the Executive Director, evaluates and places positions in job grades based on the following factors:

- Job Requirements - Knowledge, skills, and abilities required for competent job performance.
- Independent action, judgment, and authority exercised by the job.
- The job's overall impact on the organization's end results and responsibility for decision making.
- Supervision and leadership of others.
- Contacts and working relationships with others inside and outside the organization.

Annual Performance Assessment

Each permanent employee generally receives a performance assessment annually, on their position anniversary. If they are performing satisfactorily and have not yet reached the maximum step for their job grade, they may advance one step in their current grade. The Manager has the right to freeze an employee at their current step if they are not meeting job expectations. To the extent the budget allows, evaluated eligible employees performing satisfactorily may expect to receive step increases each year on their position anniversary until reaching the maximum for their respective job grade.

To maintain the WSBA Compensation Plan, on-going evaluation takes place with a systematic review of both external and internal data sources. This includes periodic salary surveys of comparable positions and organizations in the external market as well as looking at WSBA positions in relation to one another.

Performance Assessments

In addition to regular communications between the employee and their supervisor, annual performance assessments provide an opportunity to discuss how well the employee is performing in their role, to clarify job responsibilities, set goals for the coming year, and to explore possibilities for skill development and advancement. An employee's performance assessment is also part of their personnel records. The WSBA asks each employee to sign their performance assessment to indicate that it was reviewed with the employee, but the signature does not signify agreement or disagreement with the WSBA's evaluation of the employee's performance.

Temporary employees are not required to receive formal performance assessments, although their job performance may be monitored and evaluated in other ways.

Orientation Period Evaluation: Employees will receive a performance evaluation approximately 6 months after their employment date or after transferring to a new position. If the supervisor finds that the employee is not meeting the position's requirements, or if the employee's attitude or skills prevent him/her from meeting the job expectations, the evaluation period may be extended, or employment may be terminated at that time.

Annual Evaluation: The principal tool for evaluating an employee's assessment and advancing the employee on the salary scale is a performance assessment conducted annually. Employees will be asked to participate in a self-evaluation as part of the process. The evaluation reflects the employee's assessment of how they are performing their work, what things are contributing to their success, any barriers to successful performance and a review of goal achievement. The employee and supervisor should establish performance goals for the coming year and document these in the employee's personnel file.

Managers provide feedback and facilitate dialogue around how they can support the employee's success in the performance of their job and areas for development through an exchange of views, opinions, and suggestions.

Salary adjustments by way of step increases are considered at the time of the annual performance assessment and are made by considering job performance. There may be no increase if performance, budget, or market conditions do not support one, or if the employee has reached the salary range maximum for their job grade.

Special Evaluation: Employees may request, or supervisors may choose to do, a special performance evaluation at other times for reasons such as review of individual job performance and disciplinary problems.

Confidential Comments to the Executive Director: As part of the annual performance assessment, employees are offered the opportunity to submit confidential comments to the HR Director about their supervisor/director or other conditions of their work. These comments help the HR Director

and Executive Director to evaluate management and compliance with the WSBA policies and values.

Salary Placement Guidelines

Salary on Initial Hire (New employees)

New employees are placed at Step 0 in their position job grade upon hire at WSBA, unless a special exception is requested by the Department Director and granted by the Executive Director.

Salary on Reinstatement (Returning employees)

An employee returning to WSBA to the exact position they held at the time of their most recent separation will be placed at the same grade and step of that position upon reinstatement.

If the returning employee assumes a new position at WSBA that they never held before, they will be placed at the appropriate grade and step for that new position with no consideration for previous tenure.

If the returning employee assumes a position at WSBA that they held in the past, but not at the time of their most recent separation, additional consideration may be given for salary placement. The HR Director will conduct the analysis of job duties and placement is at the Executive Director's discretion.

Salary on Promotion (Current employees)

An employee shall be placed in their new position's grade at a step that is at least 5% more than their current salary, effective on the date of promotion. The date of promotion becomes the new merit review date.

Salary on Lateral Transfer (Current employees)

An employee's salary and merit review date shall remain the same when transferring from one position to another which has the same salary grade.

Salary placement at a Lower Classification (Current employees)

An employee that has voluntarily accepted a position at a lower classification shall be placed in their new classification according to the following criteria:

If the employee held the exact position in the past, they will receive 1:1 tenure credit for time served in that position and will be placed at the corresponding step of their new grade.

- Example: Employee held the position of Specialist for 10 continuous years and Manager for 5 continuous years. They voluntarily accepted a Specialist position. The employee will be placed at Step 10 in their new job grade to correspond with their 10 years of continuous service as Specialist.

If the employee has never held that exact position in the past, they will receive a 25% credit for their WSBA tenure and will be placed at the corresponding step of their new grade. The credit will be capped at 5 years (20 years WSBA tenure). Service of less than 1 year will be rounded up if tenure is 6 months or more and rounded down if 6 months or less.

- Example: Employee held the position of Manager for 8 continuous years and voluntarily accepted a position as a Specialist. Using the conversion formula (4 years at WSBA = 1 year of tenure credit), the employee will be credited 2 years of tenure for their tenure at WSBA and will be placed at Step 2 (instead of Step 0) in their new job grade.

If the employee's new position performs a substantial amount (on or around 75%) of the same job duties as their previous position, additional consideration may be given for extra tenure credit. The HR Director will conduct the analysis of job duties and placement is at the Executive Director's discretion.

Salary Placement Following Reclassification

An employee who has been reclassified *upward* on the salary scale shall be placed in their new grade at a step which represents at least a five percent (5%) salary increase for the employee.

An employee who has been reclassified *downward* on the salary scale shall be placed in their new grade at a step that is closest to their current salary without resulting in a loss.

Reclassified employees may be placed in a step which does not represent actual years of position service with WSBA. In no event shall reclassification result in a loss of pay for an employee, and in no event shall the reclassification change the employee's anniversary date for the purposes of earning salary step increases.

Out-of-Grade Job Assignments

Employees who are temporarily assigned the full responsibilities of another position at a higher job grade level for more than 20 working days will have an adjustment in their salary, starting as of the day of the assignment, according to the following guidelines.

- The higher position must be a budgeted, full-time position which becomes vacant due to a termination, resignation, or leave of absence.
- The employee must be performing all of the duties and responsibilities of the higher position, not just a portion of them. The employee should not be simply helping out another employee with some of their responsibilities.
- The temporary assignment must be scheduled to last a minimum of 20 working days.
- The employee's salary will be increased to the greater of: (1) the normal starting salary for the higher position, or (2) a 5% increase in the employee's salary in their regular position.
- The temporary salary will last only as long as the temporary job assignment. The employee will revert back to their salary at the end of the assignment.
- The temporary assignment has no effect on the person's eligibility or preference to fill a vacant position on a permanent basis.

This policy does not create the right to an out-of-grade pay situation if the department chooses to cover the work in other ways or to reclassify jobs and responsibilities.

D. Employee Relations

Equal Employment Opportunity

Every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. The WSBA and its staff will not engage in discrimination on any basis prohibited by local, state, or federal law, including, race, creed color, national origin, citizenship or immigration status, sex (including pregnancy), marital status, age (40+), honorably discharged veteran or military status, HIV/AIDS and Hepatitis C status, sexual orientation, including gender identity, whistleblower status, or the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability

Equal employment opportunity is extended to qualified people with disabilities in all areas of employment. The WSBA provides reasonable accommodation for the known physical, mental, and other limitations of employees or applicants who are otherwise qualified and able to perform the essential functions of the job.

Diversity, Equity, and Inclusion

Diversity, equity, and inclusion are critical to the success of the WSBA. The WSBA is committed to creating a positive work environment that recognizes employees as its most valuable resource. Integrity, professionalism, civility, and transparency are hallmarks of our workforce. Our core values are served by strongly promoting inclusion and equity throughout the organization, while embracing the individual differences of our employees and clients. WSBA employees can better achieve their full potential in an inclusive and respectful environment. The WSBA also recognizes that diverse perspectives and backgrounds result in better information and decision-making. Accordingly, it is vital for WSBA staff to appreciate, value, and implement principles of diversity, cultural competency, equity, and inclusion, while performing our duties at work and at work functions.

The WSBA appreciates and seeks diversity in the staff and how diverse perspectives contribute to the fulfillment of the WSBA mission. Every effort is made to create an inclusive, welcoming environment that is considerate of all staff members' cultural perspectives and needs. We look forward to your full engagement and input into the community.

Employment of Relatives

WSBA is committed to ensuring that organizational practices do not create conflict of interest or favoritism situations based on employment of relatives, members of the same household, or those in dating relationships. This extends to practices that involve employee hiring, promotion, and transfer.

Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as the following: husband, wife, father, mother, father-in-law, mother-in law,

grandfather, grandmother, son, son-in-law, daughter, daughter-in law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister, sister-in-law, step relatives, and cousins.

Individuals will not be hired or promoted into a position that would create a conflict in WSBA's policy. If employees begin a dating relationship or become relatives, partners, or members of the same household, and one party is in a supervisory position, that person is required to inform management and human resources of the relationship.

The employees will have 60 days from the time of notification to HR to resolve the situation on their own. After 60 days, if the employees have not yet resolved the situation on their own by means acceptable to WSBA, such as a transfer or employment outside the WSBA, the employees' supervisors will work with human resources (HR) to determine the most appropriate action for the specific situation. This may include the transfer or, if necessary, termination of one of the employees.

If there is a situation where an action of WSBA, such as reduction in force, results in an involuntary circumstance in which two relatives, partners or members of the same household may be reporting to each other, one of the employees will be reassigned within 60 days. During those 60 days, the supervisory employee will not be involved or have direct input in the employment decisions of the other employee.

WSBA reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if no direct reporting relationship or authority is involved. In these situations, WSBA will reassign one of the employees within 60 days.

Any exceptions to this policy must be approved by the department director and HR. Written justification for the exception must be submitted to HR prior to any employment decisions.

Unlawful Harassment, Discrimination, and Retaliation

The WSBA is committed to providing a work environment that is free of unlawful harassment, discrimination, and retaliation, and expects all employees to accomplish their work in a professional and businesslike manner. WSBA strictly prohibits all forms of unlawful discrimination and harassment, including discrimination or harassment on the basis of race, religion, color, sex (including childbirth, breast feeding, and related medical conditions), gender identity, sexual orientation, national origin, citizenship status, uniform service member status, pregnancy, age, genetic information, disability, or any other category protected by applicable federal, state or local law.

This harassment policy applies not only to interaction between WSBA employees, but also to interaction between WSBA employees and WSBA members, volunteers, vendors, visitors, and other outside parties who conduct business with the WSBA.

Harassment includes remarks, gestures, or physical contact; display or circulation of written materials or pictures derogatory to either gender or to racial, ethnic, sexual orientation, or religious groups; and basing personnel decisions on an employee's response to sexually oriented requests. Harassment also includes conduct that creates an intimidating, hostile, or offensive

working environment or that is directed at a person because of that person's gender, age, religion, race, sexual orientation, ethnic background, disability, or any other unlawful reason.

Engaging in any act that discriminates against another person because of sex, age, race, color, marital status, national origin, religion, sexual orientation, veteran status, genetic information, or the presence of a disability or any other basis prohibited by local, state, or federal laws will not be tolerated. Such harassment is grounds for disciplinary action, including termination of employment.

WSBA is committed to prohibiting retaliation against those who report, oppose, or participate in a workplace investigation of alleged unlawful harassment, discrimination, or other wrongdoing in the workplace. This includes but is not limited to that an employee who believes that the work environment has become a hostile or offensive place to work; participation in a pending investigation of misconduct or violations; and resisting sexual advances or intervening to protect others. This policy applies during normal working hours, at work related or sponsored functions, and while travelling on work related business.

