

ORIGINAL

**BOARD OF COUNTY COMMISSIONERS
COUNTY OF KITTITAS
STATE OF WASHINGTON**

RESOLUTION

NO.: 2014- 024

IN THE MATTER OF UPDATING THE PERSONNEL POLICIES MANUAL

- WHEREAS: Kittitas County has established a "Personnel Policies Manual" under the authority of the Board of County Commissioners; and
- WHEREAS: the Board of County Commissioners and the Human Resource Department are committed to maintaining a current and updated "Personnel Policies Manual"; and
- WHEREAS: the following are revisions to be made to the "Personnel Policies Manual":

ITEM #	POLICY TITLE	ACTION
4-17	Inmate Use	Revision to policy language
5-1	Wage Administration	Revision to policy language

NOW, THEREFORE BE IT RESOLVED: that the above revisions are part of the "Personnel Policies Manual" for Kittitas County, as indicated on the attachments.


ADOPTED this 4th day of February, 2014.


ATTEST:
CLERK OF THE BOARD


Julie A. Kjosvik

**BOARD OF COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**


Paul Jewell, Chairman


Gary Berndt, Vice-Chairman


Obie O'Brien, Commissioner

(4-17) INMATE USE POLICY

Quick Links

Effective Date: 8/19/08
Revision Date: 02/04/14

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Nature of Inmate Labor

Kittitas County utilizes inmate workers to reduce labor costs, provide an incentive for inmate behavior, and to provide work experience for those who qualify to participate in the inmate worker pool. Inmates are screened by the Kittitas County Corrections Personnel before entering into this program; however, anyone utilizing inmate workers must remember that they are serving time in the Kittitas County Corrections Center for committing crimes. While they are closely screened for appropriate placement in your workplace, no behavior is completely predictable and you should be mindful that inmates are in custody for failing to follow the law. Inmates may not be highly responsible, and may have limited structured work experience. Inmates may be manipulative and attempt to obtain things they are not permitted to possess. While even career Corrections Officers are sometimes victims of inmate manipulation, every effort must be made at all times to guard against such attempts. The basic rule to remember is: ***if you are unsure what an inmate worker is allowed to do or have, ask Corrections personnel.*** Do not risk getting the inmate or yourself into trouble!

Supervision Responsibility

Prior to use of inmate workers, all non-Corrections Officer employees who will supervise an inmate must attend the Kittitas County Sheriff's Office four hour training course. This class is designed for employees who are not Corrections Officers and can be scheduled through the Human Resource Department. **NO EMPLOYEE WILL BE ALLOWED TO SUPERVISE INMATES WITHOUT SUCCESSFULLY COMPLETING THIS TRAINING.** Refresher training will be provided annually to all employees who supervise inmates. All certificates of attendance are to be maintained by the department and the Human Resource Department for placement in the employee's personnel file. An updated roster of those approved to supervise inmate workers shall be maintained by Kittitas County Corrections Personnel in a manner which ensures only authorized employees will supervise inmate workers.

It is the supervisor's responsibility to ensure inmate workers are working in authorized areas only and within the line of sight of the supervisor at all times. Supervisors are authorized to use inmate workers in public areas of Kittitas County facilities only. With prior written approval, inmates may work in other offices at the discretion of the department head or elected official. Written authorization shall be provided by the elected official or department head and presented for concurrent approval and retention by the Facilities Maintenance Director prior to initiating any project or maintenance utilizing inmate workers.

An approved supervisor is responsible for picking up and returning inmate workers. Work schedules are arranged at least 24 hours in advance with Corrections staff. If any deviations are necessary, it is important that you contact jail staff at 509-962-7619.

Workers cannot be picked up before 6:00 a.m., or returned to the jail within the 30-minutes preceding lunch. Meal periods are as follows:

Breakfast - 5:30 a.m.

Lunch - 11:30 a.m.

Dinner - 4:30 p.m.

If you are going to be later than the anticipated return time, you need to call the Corrections staff to let them know. Medications and a hot meal are delivered to inmates at dinner time, therefore the inmates must be returned to the Corrections Center by 4:00 p.m. If further work needs to be done, they can be picked up again after dinner.

Inmate workers must be under **direct** sight and sound supervision of an approved supervisor **at all times** when away from the facility. At the fairgrounds, they must be within the same building **at close proximity** at all times (i.e. - different barn stalls within the same barn). Restroom breaks require a sweep of the restroom prior to use and again afterwards to ensure nothing is picked up or left behind.

It is imperative that supervisors display appropriate behavior when supervising inmates. When working with the same individuals over time, it is human nature to develop a rapport. Goofing off and/or horseplay is strictly prohibited. What may seem insignificant and funny at the time, could be unsafe, costly, and will likely be perceived negatively by the public. It is also imperative to never give out your personal information of any kind to inmates including personal address and/or telephone number(s).

Under no circumstances will any inmate worker be allowed to be in supervision of, or responsible for, another inmate worker.

Even though your group provides supervision to the inmate workers, Corrections Staff may conduct random on-site visits to your workplace.

It is the responsibility of the supervisor to ensure that all tools and equipment, including necessary personal protective equipment, are used when appropriate and returned at the end of each shift and/or work day.

Visitors

Inmate workers are prohibited from having contact with anyone other than County staff or other inmates working on the same project. Contact, either verbal, written, or in person, is considered a serious security breach and will result in the inmate being removed from the work detail. Absolutely no items of any type are to be delivered, directly or indirectly, to inmate workers while outside the facility. Inmate workers are also not allowed to make any telephone calls, use computers, or any other communications devices whatsoever. ***Supervisors will be expected to immediately report any attempt, by any person, to make contact with or deliver any item to any inmate worker assigned to your work site. Failure to do so may result in disciplinary action for the supervisor.***

Use of tobacco, food, or beverages

During labor at your work site, inmate workers may not be allowed to use tobacco products. They may have food and beverages if the items are provided by the supervisor, and offered to all inmate workers. It is strictly the discretion of the Department Head whether it is acceptable to provide such items, the frequency of their use, etc. If the Department Head determines that food items may be provided, a form identifying what was provided, by whom, and at what time(s) will be completed each day and submitted to the Department Head.

None of these items, including residue, will be permitted into the facility upon the inmate's return and possession of such will be considered a violation and result in disciplinary action. ***If you provide such items to the workers, they must be provided directly and not purchased by, on behalf of, or delivered by any other party. Under all circumstances, the following activities are prohibited: Going into restaurants, driving through fast food drive-thru's or coffee stands, going into grocery***

stores, or taking breaks at public parks or facilities patronized by the public. If you find you must participate in any of these activities, the inmate workers will be returned to the Corrections Center. Taking inmate workers to hardware or parts stores should only occur in emergency situations.

Facility issued clothing

The Corrections facility will provide clearly marked clothing for inmate workers