Retaliation can include disparaging the person to others or in the media, taking actions not directly related to employment or volunteer role/status or by causing the individual harm, termination or illegal retraction of compensation and benefits, exclusion from events or meetings, any other action that might deter reasonable individuals from engaging in protected activity.

WSBA is further committed to prohibiting retaliation against qualified employees who request a reasonable accommodation for any known physical or mental disability and employees who request a reasonable accommodation for their religious beliefs and practices.

Any employee who feels they are being or have been harassed, discriminated against, or retaliated against in violation of this policy by any employee, WSBA member, volunteer, vendor, visitor, or outside parties who conduct business with the WSBA, should immediately bring the matter to the attention of their supervisor or department director, the Human Resources Director, or the Executive Director. If an employee reports harassment by a WSBA Board Officer or Governor, the Human Resources Director will follow the procedures pursuant to WSBA BOG Policy 306.

Any concerns brought to management will be investigated promptly, and no one will suffer retaliation for reporting them. However, an employee who intentionally makes a false charge, or managers who condone or ignore potential violations of this policy, will be subject to appropriate disciplinary action, up to and including termination of employment. It is important to the WSBA that all claims of discrimination, harassment, or retaliation be thoroughly reviewed and investigated so that appropriate steps are taken, and appropriate corrective action will be taken where warranted. All concerns of unlawful harassment reported to management will be treated as confidentially as possible, consistent with WSBA's need to conduct an adequate investigation.

Accommodation of Disabilities

It is the WSBA's policy to make reasonable accommodations for employees with disabilities as required by the Americans with Disabilities Act, or any other applicable law. Any requests for accommodation should be given to the Human Resources Director. Some disabilities are visible; others are not. In order to accommodate disabilities, the WSBA may, among other things, adjust

working conditions, reassign peripheral job duties, and adjust hours of work and work schedules. A lactation and wellness room on the 7th floor is available for brief rest periods. Employees planning to use the wellness room on a regular basis are encouraged to inform their supervisor in the event assistance is required.

Life Threatening Illness

It is the policy of the WSBA that as long as an employee can continue to perform the essential functions of the position the employee holds, and it does not impose undue hardship on the operation of the WSBA, reasonable accommodations will be made to permit the employee to continue to work. Such accommodation may include medical leaves of absence. The decision about accommodation will be made by the Human Resources Director and the department director in conjunction with the employee and their physician.

The WSBA is committed to providing a workplace free of harassment of persons with communicable or life-threatening illnesses. At the same time, the WSBA has an obligation to provide a safe work environment for all employees. Every precaution will be taken to ensure that an employee's condition does not present a health and/or safety threat to other employees.

When dealing with these situations, employees should:

- Remember that any employee's health condition is personal and confidential, and reasonable precautions should be taken to protect information regarding an employee's health.
- Contact their department director or the Human Resources Director if they believe that they or other employees need information about terminal illnesses or a specific illness, or if further guidance is needed in managing a situation that involves an employee with a life-threatening illness, including concerns about communicable diseases or spread of the illness.
- If needed, cooperate in making reasonable accommodations for employees with life-threatening illnesses, including the necessity of redefining job duties and/or work schedules.
- Be sensitive to the fact that continued employment for an employee with a life-threatening illness may be therapeutically important in the remission or recovery process or may help to prolong the employee's life.
- Be sensitive and responsive to coworker concerns.

All such situations are to be considered confidential. Employees are asked to avoid any discussion, even if it appears that the person affected does not consider the situation to be confidential. See the Human Resources Director if questions arise regarding this section.

Personal Information and Personnel Records

The Human Resources Director maintains the official personnel file for each staff member. Medical and personal information are maintained separately.

Personnel records are confidential. Occasionally, the WSBA receives requests for personnel records as part of court proceedings, public records requests, or government activities. It is the

WSBA's policy to respond to all such requests to the extent of the requirement. In all other situations, the WSBA generally will provide only job title and verification of employment dates, unless authorized in writing to release additional information.

When an employee moves, changes telephone numbers, or has other changes in personal information (marital status, dependents, etc.), they should keep Human Resources informed of such changes so the WSBA can keep personnel records (including payroll, retirement, and insurance) accurate and up to date. It is each employee's responsibility to ensure that the WSBA has their current address and phone number, so that the WSBA can communicate with the employee as needed. Employees can update their personal information on-line in the [employee information system](#).

An employee may review their personnel records at any mutually convenient time. To do so, the employee should notify the Human Resources Director in advance so that appropriate arrangements can be made. Any concerns regarding the completeness or accuracy of the information contained in an employee's files should be taken up with their supervisor or the Human Resources Director.

Standards of Conduct and Discipline

The WSBA functions in a service-oriented environment in which quality and reliability are extremely important. Each employee is expected to contribute to the quality and reliability of WSBA services and products within the scope of their job responsibilities. Failure to meet this standard of performance may be the basis for adjustment in compensation or disciplinary action, up to and including termination.

The WSBA will generally take disciplinary action based on the seriousness of the situation and the circumstances. Examples of conduct that may result in disciplinary action include, but are not limited to: violation of the provisions of the WSBA Employee Handbook, excessive absenteeism, failure to meet required work standards or objectives, dishonesty, unauthorized release of confidential information, disruptive behavior, inability to maintain proper working relationships, failure to display a service-oriented approach to the Bar members or to the public, any form of discrimination, exceeding the limits of one's authority, and conduct prejudicial to the best interests of the WSBA.

Discipline may take the form of an oral warning, a written warning, a performance evaluation indicating below-standard performance in one or more areas, probation, suspension, or discharge. Employees will generally have an opportunity to correct problems before discharge is considered. However, dismissal is appropriate when efforts at corrective action fail, or seriousness of the violation or problem warrants it.

Which of these options is chosen will depend on the seriousness of the disciplinary problem, the intent and attitude of the employee, and the environment in which the offense took place. Evaluation of the seriousness of the situation will be done solely by management. Whether a particular situation merits discharge or a lesser form of discipline is solely the decision of the WSBA.

Nothing in this policy is intended to alter the “at will” nature of employment at the WSBA or should be construed as a specific promise of treatment in a specific disciplinary situation or a promise that progressive discipline will necessarily be used in any particular situation.

Corrective Action

The objective of corrective action is to correct and resolve employee performance problems to retain the employee as a productive staff member.

Corrective action can be in the form of constructive coaching, verbal warnings, written warnings, a formal performance improvement plan (PIP), suspension, demotion, or termination.

WSBA reserves the right to combine or skip steps depending on the facts of each situation. Implementation of corrective action does not change the at-will nature of employment at WSBA.

Whenever possible, the corrective action process should be a positive collaboration between the employee and their manager to achieve necessary improvement and to prevent a recurrence of performance issues or behaviors that impact productivity or violate WSBA policy.

Conflict Resolution

Misunderstandings, problems, and frustrations may arise in the workplace. WSBA’s intent is to be responsive to staff and their concerns. Because problems are best resolved on an individual basis, employees who are confronted with a conflict are encouraged to use our communication norms (page 9) to resolve the issue. If this is ineffective, they should reach out to their supervisor and have their concerns internally resolved.

If the discussion with the immediate supervisor does not resolve the problem to the mutual satisfaction of the parties involved, or if the supervisor does not respond to the concern, employees should contact the HR Director. If the conflict involves the HR Director, employees should contact the Deputy Executive Director.

Feedback about Management

As outlined in our communication norms (page 9), WSBA expects professional and courteous communications between colleagues. Staff are encouraged to go directly to the person with whom they need to communicate and avoid triangulation. If this is not an option, there are other avenues.

If an employee has feedback about the performance or effectiveness of their supervisor or other organizational leaders, they may bring their concern to the HR Director. If the concern is about the HR Director, they may report it to the Deputy Executive Director.

Whistleblower

All employees have a duty to report any illegal or dishonest conduct they encounter in the workplace in the course of their employment. The WSBA is committed to ensuring a safe process for employees to report these types of actions without fear of retaliation. “Whistleblowers” need

to have a mechanism for bringing these issues to the appropriate individual(s) with the organization so a complete and thorough investigation can be conducted.

A whistleblower as defined by this policy is an employee of the Washington State Bar Association who in good faith reports an activity that they consider to be illegal or dishonest to one or more parties specified in this policy. The alleged violation must have occurred within the last 12 months. This policy does not include reports of actions related to personnel matters. The whistleblower is not responsible for investigating that activity or for determining fault or corrective measures; the appropriate Board or management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; misuse or waste of public funds or member fees; intentionally issuing misleading financial or other reporting; or fraudulent or dishonest conduct.

If an employee has knowledge of or a concern of such illegal or dishonest conduct, the employee shall report it to their immediate supervisor, the Human Resources Director, or the Executive Director. If the concern relates to the Executive Director's conduct, the employee should report to the Human Resources Director, who will follow the procedures pursuant to WSBA BOG Policy 1404.

All reports of illegal or dishonest activity will be investigated promptly. The employee must exercise sound judgment to avoid baseless allegations and have a good-faith belief that a violation of this policy has occurred. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, or to provide accused individuals their legal rights of defense.

The WSBA will not retaliate against a whistleblower who makes a good-faith complaint pursuant to this policy. This includes, but is not limited to, protection from retaliation in the form of adverse employment actions. Any whistleblower who believes they are being retaliated against must report retaliation in violation of this policy to the Human Resources Director or the Executive Director immediately. If the retaliation relates to the Executive Director's conduct, the employee must report it to the Human Resources Director. The right of the whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination. Employees with any questions regarding this policy should contact the Human Resources Director.

E. Employee Responsibilities

Attendance and Punctuality

Regular attendance is a condition of employment and is essential to the smooth operation of the WSBA. It shows respect for the public and members who rely on the WSBA for service and for fellow employees who may have to assist during an absence. The WSBA takes employee attendance and punctuality into account in performance evaluations and in recommendations for salary adjustments. Employees are expected to report for work regularly and on time. An employee not on pre-approved extended leave who will be unable to report to work, or will be late, must let their department director or supervisor know as soon as possible each day the employee will not be at work, and always before the scheduled starting time. If the director or supervisor is unavailable, a message should be left on their telephone voicemail, providing a telephone number where the employee may be reached, or the employee should follow other instructions given by the supervisor. If absence or tardiness is due to an emergency, the employee should call in or ask someone else to call in for the employee as soon as possible. The WSBA has the right to require a health care provider's statement to verify claims of absence or tardiness due to illness or injury.

Attendance or tardiness problems, including failure to call in, may result in discipline, up to and including discharge. If an employee fails to report for work and/or does not call in for three days in a row, they will be deemed to have abandoned or resigned their job. In such circumstances, WSBA will make attempts to contact the employee and the emergency contact listed in their file. Unless extenuating circumstances such as a serious accident, emergency, or illness prevent an employee from giving notice, employment with the WSBA ends on the third day of no contact.

Confidentiality

Much of the information handled by the WSBA is very sensitive and confidential. All employees must protect the confidentiality of such information. Supreme Court rules specifically require confidentiality as to information about grievances against attorneys, disciplinary proceedings, the Member Wellness Program, and the admissions process and bar exam. General Rule 12.4 and other court rules and WSBA policies allows only certain membership information to be disclosed to the public. Disclosure of confidential information can be grounds for disciplinary action, up to and including termination of employment.

The Human Resources Director must handle all internal and external written, phone, or in-person requests for information concerning former or present employees. Unauthorized release of information subjects both the person who released the information and the WSBA to potential liability. Employees should transfer or forward all such requests to the Human Resources Director.

Expression of Personal Opinions

The WSBA recognizes that employees may not always agree personally with official positions taken by the organization. To protect the First Amendment rights of employees while ensuring the organization's positions are presented appropriately through its spokespeople, this communications policy delineates the parameters within which employees can express their personal opinions.

When the Board of Governors has taken a position on a matter, issue, or rule proposal that is pending before a decision-maker (generally, the Washington Supreme Court), the prerogative of staff members to comment to the decision-maker about the issue is limited. If the WSBA staff member serves as a spokesperson to the decision-maker in the area of the matter, issue, or rule proposal (not including acting as counsel in specific disciplinary or other proceedings) the staff member is prohibited from expressing opinions to the decision-maker they know are contrary to the position that has been taken by the Board of Governors, without authorization from the Executive Director or the Board of Governors.

If the WSBA staff member is not a spokesperson in a matter related to the WSBA, staff members expressing personal opinions should do so in a manner that (1) makes it clear they are expressing a personal opinion and (2) does not imply they are expressing an official opinion or position of the WSBA. While reference to one's position with WSBA is permissible in such communications, use of one's official WSBA title is not. See also restrictions on use of WSBA name, logo, address, envelopes, letterhead, phone, and e-mail in the Employee Responsibilities section of the Handbook.

Personal Appearance and Demeanor

Since each staff member is a representative of the WSBA, employees with a neat, clean, businesslike appearance are important to the WSBA's effectiveness, especially in the case of employees greeting Bar members and the public. Each employee must dress appropriately for their job. Any questions concerning what is and is not appropriate dress for a particular job situation should be directed to the appropriate supervisor. The WSBA also asks employees who greet members or the public on the phone or in person to be aware of the importance of a cordial, positive attitude. Treating other people with respect and a commitment to prompt, courteous service is critical to the WSBA's effectiveness. Employees must appear and act professionally in their dealings with members of the WSBA and the public.

Smoking

In the interests of the health and well-being of all employees, the WSBA is a no-smoking office. Smoking by employees is permitted only during rest or meal periods and only in such areas specifically designated as smoking areas outside of the building. Puget Sound Plaza is a "breathe easy" building that requires smokers to be at least 25 feet from the building.

Employee Use of Vehicles

Employees who use their own vehicle as they perform their job must have and carry with them a valid Washington driver's license and evidence of insurance coverage. The WSBA's liability insurance goes into effect after the employee's insurance is exhausted. Employees must drive in a safe and lawful manner and must not operate a vehicle under the influence of drugs, alcohol, or any controlled substance.

When it is necessary for an employee to use their own car on WSBA business, the WSBA reimburses for mileage at the current IRS Standard Mileage Rate in effect at the time of travel. Damage to personal automobiles while being used on WSBA business is not covered by the WSBA, because a portion of the mileage reimbursement is intended to defray the employee's insurance cost. Fines for traffic or parking violations are not reimbursable.

Wireless Communication Devices

In accordance with Washington State law (RCW 46.61.667 and 46.61.668), employees driving while on WSBA business are prohibited from using a wireless communication device (cell phones, PDAs) while holding it to their ear; or reading, writing, or sending text messages while operating a moving motor vehicle. The prohibition does not apply to:

- Persons using the device to report illegal activity;
- Persons using the device to summon medical or other emergency help or to prevent injury to a person or property; or
- Persons using a hearing aid.

Use of hands-free (speaker phone, headset, or earpiece) wireless communication devices while operating a moving vehicle for WSBA business purposes is permitted.

Employee Transportation and Parking

Transportation Incentive: The WSBA strives to be an environmentally conscious employer and will provide a transportation benefit (in the form of an ORCA card, parking pass, or ferry vouchers) to employees who have positions that require they regularly commute to the WSBA office. The WSBA will assist staff that use public or non-Single Occupancy Vehicle (SOV) transportation to and from work when emergency transportation is needed.

To qualify for a parking pass that allows the employee to park in the Puget Sound Plaza parking garage, an employee's position requires they perform their job duties at the WSBA office and their principal means of transportation to and from work must be a SOV.

To qualify for a Business Passport ORCA card, an employee must regularly commute (at least 3 times/month) to the WSBA office and their principal means of transportation to and from work must be a non-SOV, such as a bus, train, or ferry and vanpools.

The Business Passport ORCA card is good for unlimited travel on all Pierce Transit, Sound Transit, King County Metro Transit, Kitsap Transit, Community Transit, and Everett Transit services, including Sounder Train, Link Light Rail, Seattle Streetcar, and King County Water Taxi (Vashon and West Seattle routes). The Business Passport ORCA card is nontaxable and must be surrendered

upon termination of employment. Failure to return a Business Passport ORCA card upon leaving employment will result in a charge equivalent to the remaining value of the pass. A non-working Business Passport ORCA card will be replaced free of charge. An employee who loses their Business Passport ORCA card may pay \$5 for a replacement Business Passport ORCA card (one time only). Business Passport cards are good for one year (renewal is every November).

Since the Business Passport ORCA card does not directly benefit WSDOT ferry riders, eligible employees may receive up to \$70 per month in nontaxable transportation e-vouchers (not to exceed employee's actual cost). To qualify for WSDOT ferry riders, an employee's position must regularly commute (at least 3 times/month) to the WSBA office and their principal means of transportation to and from work must be a WSDOT ferry.

Eligible employees whose position requirements or transportation options change may switch between transportation benefits as needed.

This policy will be revisited as necessary and WSBA's ability to continue full underwriting of this program will be assessed on an annual basis.

Parking: *Monthly Parking* – As a general rule, the WSBA does not provide paid monthly parking to staff. However, the WSBA provides paid parking to the following staff:

- Employees whose position duties require them to maintain a regular presence (at least three times/week) in the WSBA office may receive paid parking in lieu of an ORCA Business Passport card
- Those full-time employees who are required to have their vehicle available at a moment's notice for unplanned, unanticipated work-related duties (e.g., investigators who are required to be to serve legal papers without delay). Parking for part-time employees who meet this requirement will be evaluated on a case-by-case basis.

The WSBA makes available for employee purchase (through payroll deduction) parking spaces in the PSP building garage (up to the limit WSBA is allowed per the lease agreement).

If there are more requests for the purchase of parking spaces than are available in the building, the Human Resources Director will review the job-related needs of those purchasing spaces to ensure that those employees with the greatest needs are accommodated first and maintain a waiting list.

Daily Parking – Employees who purchase a monthly parking space are eligible for daily parking reimbursement at a prorated rate (1/21 of the monthly parking cost) on days they are required to use their vehicles for business.

Employees who need their car to perform work duties may be eligible for reimbursement of actual parking costs. This option is expected to be used only occasionally and may apply regardless of whether the employee returns to the WSBA at the end of their workday. In addition, employees whose work assignments temporarily require substantial after-hours and weekend time in the office may request reimbursement for parking, subject to department director approval. Examples of such situations include the following: hearings; bar exam preparation; committee, section, or board meetings; or other projects.

Political Endorsements

Because of the unique status of WSBA staff, it is suggested that employees refrain from endorsing any candidate for public elective office that requires the candidate to be an attorney. This includes judges, prosecutors, and the Attorney General. An employee may not indicate any WSBA affiliation in testimonials or any active public support. Employees who have any questions should consult the WSBA General Counsel.

WSBA letterhead is for official business and may not be used in connection with any political or public-issue campaign, nor may it be used for personal or charitable purposes. In-office communications should not be used for endorsing any political issues or candidates. Use of WSBA email, newsletters, bulletin boards, or other resources is not permitted for political purposes.

Employees Taking the Bar Exam

WSBA employees applying to take the Bar's admission examination will not be advantaged or disadvantaged compared with other applicants in the admission process. Strict procedures ensure the integrity of each exam and nondisclosure of questions and grading. WSBA employee candidates for the Bar exam must notify their immediate supervisor, department director, and the Director of Regulatory Services as soon as they decide to apply for the exam. They must also obtain the detailed policy on this issue and execute the related compliance agreement.

Pro Bono and Volunteer Activities

During work hours, staff may use a flexible work schedule to do pro bono/volunteer work, use some of their vacation, or take time off without pay. Minimal use of WSBA resources (copiers, computers, telephones, postage, etc.) will be allowed. The WSBA letterhead or logo may not be used. Pro bono/volunteer work during normal work hours or requiring flexible scheduling must be approved by the department director in advance. Anyone volunteering for such services must disclose to the agencies that they do not represent the WSBA.

Conflict of Interest, Moonlighting, and Gifts

The WSBA expects employees to avoid situations that might cause their personal interests to conflict with the interests of the WSBA or to compromise its reputation or integrity. A conflict of interest, or the appearance of one, occurs when an employee or a member of their immediate family uses the employee's position with the WSBA for personal benefit through an investment, association, or business relationship that interferes with the employee's ability to exercise independent judgment on behalf of the WSBA.

Employees are expected to make prompt and full disclosure to Human Resources of any potential situation which may involve a conflict of interest. If an employee has a question about whether a situation might involve a conflict of interest, they should bring the issue to the attention of the HR Director.

Serving on WSBA Entities

Employees who are also members of the WSBA may not serve as Officers of the WSBA, serve on any governing body of the WSBA, any entity administered by the WSBA, appointed by the WSBA, or recommended for appointment by the WSBA, unless by specific authorization of the Executive Director. Employees may participate in committees as guests to share their professional expertise.

Moonlighting

Outside employment or activities are not prohibited as long as:

- The employment does not conflict or compete, directly or indirectly, with the WSBA or give the appearance of a conflict. For example, lawyers on the staff may not engage in private practice for profit or serve in any judicial or quasi-judicial capacity.
- The employment does not prevent the employee from completely fulfilling the responsibilities of their WSBA job. It must not conflict with either regular or seasonal demands of the WSBA job.
- The employment does not interfere with the employee's capacity to fully perform the WSBA job.

Gifts

Employees shall not solicit or accept for personal benefit directly or indirectly any gift, loan, discount, or any item of substantial monetary value from any person or company that is seeking to conduct or is currently conducting business with the WSBA. Generally, employees may accept gifts, meals, and accommodations of a reasonable and nominal value up to \$50 in a form that will not be construed as a bribe or payoff.

Gifts or premiums over \$50 received from WSBA vendors become WSBA property and must be turned over to the recipient's director, who will handle it at their discretion. Employees should consult with management on the appropriateness of any gift exchange.

If speaking engagements, authoring projects, curriculum development, sitting on panels, or other outside activities are WSBA work-related, employee acceptance of honoraria or other compensation is prohibited. Payment of travel expenses, or reimbursement to the WSBA for these expenses, is not prohibited.

Alcohol and Drug Abuse

All employees must report to work in a condition fit to perform their assigned duties unimpaired by alcohol or drugs. Abuse of alcohol or any other drug is a serious threat to both personal health and job performance. Employees are strictly prohibited from selling, consuming, or being under the influence of alcohol or drugs (except as authorized by a physician) while on the job. An employee should determine from their physician or pharmacist whether any prescription drugs that they are taking might impair their ability to perform the job safely and effectively. Any violation of the WSBA's alcohol and drug policy will result in discipline, up to and including immediate discharge. The WSBA will provide full cooperation to law enforcement authorities. Employees are encouraged to avail themselves of the Employee Assistance Program to address any substance abuse problem before it affects job performance.

Employees must notify the HR Director if they are convicted under any criminal drug statute for a violation occurring in the workplace no later than five days after such conviction.

Note: Occasionally, WSBA employees participate in work-related events that include the availability of alcohol. WSBA employees who attend such events are permitted to consume limited amounts of alcohol if they wish to do so and are expected to conduct themselves in a professional and safe manner.

Public Records

WSBA is a public records organization subject to Washington State General Rule (GR) 12.4, which regulates public access to Bar records. Some WSBA records are published on our website, while others are available upon request.

The terms “record” and “Bar record” are broad and include any form of communication or writing related to WSBA business, including paper-based and electronic documents, notes, emails, chat messages, videos, voicemail, etc. Paper-based and electronic records and communications that WSBA employees create or receive are considered Bar records and will be available to the public unless an exemption applies.

WSBA’s Public Bar Records Procedures (Procedures) provide internal guidance for WSBA’s compliance with GR 12.4. These procedures apply whenever WSBA receives and responds to a request for “Bar records,” as defined in GR 12.4. Although WSBA’s Public Records Officer (PRO) is primarily responsible for responding to requests for public Bar records (RPBR), all WSBA staff share in the responsibility for helping WSBA fully comply with GR 12.4 and may be called upon to assist in providing records in response to a RPBR. Therefore, all WSBA employees are expected to become familiar with our Procedures and comply with the relevant requirements. All new employees receive a public records onboarding training and can attend refresher training sessions regularly.

WSBA’s Records Retention Schedule lists the main type of records WSBA has and regulates how long we keep each document type. The Schedule is updated yearly, and we rely on WSBA employees’ input to continue to improve the document. We also have regular records clean-up days when we delete and destroy all records we don’t have to and don’t want to keep any longer. The day before each clean-up day, the PRO sends a reminder email to everyone about the actual litigation and records request holds, listing the records that no one should delete.

For more information about the organization’s public records processes, you can contact WSBA’s PRO.

Contracts/Agreements

Policy

The authority of WSBA staff to enter into contracts or agreements on behalf of the WSBA is strictly limited. No member of the staff is authorized to enter into contracts or agreements unless they are specifically authorized by the department director or the Executive Director based on the WSBA contracting procedures. Contracts should be reviewed by the appropriate director and

general counsel prior to being submitted to the appropriate executive team member or Executive Director for signature. Unless WSBA approves and assumes the contract, any employee entering into a contract or agreement in excess of their authority will be personally liable for that obligation and may be subject to dismissal from the WSBA.

Repository

All contracts are to be reviewed and approved through WSBA's [Contract Management System](#). It is the responsibility of the contract owner to upload the fully executed versions of the contract after acceptance by all parties.

F. Change of Status and Separation

Transfers and Promotions

The WSBA believes in advancement from within. When new or promotional job opportunities occur, the first individuals to receive consideration will be present employees. Notices of all open positions will be posted as open and competitive with the exception of:

- certain top management positions;
- positions filled by promotions within a department;
- positions filled by conversion of temporary employees to regular employees; and
- positions filled by employees who would otherwise be laid off.

Any employee who is qualified for an open position and has been satisfactorily performing their current job for a minimum of six months may apply for a posted job opening by providing the Human Resources Director with a confidential memo indicating interest in the opening and describing their qualifications for the position. Hiring managers in consultation with the employee's immediate supervisor may waive this requirement. The WSBA reserves the right to determine the relative qualifications for a posted position or to hire from outside rather than transfer from within. The WSBA may initiate a transfer between departments. This allows the Bar to broaden the range of skills within the organization and enhances the ability to respond to changing circumstances and needs.

Termination of Employment

The employment relationship with the WSBA is "at will." Either the WSBA or the employee can terminate it with or without cause at any time. Any agreement to the contrary must be in writing and signed by the Executive Director.

Voluntary Resignation:

When an employee initiates a termination of their employment, it is considered a voluntary resignation. If an employee resigns and gives notice, the WSBA reserves the right to identify an earlier separation date. Resignations may be withdrawn only with the written approval of the Executive Director.

Notice Expectations

When an employee voluntarily terminates employment, a minimum of two weeks' (10 working days) written notice to their supervisor and the Human Resources Director is expected. If the employee has supervisory responsibilities, the expected notice is three weeks (15 working days).

Employees not giving proper notice are considered ineligible for rehire and may not be able to cash out their accrued/unused vacation.

Treatment of Paid Time Off (PTO)

Pre-approved vacations scheduled to occur after the employee voluntarily resigns will not be honored. Unless an exception is granted by the HR Director, employees may not take PTO between the time they resign and their last working day.

Involuntary Termination:

When WSBA initiates a termination, the termination is considered involuntary.

Reduction in Workforce

If layoff is necessary because of a reduction in the work force, the WSBA will first try to find another position within the organization for which an affected employee is qualified or give the employee at least two weeks' notice of layoff if no other appropriate job is available.

Offboarding Procedures

Prior to separation, departing employees will be contacted by HR to discuss their transition, the return of WSBA property, and notification of their rights to continued benefits. Employees who voluntarily separate from WSBA are offered an exit interview with the HR Director. They also receive an exit survey via email to complete electronically to help the WSBA monitor and improve the work environment.

The employee's final paycheck will be available on the next scheduled payday. WSBA expects departing employees to cooperate with their transition and return all WSBA issued property prior to their departure. All records, files, plans, and documents relating to the business of the WSBA that the separating employee prepared, used, or came in contact with remains the sole property of the WSBA and is not to be copied without written permission of the WSBA and is to be returned to the WSBA upon termination of employment, regardless of whether requested by the WSBA to do so at the time of termination, or at the WSBA's request at any time.

Any violation of company policy and/or failure to return WSBA property may result in the employee not being eligible for rehire and not receiving accrued/unused vacation time upon separation.

Departing employees must provide updated contact information, including a forwarding address and phone number.

Payments at Termination of Employment

In accordance with the Termination of Employment policy, Employees who provide the required adequate notice for their resignation are paid for accrued but unused vacation and unused compensatory time. Any violation of company policy and/or failure to return WSBA property may result in the departing employee not receiving accrued but unused vacation time.

An employee's last active working day will be their last day of employment for payroll and benefits purposes. Employees are not paid for unused sick leave, personal days (floating holidays), or regular holidays that fall after their last day of work in the office.

Separation Pay

Separation pay is strictly optional at the WSBA's discretion and, as a general rule, will be paid when

an employee is terminated through no fault of their own with less than two weeks of notice.

Employment References

Written, phone, or in-person requests from outsiders for information concerning former or present employees shall be referred to the Human Resources Director. Directors, in coordination with the Human Resources Director, may respond directly to any written, phone, or in-person requests from outsiders for information concerning former or present employees. Managers/Supervisors, with the permission of their Director and the Human Resources Director, may also respond directly to reference requests.

All letters of reference based on employment with the WSBA must be approved in advance by the Human Resources Director. After approval, the letter may be given to the requesting individual, and a copy for the individual's personnel file must be forwarded to Human Resources.

G. Employee Services

Puget Sound Plaza Building Information

The principal office of the WSBA is located on the 6th, 7th, 8th, and 11th floors of the Puget Sound Plaza Building in downtown Seattle. WSBA does not currently occupy floors 8 and 11 and this space is not open to staff. As part of a large office building, the WSBA is subject to certain building rules and regulations.

Access: The outer doors to the building are open from 6 a.m. to 6:30 p.m. on weekdays, and elevators to the 6th floor are open from 9 a.m. to 4 p.m. Elevator access and access to the 7th, 8th, and 11th floors are controlled by coded cardkeys issued by the Facilities Team. No card is needed to leave the building. The only animals allowed in the building are those assisting people with disabilities.

Custodial Services: Custodial services are provided workday evenings Monday through Thursday and Sunday evenings. However, each employee must keep their work area as neat as possible and clearly mark trash and items to be disposed of. In addition, the WSBA participates in the building's recycling program. Recyclable materials should be kept separate from other waste and deposited in the marked bins.

Repairs/Maintenance: Only certain members of the staff are allowed to call the building management for repairs and maintenance. For routine maintenance problems, inquiries about equipment repairs, furniture, and major maintenance problems employees should contact facilitiesrequest@wsba.org, who will contact the building management.

Rules:

The lease with Puget Sound Plaza prohibits certain activities including:

- bicycles or animals in the building other than service animals (secure bike storage is available - contact human resources);
- firearms, weapons or explosives of any kind;
- display of signs in the windows; and
- candles.

Electronic Mail/Voicemail/Internet/Intranet

The WSBA provides electronic mail (email), voicemail, electronic subscriber services, and Internet access to its employees to assist and facilitate business communications. They are provided for legitimate business use in the course of assigned duties only. Incidental personal use by employees may be permitted, but such use comes with both implicit and express consent of the employee for the WSBA to monitor, access use, and disclose communications consistent with these policies.

Personal use is considered incidental and permissible only if the following six criteria are met:

- There is little or no cost to the WSBA;

- Any use is brief in duration, occurs infrequently, and is the most effective use of time or resources;
- The use does not interfere with the performance of the employee's official duties;
- The use does not disrupt or distract from the conduct of WSBA business due to volume or frequency;
- The use does not disrupt other WSBA employees; and
- The use does not compromise the security, integrity, availability, or performance of the WSBA network, databases, or critical software applications such as Personify, MCLE, Dynamic Nav (Navision), Lyris or basic software services such as MS Outlook e-mail.

In making their decisions to make personal use of WSBA computers, employees are reminded that there should be no expectation of privacy with regard to the use of WSBA communication technologies (e.g., email, facsimile transmissions, voicemail and internet use).

Examples of incidental personal use of computers or electronic resources include but are not limited to the following:

- Personal electronic communication.
- Scheduling personal appointments.
- Accessing a personal web mail account for use so long as the use is in compliance with other conditions of WSBA policy.
- Personal use of computers for listening to streamed audio (music or news) through the internet, so long as it does not interfere with the computer or network for official use.
- Use of the computer for entertainment (e.g. games, music, shopping, web surfing, etc.) during breaks so long as the use is within compliance with all WSBA policies.

Inappropriate use may result in the loss of access privileges and disciplinary action, up to and including termination of employment. Inappropriate use includes, but is not limited to:

- Excessive personal use (see permissible incidental use criteria).
- Unauthorized attempts to access or modify another's email, voicemail, or Internet account or files.
- Transmission of sensitive, confidential, or proprietary information to unauthorized persons.
- Transmitting or receiving obscene, defamatory, discriminating, or harassing messages or files.
- Any illegal, disruptive, or unethical activities or any activity that could adversely affect the organization.
- Political activity (see section E-5, Political Endorsements).
- Solicitations of any kind, except those associated with approved office activities (see section H-4, Solicitations).
- Conducting an outside business or private employment.
- Advertising or sales for personal or commercial purposes using a WSBA email address.
- Employees also must not access inappropriate sites, "hack," or cause damage to other networks. No program may be downloaded or used via the Internet without prior authorization of the IT staff and the Office of General Counsel.

Office-wide email communications should be reserved for information related to WSBA business and activities.

All messages that are created, sent, or received using email, voicemail, or Internet systems remain the property of the WSBA. In the course of their duties, IT staff may monitor use of the systems or review the contents of stored records. By using the email, voicemail, and Internet access provided, every employee agrees that they are aware of this policy and that the records may be read or monitored by authorized individuals.

The confidentiality of any email, voicemail, or Internet message or file should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. Employees also have an obligation to maintain the security of the system by safeguarding their passwords. Consult with the WSBA General Counsel whenever a question arises regarding proper use of email. WSBA email may not be used for solicitations. The proper avenue for solicitations is the WSBA bulletin board in the lunchroom or the Intranet (Engage).

[The WSBA Intranet](#) (“BLINK”) is available for employees to use to obtain information about the WSBA, its departments, and Human Resources. Employees may consult this Employee Handbook as well as other human resources information, on the Human Resources Intranet site. Employees may use the WSBA Intranet site to learn more about the work of their own department. Employees should check the Intranet often because information is changed and added frequently.

Office Services/Equipment

Use of Telephones and Instant Messaging: Being responsive to callers and fellow employees is extremely important. It is imperative that all employees respond to all calls, voicemail messages, and instant messages via Microsoft Teams in a courteous, efficient, and timely manner. Some personal calls during working hours are a necessity; however, they should be kept to a minimum and for a short duration. Employees should not accept collect phone calls or use 900 phone numbers unless authorized by their department director. The telephone provides one of the most important contacts with WSBA members, bar leaders, and the public. These same guidelines also apply to the use of WSBA cell phones. The telephone system includes voice mail to facilitate communications and should be checked regularly.

Personal Mail, Faxes, and Copying: Employees may not use the WSBA name, logo, postage, address, envelopes, or letterhead when sending personal correspondence or faxes. Any personal use of office equipment (copiers, fax machines) other than clearly minimal use must be approved by the department director.

Mail/Express Services/UPS/Fax: All staff members must use discretion in deciding what form of mail to use, (i.e., regular mail, express services, or fax). Regular mail is clearly the preferred and least expensive method for letters and small packages. Express services and messengers should be used only when absolutely necessary. Fax machines are available for sending documents.

Office Supplies: The Facilities Team is responsible for stocking the WSBA central supply room on the 6th floor. Departmental supplies are ordered by a designated staff person within each

department. If an employee notices that supplies are getting low, they should report the need immediately to the appropriate person within their department or the Facilities Team.

Computer Equipment/Software: Employees should not use another employee's computer without the approval of that employee or their department director.

All computer equipment used or connected to the WSBA network in the WSBA offices shall be provided by the IT department. All software and material stored on WSBA computers remains the property of the WSBA. Confidentiality of information should not be assumed, and IT staff may review the contents of stored records. Employees have an obligation to maintain the security of the system by safeguarding their passwords. Employees also have the obligation of protecting all WSBA documents and information and approval must be obtained in advance of sharing documents or information with external individuals or applications. The use of cloud-based applications, or installation or use of any software or computer programs on WSBA equipment not specifically authorized/approved by IT is strictly prohibited. Any software not authorized for use on the WSBA computers will be immediately removed and use must be discontinued immediately. Employees may not make copies of WSBA software for personal use. Employees are responsible for the computer equipment issued by WSBA to perform their job duties and will be held personally liable for any damage they intentionally cause to their computer equipment. Employees must understand the terms and conditions related to the use of software applications and must not willingly violate those terms. Employees are prohibited from using personal accounts of any kind to perform their work or fulfill their job responsibilities on behalf of WSBA.

Office Equipment: Employees should exercise due care when using WSBA-furnished equipment and should immediately report any equipment damage or problems to the Facilities team, IT helpdesk, or the appropriate person. Every employee is required to learn to use all the standard features of the telephone/voicemail system, photocopiers, and computers. Every employee should also attain a reasonable level of proficiency on all other equipment to enhance their productivity.

Printing Services: There is an in-house production area for printing forms, books, and mass mailings. The Mail and Print Coordinator can assist in determining the best methods for print jobs. Staff are encouraged to handle smaller print jobs themselves using equipment on the 7th floor.

WSBA BLINK Site: The WSBA's internal Web site provides updated information about departments, functions, and programs. Employees may provide ideas for new content to their director or BLINK administrator.

Facilities

Work Area Appearance: It is each employee's responsibility to keep all WSBA office work areas neat and clean at all times. Special attention to appearance should be given when visitors are expected in the office. Personal items in the work areas must be appropriate and tasteful. No personal items are permitted in public areas.

Lunchroom/Kitchen: The lunchroom is for all employees to use at lunch and during breaks. Staff members are responsible for helping to keep the lunchroom and kitchen clean, including keeping

refrigerators clean, putting their dishes in the dishwasher, and putting clean dishes away. The WSBA provides complimentary coffee and tea. Vending machines are also provided.

Meeting Rooms: A number of conference rooms and meeting rooms are available in the WSBA offices. These rooms are prioritized for collaborative work and meetings and generally must be reserved in advance.

- WSBA Conference Rooms (Sixth Floor) can be divided into the St. Helens, Baker, Adams, and Rainier Rooms and are the preferred location for meetings involving non-staff participants. The WSBA Conference Center, also located on the sixth floor, can be divided into two rooms, or used as a large conference room seating up to 100 participants. [Reservations](#) through the Facilities Team are required for all 6th floor meeting spaces. When a meeting room is requested, the required setup of the room should be specified according to established procedures. The Facilities Team will assist with room set up.
- Internal Meeting Rooms are located on the 7th floor and should normally be used for meetings that involve only staff. Reserve staff meeting rooms via the Room Finder in Outlook (instructions are located on the [Blink Hoteling page](#))
- Interview Rooms in the Reception Area are used for walk-in traffic to fill out forms and to meet briefly with staff and can also be reserved through Facilities.
- The Hearing Room (sixth floor) is used primarily for regulatory proceedings. It can also be reserved through Facilities.

Meetings in WSBA Offices Outside of Normal Business Hours: Bar committees, sections, and others who hold meetings at the WSBA offices should be encouraged to meet on normal workdays during WSBA business hours (Monday – Friday, 9:00 a.m. to 4:00 p.m.) when the building is accessible, HVAC is running, WSBA is fully staffed, and building security is present. If a meeting within normal business hours is not possible, meetings may be held at the WSBA outside of normal business hours, but 1 or more WSBA staff members must be present at all such events. In all cases, the Facilities and Meeting Coordinator must be aware of these programs in order to ensure that the rooms are set appropriately and to ensure that HVAC is turned on and that the building and the meeting floor are accessible.

Approved meetings of non-WSBA entities at the WSBA offices should also be encouraged to meet during WSBA business hours for the reasons described above, but if that is not possible, this same procedure must be followed, including that 1 or more WSBA staff members must be present at all such events.

Because the elevators to the WSBA offices are locked outside of normal business hours, the staff person responsible for the meeting must make arrangements for non-employees to be escorted from the front door or lobby to the WSBA offices. Any requests to unlock the elevators during non-business hours must be approved by the Facilities and Operations Manager. Visitors should be reminded that if they leave and plan to come back during the meeting, they will need to make arrangements with staff for re-entry.

If food is to be delivered for the meeting, the staff person will also need to make arrangements to bring food to the WSBA offices.

The staff member who reserved the room is responsible for cleaning up after the meeting. This includes putting away all equipment checked out; cleaning up dishes, papers, etc.; and wiping down tables if necessary.

Lost and Found: There is a place for lost articles at the reception desk. Employees should check with the receptionist if they have lost something and should take any items they find to the reception desk.

Expense Reimbursement

It may be necessary to incur expenses while on business. Such expenses may include mileage for use of a personal vehicle, other transportation charges, parking, meals, and lodging. The WSBA will reimburse reasonable and necessary out-of-pocket expenses incurred by staff while on WSBA business. Monetary advances by the WSBA for expenditures may be approved by the Executive Director. An Expense Report, with original receipts attached, must be completed and approved by the employee's manager. WSBA Expense Policy instructions must be followed. Generally, expenses associated with traveling to, and working in, the WSBA offices on weekends or holidays are not reimbursable except as authorized by the department director. For more information on the WSBA's expense reimbursement policies see the [WSBA Fiscal Policy Manual](#).

Purchasing Gifts/Awards: Recognizing that it is an appropriate use of WSBA funds to purchase awards and modest gifts in appreciation for volunteer service, reimbursement will be made for the purchase of reasonable plaques or similar items recognizing an individual's extraordinary volunteer service to the WSBA and/or its component parts (up to \$150). Any gifts of merchandise for such purposes shall be modest and reasonable. Use of WSBA funds, including committee, board, and council budget funds, for gifts to WSBA staff are prohibited except for de minimis or token appreciations. All staff liaisons to committees and boards should make sure the group is aware of this policy.

Personal Possessions

The WSBA furnishes desks, and/or file cabinets for the security of employee purses and other personal possessions. The WSBA does not assume responsibility for theft of, or damage to, the personal belongings of employees. The WSBA may have to access desks and files while doing business and reserves the right to search employee desks, cabinets, and personal belongings brought onto the premises when reasonably necessary for the safety and security of our offices.

Day lockers are available in the 7th floor lunchroom for employees who are hoteling in the WSBA office. Locks are available for rental – checkout the [Hoteling site](#) for more information.

Personal possessions left behind after termination of employment will be released to the former employee or their duly authorized representative. If not claimed, such possessions will be disposed of after 30 days.

Suggestion Box

Anonymous suggestions remain anonymous, and signed suggestions, which are encouraged, are acknowledged with an answer. The WSBA cannot promise that every suggestion will be

implemented, or every problem solved, but all are welcome and will be considered. Suggestions may be submitted through the anonymous [electronic suggestion box](#) or directly to Human Resources.

Office Functions

Staff volunteers may coordinate WSBA-sponsored office functions such as potluck lunches and the annual party. Departments or teams may coordinate their own functions. No employee should feel obligated or pressured to attend any internal event not officially sponsored by the-WSBA or contribute to any gift.

An employee who does not want their birthday or service anniversary publicized in the office should inform Human Resources.

The WSBA or its insurance carrier may not be liable for the payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in an off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

H. Safety and Security

Emergencies

Safety Team Manual: Each employee is advised of the WSBA [Safety Team Manual](#), which includes information on how the Safety Team will handle various incidents and emergencies. The Safety Team is responsible for monitoring and responding to safety incidents at WSBA. Please contact safety@wsba.org for any safety concerns.

Employees should be familiar with the information in this manual. The WSBA's primary safety officer is the Deputy Executive Director.

Business Continuity Plan: The WSBA's Business Continuity Plan provides for resumption of business following damage to the office, equipment, or records. This plan is maintained by the Deputy Executive Director.

Regroup: Regroup is WSBA's emergency notification system. Employees sign-up [here](#).

When safety drills are held, all employees are expected to fully participate and follow instructions of the Safety Team and floor wardens.

Emergency Response Procedure: If WSBA declares a disaster, employees are expected to follow WSBA's emergency response procedure:

Once you are safe, communicate with WSBA as described below. **An employee who does not report their status within 24 hours of the disaster may be reported to the appropriate emergency authorities as unaccounted for.**

Report in as soon as possible by filling out the [check-in form](#) or emailing safety@wsba.org. Provide the following information:

- Full name
- Condition (OK, injured, hospitalized, etc.)
- Contact information (phone, email, etc.)
- Availability (let us know if you are available to perform duties)
- Stay tuned for updates through Regroup.

Office Security

The WSBA office 6th floor is open to the public from 9am-4pm by appointment only. Do not allow members of the public to access the 6th floor before 9:00 am or after 4:00 pm. If there is a need to allow the public access outside business hours, WSBA staff must escort visitors.

To provide maximum security, entrance to the internal work areas is limited to employees by a security access card at each door. Non-employees and former employees are not permitted in secured work areas without supervisor or director approval. A staff member should always accompany non-employees who need to access the secured areas of the office. The Facilities team

may use the phrase "manager on duty" when contacting you for an appointment or assistance. The phrase "manager on duty" is only used when there is an angry or upset, but not threatening, visitor at the reception desk.

When entering a secured work area, employees must be sure the door closes behind them so that an unauthorized person does not follow them inside. If an employee encounters an unfamiliar, unescorted person in the secured work area, contact the [WSBA Safety Team](#). If an employee believes there is a threat to personal safety involved, they should immediately contact building security (206.628.5104) and/or the police (911).

WSBA utilizes cameras on its floors for safety and security reasons. During business hours, an employee is monitoring cameras for potential safety and security reasons and will respond accordingly based on Safety Team procedures.

Access between floors through the building's north and south stairwells is limited to those with security access cards. Employees are held responsible for the original office keys and access cards issued to them until they are returned upon terminations of employment. Keys or access cards should not be loaned to anyone and, if they are lost, should be reported immediately to the Facilities Team. Replacement costs are the employee's responsibility. If problems with the keypads occur, call Tech Support (206.733.5999); if problems with the access card occur, email Facilities at facilitiesrequest@wsba.org.

The WSBA strongly recommends that employees take precautions to protect their valuables, since office thefts are an unfortunate possibility and the WSBA cannot guarantee the security of personal property. Employees should bring only what is really needed to work and should keep valuables in a secure place. Checkbooks, wallets, and purses should not be left on or under desks or in a coat pocket. The police advise limiting the credit cards, checks, and cash that people take with them to only those items needed, wherever they go.

Workplace Violence

The WSBA is committed to maintaining a nonviolent environment for its staff. Violence, threats of violence, and carrying weapons of any kind onto WSBA premises will not be tolerated and are grounds for disciplinary action, including termination of employment. Prohibited acts may include but are not limited to:

- Causing physical injury to another person;
- Threatening physical harm or harassing others verbally, physically, in writing, or using electronic means, including stalking or lurking;
- Possessing a fire arm;
- Carrying, exhibiting, displaying or drawing a dangerous weapon in a manner that demonstrates intent to intimidate or warrants alarm for the safety of other people;
- Offensive touching;
- Engaging in any behavior that would constitute a felony or misdemeanor under applicable law;
- Remaining on WSBA property when not accessing a WSBA service or event;
- Substantially disrupting, disturbing, or interfering with a WSBA service or event;

- Refusing to leave when asked by staff;
- Intentionally damaging employer property or property of another employee;
- Committing acts motivated by, or related to, sexual harassment or domestic violence

Possession of a valid concealed weapons permit issued by the state or other governmental entity does not exempt that employee or visitor from this policy. This policy does not apply to on-duty law enforcement personnel.

Reporting Responsibilities: Any employee who experiences such conduct, or feels their work environment has become unsafe, should immediately bring the matter to the attention of their supervisor or department director and the Deputy Executive Director, who is the WSBA's primary security officer. Reports of threats and violent acts will be investigated promptly and thoroughly.

If an employee has a personal situation that could erupt into violence at the office, or a protective order against someone, that employee is required to tell their department director and the Deputy Executive Director about it so that the WSBA can be prepared. The WSBA will cooperate with local law enforcement officials to minimize the risk of workplace violence.

Occasionally a member or a visitor may become angry during a visit to the WSBA. The anger may be directed toward an employee because of the Bar's policy or practice on a matter. Most angry visitors can be handled capably by an employee without developing into a threatening or dangerous confrontation. To prevent the matter from becoming more volatile, all employees should be ready to respond promptly. Containing the situation and providing information and assistance to the visitor is critical for a positive outcome.

Safety

The personal safety and health of each employee is of primary importance to the WSBA, and the Bar maintains a safety and health program conforming to the best practices for organizations of this type. Employee safety depends on the safety consciousness of everyone.

Employees should always observe the special safety rules applicable in their work areas. They should also observe the following general rules of safety and:

- Cooperate with the organization and other employees in attempting to eliminate unsafe conditions.
- Report immediately to the supervisor or the Facilities Team any safety hazard or property needing repair.
- Report any injury to their supervisor and the Director of Human Resources.
- Keep individual work areas clean and orderly at all times
- Do not allow unauthorized persons to operate equipment or to have access to restricted areas.
- Do not use space heaters, candles, or extension cords in work areas unless approved by building management.
- Store all materials and equipment in their proper places.
- If job duties include lifting heavy objects, do so only with the appropriate equipment and/or assistance using proper body mechanics.
- Use caution in any activity being performed

The WSBA's Facilities Team helps in the detection and elimination of unsafe conditions and work procedures.

Accidents and Accident Reports

An employee who is injured or believes that they have been injured on the job must notify their supervisor and the Human Resources Director **immediately**. It is their responsibility to help evaluate the situation and assist the employee in obtaining appropriate medical assistance, should that be necessary. The employee will be required to complete a [WSBA Accident/Injury Report](#), available from Human Resources or on the Intranet. This report will permit the WSBA to better assist employees in obtaining insurance benefits if they qualify for them.

In order to file a Department of Labor (DOL) workers' compensation claim, an employee must complete a DOL accident report claim form with their medical provider describing the circumstances surrounding the incident.

Solicitations

Most forms of selling and solicitations are inappropriate in the workplace. They can be an intrusion on employees and may present a risk to employee safety or to the security of employer or employee property. No solicitations should be made on a one-to-one basis or handled in any manner that puts pressure on another employee.

Employees who have any questions about the appropriateness of a solicitation should check with the Human Resources Director.

Employees may not solicit for any purpose during work time or use WSBA resources (e.g., WSBA email). Reasonable forms of charitable solicitation (e.g., cookies, walks, wrapping paper, school drives) are permitted during non-work time, such as before or after work or during meal or break periods. The proper avenues for solicitations are the WSBA bulletin board in the lunchroom (which must be approved by the Human Resources Director) and the intranet.

Employees may not distribute literature for any purpose in work areas or use email or voicemail for personal solicitations, sales, or distribution of literature during work time. For these purposes, the lunchroom is considered a non-work area.

Persons not employed by the WSBA may not solicit, survey, petition, or distribute literature on WSBA premises at any time. This includes persons soliciting for charities, salespersons, questionnaire surveyors, labor union organizers, and any other solicitor or distributor. Exceptions to this rule may be made in special circumstances where management determines that an exception would serve the best interests of the organization and its employees.

I. Benefits

Group Insurance Programs

The WSBA provides a package of insurance and other plan benefits to its employees. Spouses, qualified domestic partners, and families can be covered for some of these group insurance benefits. Employees may pay a premium expense through pretax payroll deductions, depending on the requirements of the chosen benefits.

The WSBA intends to continue these programs indefinitely, but it reserves the right to amend or discontinue all or some of them at any time, subject to government laws and regulations. If a program is terminated and not replaced with comparable benefits, participants will be notified. Participants will be given information on how to convert group insurance to individual policies whenever conversion privileges apply. Actual benefits provided and eligibility requirements are determined by the plan documents. Information on these is available in the benefits booklets or from Human Resources.

Eligibility: Insurance coverage starts on the first day of the month following the date of hire, unless employment begins on the first working day of the month. Qualified part-time employees receive the same insurance benefits as full-time employees. Temporary and part-time hourly employees are not eligible for insurance programs.

Coverage Ceases: Insurance coverage ends on the last day of the month during which employment terminates. Health insurance may be continued on an individual basis at the employee's expense under the federal COBRA benefit continuation regulations. Life insurance may be converted to an individual policy.

Medical/Dental/Vision Insurance: The WSBA participates in the WA Health Care Authority's medical and dental plans, which include a choice of coverage depending on the employee's needs. There may be a monthly charge for employee and/or family coverage based on the chosen plan. Vision coverage is included with the medical plan. There is an annual open enrollment period in November at which time coverage for the following calendar year may be changed.

Life Insurance/AD&D: The WSBA pays for a \$35,000 life insurance policy and a \$5,000 accidental death and dismemberment policy for each employee. Employees have the option to purchase additional coverage for themselves and/or their family at their own expense.

Long-Term Disability Insurance: Employees are automatically enrolled into a Long-Term disability plan that covers 60% of their annual income at their expense. Employees may reduce the coverage to 50% or opt out of coverage. To re-enroll, a medical examination may be required.

Industrial Insurance (Workers' Compensation): All employees are insured for medical costs and loss of income resulting from accidental injury or illness occurring while performing their jobs. Coverage is automatic and effective the date a person becomes employed. Employees injured on the job should report the injury immediately to their supervisor and to the Human Resources Director.

Social Security and Medicare Insurance: All employees are covered under FICA (Social Security) and Medicare. To pay for these benefits, both the employee and the WSBA pay Social Security and Medicare taxes. Monthly benefits may be paid to disabled and retired workers, to their dependents, and to survivors of deceased workers who meet the criteria.

Unemployment Insurance: All employees are covered by unemployment insurance. The entire cost of this insurance is paid by the WSBA. Unemployment benefits are administered and provided by the WA State Employment Security Department (ESD).

Retirement Plan

All full-time employees and qualified part-time employees are required to participate in the Washington State Public Employees' Retirement System (PERS). Both the employee and the WSBA pay for retirement benefits. The WSBA pays a percent of the employee's gross salary. For Plan 2, the employee's contribution is a fixed percent of gross salary through a pretax payroll deduction. For Plan 3, the employee chooses the percent of contribution and investment options. Employees can always receive a lump-sum payment of their contributions to the plan when leaving the WSBA. If contributions are left in the plan, the vested amount of the WSBA's contributions is paid upon retirement. Vesting is 100% after five years of service for Plan 2 and 5 or 10 years of service for Plan 3, dependent on their age. A complete description of the retirement plan is available in the plan document. In addition to the retirement benefit, employees are covered for a disability retirement benefit (if they become totally incapacitated and leave their job as a result) or a \$150,000 death benefit should they die as a result of injuries sustained in the course of employment.

Deferred Compensation Program

This is a tax-advantaged 457 savings plan that allows employees to postpone part of their income until retirement or separation from service. This deferred income can supplement future retirement or Social Security benefits an employee may receive. Deferrals also reduce an employee's current taxable income. They are invested in one or more options offered by the program and grow tax free until withdrawn. When the employee leaves the WSBA, they must decide when payment of their funds will begin. There may be significant tax consequences depending on how the funds are distributed. The plan document contains a complete description of the program.

WSBA employees are automatically enrolled into the plan at 3% of their annual salary. Deductions will start approximately 60 days from the date of hire unless they are cancelled by the employee. For more information, contact the Department of Retirement Systems.

Paid Absences – General

Paid absences include holidays, floating holidays, vacation, sick leave, compensatory time, emergency leave, jury duty, time off for voting, and hazardous travel time.

Eligibility: In order to be eligible for any paid absence, an employee must be regularly scheduled for 20 hours or more of work per week. Part-time employees receive all paid absence benefits at

a prorated amount based on the number of hours they are scheduled to work. Temporary and part-time hourly employees are not eligible for paid absences (see Sick Leave policy on accrual rates for temporary and hourly employees).

Accrual Process: If a full-time employee's employment date occurs on the first working day of the month, they will accrue eight hours of vacation and eight hours of sick leave for the first calendar month of employment. A full-time employee whose employment date is after the first working day but before the 17th day of the month will accrue four hours of vacation and four hours of sick leave for the first calendar month of employment.

The employee information system shows an employee's accrual balances as of the ending date of the previous pay period (pay periods are: the 1st through the 15th and the 16th through the last day of the month). Accruals are subject to the limitations addressed elsewhere in this Handbook (see page F-3 and I-7). Accruals cease during unpaid leaves of absence of more than one week or 40 hours for full-time employees.

Requesting Time Off: Employees must get advance approval from their department director or designee to schedule time off for vacation, sick leave, comp time, jury duty, floating holidays, and leaves of absence. Requests for time off can be made electronically through the employee information system and should be submitted in advance of the date for approval unless the need for the time off is unforeseen. It is each employee's responsibility to make sure there is enough time accrued before taking the time off.

Holidays

The WSBA observes the following paid holidays, and employees receive these days off with pay.

- New Year's Day – January 1
- Martin Luther King Jr. Day – third Monday in January
- Presidents' Day – third Monday in February
- Memorial Day – last Monday in May
- Juneteenth – June 19
- Independence Day – July 4
- Labor Day – first Monday in September
- Veteran's Day – November 11
- Thanksgiving Day – fourth Thursday in November
- Day after Thanksgiving Day – fourth Friday in November
- Christmas Day – December 25

A holiday is paid as the equivalent of eight (8) hours for all full-time employees; hours are prorated for part-time employees. If any holiday falls on a Saturday, the preceding Friday is recognized as the holiday. If any holiday falls on a Sunday, the following Monday is recognized as the holiday. If a holiday falls during a scheduled vacation, the holiday does not count as a vacation day. Employees who are on an unpaid leave of absence are not eligible for holiday pay during the leave. Eligible employees must be in compensation status their normal workday before and their normal workday following an observed holiday to receive pay for the holiday.

Holidays: All paid holidays for full-time employees are counted as 8 hours on the time sheet. If a holiday falls on a scheduled 9- or 10-hour workday, nonexempt employees must make up the extra 1 or 2 hours during the rest of the same week or take 1 or 2 hours of vacation or comp time. If a holiday falls on a regularly scheduled day off or scheduled 4-hour day, nonexempt employees should reduce the rest of their work hours that week to total 40 hours including the 8 holiday hours.

Floating Holidays: Staff members who are employed by the WSBA between January 1 and June 30 of each year will be credited with two “floating holidays” to use during the calendar year. Staff members hired between July 1 and December 31 of each year will be credited with 1 “floating holiday” to use during the year.

Hours are prorated for part-time employees. Floating holidays must be used within the calendar year they are granted, or they will be forfeited. There is no payment for unused floating holidays upon termination of employment.

Other Religious Holidays: Employees whose religion requires observance of a religious holiday on days other than those observed by the WSBA as paid holidays may be granted time off as a floating holiday, vacation, comp time, or unpaid leave.

Sick Leave

Employees who miss work because of an illness or other valid health-related reason may take accrued sick leave to cover payment for lost work hours.

Accrual Process: Sick leave accrues at the rate of eight hours per month (prorated for part-time employees) for full-time employees and may be used in one-quarter hour increments. Sick leave may be used after it is accrued. There is no maximum on the total amount of sick leave that can be accrued and sick leave is not payable upon separation from WSBA. Temporary and hourly employees accrue sick leave at a rate of one hour for every 40 hours worked. Accruals start on the first day of employment and are available for use immediately. Temporary employees re-hired within 12 months of their previous service termination date shall have any accrued unused sick leave reinstated.

Accrued sick leave may be used in the following situations:

- Sickness, medical condition (including pregnancy and childbirth), or injury causing the employee’s temporary disability.
- Sickness of, or injury to, a member of the employee’s immediate family which requires the employee’s presence to provide assistance. For purposes of this sick leave policy, immediate family includes the employee’s parents, stepparents, spouse/life partner, children, stepchildren, siblings, nieces/nephews, grandparents, grandchildren, aunts/uncles, brothers/sisters-in-law, parents-in-law, and grandparents-in-law.
- Medical appointments (including dental, vision, etc.) for the employee or employee’s family member when the employee’s presence is necessary.
- The death or funeral of a member of an employee’s immediate family.

- An employee's place of business has been closed by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material.
- An employee's need to care for a child whose school or place of care has been closed by order of a public health official to limit.
- Exposure to an infectious agent, biological toxin, or hazardous material.
- For reasons related to domestic violence, sexual assault or stalking that affect the employee, the employee's family member or the employee's housemate.

For absences exceeding three required workdays or longer, WSBA may require an employee to provide verification from a medical provider that their paid sick leave absences are for an authorized purpose. This information is held strictly confidential. Sick leave benefits are not paid for any illness or disability that occurs on a holiday or during a scheduled vacation or unpaid leave of absence.

Any employee who has abused sick leave privileges by misrepresenting the reason for the leave is subject to disciplinary action up to and including discharge.

Sick Leave Donation

Direct donations

Employees may donate sick leave to other staff members who need time off due to personal or family medical emergency and who have a maximum of 20 hours of accrued sick leave remaining with all other paid time off benefits exhausted. When considering a sick leave donation, employee donors must be able to maintain a minimum of 80 hours in their sick leave account after donating. There is no limit to the number of hours that can be donated. Employees wishing to donate should submit a written request to the Human Resources Director expressing their intent to donate sick leave, the number of hours, and to whose benefit. If the donation is approved, adjustments will then be made to the respective sick leave balances.

Sick leave donations do not count as "used" sick leave for calculating "conversion." However, donations do reduce the hours available to use or to convert to vacation time. Unused sick leave balances have no value and may not be donated upon termination of employment. If the donor separates from WSBA, their donated time must be used by the recipient prior to the donor's separation date.

Sick Leave Pool

Employees may donate sick leave to the general sick leave pool, which will be made available to their colleagues who need time off due to a personal or family emergency. The requirements for donating to, and receiving from, the sick leave pool is the same as for direct donations.

HR will maintain the sick leave pool. There is no limit to the number of hours that can be donated or received. Donated sick leave will be distributed to recipients in the order it is received (first in-first out). Unused donated sick leave in the general pool will be returned to the donor at the end of each fiscal year. Donations from employees who separate from the WSBA are no longer valid and will be removed from the sick leave pool upon the donor's separation.

Sick Leave Conversion

Full-time employees employed for at least one full calendar year (January 1 through December 31) that use 48 or fewer hours of sick leave during the calendar year may convert a portion of their sick leave balance to vacation as follows:

- If 33 to 48 sick leave hours were used, 8 sick leave hours may be converted to vacation hours.
- If 17 to 32 sick leave hours were used, 16 sick leave hours may be converted to vacation hours.
- If 0 to 16 sick leave hours were used, 24 sick leave hours may be converted to vacation hours.

This conversion benefit becomes effective in January of the following year. Employees who qualify must notify the Human Resources Director by February 15 only if they do not want to have their sick leave converted to vacation. Employees who qualify will not be able to convert if they are maxed out on vacation accrual balances. Employees on a part-time schedule follow a reduced prorated usage schedule compared with the above.

Vacation Benefits

The WSBA's vacation benefits are earned by employees based upon their length of service. Accrued, unused vacation hours may be paid out to employees upon separation from the WSBA, except in situations as outlined the "Termination of Employment" and "Offboarding Procedures" sections. Vacation may be taken in one-quarter-hour increments.

Unless specifically contracted differently, full-time employee vacation accrues as follows (part-time employee accruals are prorated):

Service Years	Months Employed	Hours Earned Per/Month	Equivalent Days Per/Year	Equivalent Hours Per/Year
Thru 3	36 or less	8 hrs / mo	12 days	96 hrs / yr
4 thru 5	37 thru 60	10 hrs / mo	15 days	120 hrs / yr
6 thru 10	61 thru 120	12 hrs / mo	18 days	144 hrs / yr
11 thru 15	121 thru 180	13.5 hrs / mo	20 days	162 hrs / yr
15 thru 20	181 thru 240	15.5 hrs / mo	23 days	186 hrs / yr
Over 20	241 or more	17 hrs / mo	25 days	204 hrs / yr

Accrued vacation may be taken only with the prior approval of the department director, their designee, and/or the Executive Director. Whenever possible, vacations are scheduled as requested by the employee, subject to WSBA needs in ensuring adequate coverage and in balancing the various requests of employees. If a conflict arises between two employees in scheduling vacations, the employee who requested the time off first will normally get preference if proper service coverage can be maintained.

When a paid holiday occurs during a scheduled vacation, it will be recorded as a holiday. No adjustment to vacation time will be made for periods of illness or disability occurring during a scheduled vacation.

Vacation time can be accumulated and carried over to the next calendar year. However, if an employee has accumulated substantial amounts of vacation (in excess of 160 hours), the Executive Director may require the employee to use accumulated vacation on an approved schedule. **No additional vacation time will accrue when the vacation balance has reached 200 hours, and accruals during the time that the balance is at this maximum will be forever lost. Employees with over 20 years of service are permitted to accrue to a maximum of 204 hours.**

If an employee accumulates more than 80 hours of vacation time, they may request payment for the excess hours earned, up to 40 hours per calendar year. This may be requested by submitting a Vacation Cash Out form from the Human Resources department.

Interested employees may request up to 40 hours of additional unpaid leave each year to supplement paid vacation time **after their vacation accrual has been used**. This time off should be requested and scheduled with the department director or designee the same way regular vacation time is scheduled. Employees who leave the WSBA will be paid for any accrued but unused vacation benefits.

Emergency Leave

Emergency leave is designed as a “safety net” for bona fide emergencies and is available only for:

- The death or funeral of a member of an employee’s immediate family, or
- The birth of a child or adoption of a child by an employee, or
- Employee or family illness or disability of major seriousness, or
- At the discretion of the department director, the death or funeral of a coworker.

Each employee has up to three days (24 hours) of emergency leave available each calendar year. It is not a form of vacation. For illness, emergency leave may be used when an employee has a balance of no more than 20 hours of sick leave or after sick leave is exhausted and must be used before donated sick leave hours can be accepted.

For purposes of emergency leave, “immediate family” includes the employee’s parents, stepparents, spouse/life partner, children, stepchildren, foster children or children kinship care, siblings, nieces/nephews, grandparents, grandchildren, aunts/uncles, brothers/sisters-in-law, parents-in-law, and grandparents-in-law.

Emergency leave cannot be accumulated beyond the current calendar year and starts anew each calendar year. Upon termination of employment, unused emergency leave is forfeited.

Leaves of Absence

A leave of absence is a temporary absence and may be available to an employee for medical or personal reasons under the guidelines below. If a leave can qualify in more than one category listed below, the period of leave will be counted toward the employee’s total entitlement to every category of leave that may apply.

Overview: A leave of absence must be requested in writing and be submitted to the employee's manager and HR at least 30 days prior to the date on which an employee wishes to begin the leave, or as soon as the need for such a leave is known.

During a paid leave of absence, time off benefits continue to accrue. In an unpaid leave of absence of more than five workdays, no time-off benefits accrue. If an employee is on paid at least one full period in one month, then 50% of the employee's monthly accrual is credited.

Employees are required to use accrued sick leave, vacation, and other paid time off benefits while on leave. While an employee is on this leave, the WSBA will maintain its contributions toward their health insurance premiums, and the employee must maintain their contributions (if any) toward health insurance premiums.

Depending upon the type of leave taken, group insurance coverage may terminate at the end of the month in which the unpaid leave of absence begins. In those circumstances, if an employee desires to continue group coverage (and if policy provisions permit it), they must make arrangements to prepay the individual premium each month. Such arrangements should be made with the Human Resources Director before the start an unpaid leave of absence.

Failure to return from leave as agreed will be treated as a resignation of employment. If WSBA has continued its contributions toward the employee's health premiums and the employee does not return at the end of the leave, they will be required to repay the WSBA for its contributions to the cost of their health insurance paid during the leave.

The WSBA may request the temporary return of security access cards and office keys. An employee is not expected to be performing work-related duties while on leave.

A medical leave of absence may be extended beyond twelve weeks in certain circumstances; although certain reinstatement rights will be lost, and the employee will have to pay all of their own insurance premiums for time beyond the initial twelve-week period.

When an employee returns from a medical leave after not more than twelve weeks of absence, generally they will return to the same job or an equivalent one with equivalent pay and benefits, unless that position would otherwise have been eliminated had the employee not been on leave. If leave extends beyond the period permitted by this policy, employees will not be guaranteed any reinstatement, but they may apply and compete for vacant positions for which they are qualified.

Upon return from leave, the employee may be asked to provide a healthcare provider's certification of their ability to return to work with or without limitations.

Options for a leave of absence include **Family and Medical Leave Act (FMLA)**:

All full and part-time employees who have been employed by WSBA for at least 12 months and have worked a minimum of 1,250 hours during the preceding 12 months are eligible for a leave of absence under the FMLA.

In accordance with the FMLA, eligible employees may take up to 12 weeks of FMLA leave in a 12-month period for the following qualifying reasons:

- The birth of a child and to bond with the newborn child within one year of birth,

- The placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one year of placement,
- A serious health condition that makes the employee unable to perform the functions of his or her job, including incapacity due to pregnancy and for prenatal medical care,
- To care for the employee's spouse, child, or parent who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care;
- Any qualifying exigency arising out of the fact that the employee's spouse, child,, or parent is a military member on covered active duty or call to covered active-duty status.

In addition, eligible employees may take up to 26 workweeks of leave in a single 12-month period to care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember (referred to as military caregiver leave). An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reasons during the single 12-month period.

For policy details, please see the US Department of Labor's [Employee's Guide to FMLA](#).

Washington Paid Family & Medical Leave Act: In accordance with Washington's paid family and medical leave act (WPFMLA), eligible employees are entitled to a leave of absence due to their own serious health condition, or to care for a family member with a serious health condition, bond with a new child or assist with obligations that arise when a family member is called into active military service. Employees may also be eligible to receive partial wage replacement benefits during their leave from the State of Washington Employment Security Department (ESD). Job protection is extended to employees who meet the same criterion for FMLA, and employees must file claims directly with the ESD. For policy details, please refer to the [WA paid family and medical leave website](#).

Unpaid Leave for Personal Reasons: An unpaid personal leave of absence may be granted for a variety of reasons, for a specified period of time, and when such absence will not unduly interrupt the work of the WSBA. Any such leave of absence must be approved in writing in advance by the Executive Director. However, with approval from the department director, an employee may request up to 40 hours of unpaid personal leave annually to supplement paid vacation time, after their vacation accrual has been used, without approval from the Executive Director (see the Vacation Policy). Requests for personal leave will be evaluated based on the requestor's work and/or attendance record, the department's staffing needs, and the reason for requesting the leave. Employees returning from a personal leave are not guaranteed a return to their former job. If a position is available for which a returning employee is qualified, they may be considered for that opening. Where possible, employees will be returning to their prior job or a similar position.

Military Leave of Absence: Employees who are required to attend annual military reserve training or are called for other active military duty will be granted up to 21 days of paid military leave each year between October 1 and September 30. Employees should attach a copy of their orders to their request for time off for their director or designee's approval and provide a copy to Human Resources. Employees who take military leave are entitled to return to their jobs as provided under federal and state laws.

An employee who works at least 20 hours per week whose spouse is being called into active duty for the armed forces or who will be, or is, deployed during times of military conflict, is entitled to up to 15 days of leave before the deployment of the military spouse or when the military spouse is on a leave from the deployment. This leave is available for each new deployment of the military spouse.

Leave for Domestic Violence/Sexual Assault: Employees who are victims or who have a family member (child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship) who is a victim of domestic violence, sexual assault, or stalking are eligible for a “reasonable” amount of leave. This leave may be taken for the following purposes:

- For the victim to seek law enforcement or legal assistance, or to assist the victim to seek law enforcement/legal assistance, or for the victim to prepare for or participate in any legal proceeding related to the victim’s domestic violence, sexual assault or stalking;
- For the victim to seek healthcare/mental health treatment or attend to such healthcare treatment for a family member related to the assault;
- For the victim to obtain (or assist a family member in obtaining) services for a domestic violence shelter, rape crisis center or other social services;
- For the victim to participate in safety planning, to relocate temporarily or permanently or to take other safety actions related to the domestic violence, sexual assault, or stalking.
- Employees are required to provide notice of the need for this leave no later than the end of the first day the employee takes the leave.

Snow Days/Hazardous Travel Time

Inclement Weather

In the event of inclement weather, WSBA will follow these [procedures](#).

For employees whose position requires them to maintain a physical presence in office, and their work cannot be done remotely, a paid absence will be granted and not charged against any other form of paid leave.

Each eligible employee will have eight (8) hours of “hazardous travel” time (HTT) available during each calendar year to use when part or all of a workday is missed because of inclement weather or conditions on the days when the WSBA office does not close. This policy is meant to accommodate all employees who are unable to work (in-person or remotely) through no fault of their own.

Hazardous travel time does not accrue. Any unused portion of the eight hours expires at the close of the calendar year. A new eight hours begins each new calendar year.

Absences due to hazardous conditions will first be charged to hazardous travel time, then against the employee’s vacation, comp time, or leave without pay.

Jury Duty and Court Leave

Performance of jury duty is part of a person's responsibilities as a citizen, and the WSBA encourages its employees to fulfill this civic responsibility. Unless job responsibilities require it, the WSBA will not ask or encourage employees to request to be excused from, or postpone a call to, jury duty. When summoned to jury duty, the employee should inform the supervisor immediately, submit an electronic time off request through the HR information system, and send a copy of the request and jury summons to the Human Resources Director.

A paid absence will generally be granted for jury duty and not charged against any other form of paid leave. Employees may retain the pay received for performing jury duty. Employees will be expected to work their regular schedule at any time they are not required to be present in court. When returning to work, the employee must provide the Human Resources Director with a letter or other confirmation from the court clerk indicating the time served, in order to receive compensation during jury duty.

Employees who are subpoenaed to appear in court or for a deposition will be allowed leave as follows:

- If the WSBA or its agents or employees, in their capacities as WSBA agents or employees, are the subject of the action or proceeding, or if the employee is summoned as a witness due to WSBA work-related activities, the time is considered work time. **The WSBA's General Counsel must be notified in every instance.**
- If the WSBA or its agents or employees are neither a party to, nor the representative of, a party in the court action or proceeding, the employee will be granted unpaid leave or use of accrued vacation.

Employee Referral Award

The WSBA encourages its employees to refer qualified persons from outside the WSBA for available positions. All employees receive email notices of all open positions and changes in availability. These openings are subsequently posted on the WSBA [career website](#) until the positions are no longer available.

When a person referred by a current employee is subsequently hired into a regular full-time or part-time benefits-eligible position (within six months of the original referral), the referring employee will receive their choice of 8 hours of vacation time credited to their account or a \$100 gift certificate. After the new full-time employee has successfully completed their orientation period, the referring employee will again receive their choice of 8 hours of vacation time credited to their account or a \$100 gift certificate.

In order to qualify for the award, the referral must be made directly to the Human Resources Director, without previous agency or other outside or internal referral. In addition, the applicant should identify the referring employee on the "Who referred you to us?" line of the application form.

This policy applies to referrals made by all WSBA employees, except directors, staff members in HR functions, and supervisors who may be involved in the normal selection, review, or termination

of the referred person. Referral awards will not be issued for the rehire of a former employee, for the new hire of temporary employees, or if the referring person is no longer employed by the WSBA. Only one award per individual recruited will be issued; in the case of a joint referral, pro rata shares of the award will be issued to each referring employee.

Continuing Education/Professional License Fees

WSBA Continuing Legal Education programs are open to WSBA staff at no charge if space is available, the director has given consent, and the program is job-related. Employees who are interested in taking a CLE course should make sure they complete the necessary registration information. Course books provided to registrants will also be provided to WSBA staff as the supply permits.

Other seminars and educational opportunities will be considered on a case-by-case basis, recognizing that continuing information and skill development is appropriate for every employee. Employees should talk to their supervisor or the Human Resources Director about seminars or education for which they would like to be considered. Employees must obtain their department director's approval before registering for any seminar or education (including in-house educational sessions) using a training request form.

The WSBA will reimburse an employee for fees paid for professional licenses that the employee legally must have to perform their job at the WSBA, or which the Executive Director determines are in the interest of the WSBA for the employee to have. This includes, for example, the annual WSBA licensing fees (but not section membership fees) for attorneys whose positions require a license to practice, the biennial State Board of Accountancy licensing fees for CPAs, and the annual Department of Health licensing fees for MWP psychotherapists. Such reimbursements are prorated for new employees based on the calendar year and date of beginning work at the WSBA. When the Executive Director approves discretionary payment of WSBA licensing fees for employees working in jobs that do not require the employee to legally have to perform their job at the WSBA, payment of the fee shall begin in the first full licensing year after the date of hire.

Employee Assistance Program (EAP)

Specific employment-related problems should be brought to the supervisor, the department director, or the Human Resources Director. However, sometimes personal or family issues or problems can affect an employee's performance on the job. If that happens, the WSBA wants to assist the employee.

The WSBA offers its employees and their immediate family members assistance through the confidential counseling services of an approved EAP contractor, KEPRO (Acentra Health). Employees should contact Human Resources for more information, call KEPRO at (800) 999-1077 for 24-hour, seven-days-per-week confidential service.

The EAP is available to employees and their families for personal problems, such as substance abuse, depression, marital and/or financial problems, and the like. For long-term counseling needs, employees should utilize the benefits provided by the WSBA's health insurance plans.

Note: Lawyers and other professionals employed by the WSBA are not at the WSBA to provide

legal, financial, or other professional advice and should not be asked by WSBA employees for such advice. The WSBA will not take responsibility for any advice received from another employee.

Employee Statement of Understanding

This confirms that I:

- Have received the Washington State Bar Association Employee Handbook (*revised November 2023*) and have familiarized myself with its contents;
- Understand that the policies may be revised by the Washington State Bar Association in its sole discretion without advance notice;
- Understand that no WSBA manager or employee is authorized to make any representation contrary to the “at will” policy in the Introduction unless it is in writing and is signed by the Executive Director; and
- Understand that this Handbook supersedes any prior handbooks, policy manuals, or verbal or written representation concerning employment policies and procedures.

Signature	
Print Name	
Date of Signature	

Please sign this statement and return it to Human Resources

Appendix A

FMLA Employee Rights and Responsibilities

Updated October 2023

<https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf>

Appendix B

Investigator Overtime

Updated January 2023

To accommodate the specialized nature of the investigators' functions, the following guidelines will apply to requests for and approval of ODC investigator* overtime.

Each investigator has an available pool of 20 overtime hours per calendar month. These hours shall be used prudently and only as reasonably necessary. Each investigator has individual discretion to utilize pre-approved overtime hours in the following situations:

1. The investigator would otherwise be forced to stop case-related work; particularly field interviews, in progress.
2. The time is necessary to complete assigned specific case-related tasks for time sensitive matters.

Additionally, overtime may also be approved if it is necessary for overall case management to ensure timely investigative progress is being made in priority matters; particularly in preparation for formal proceedings. Use of overtime hours in this situation shall be authorized in consultation with the Investigative Manager and must be approved prior to incurring the overtime.

Each investigator shall document, on a monthly basis, the number of overtime hours expended with identification of the grievance file and task(s) performed. The investigator shall provide this information in writing to the Investigative Manager

* For purposes of this policy, the term investigator includes the Investigative Analyst position.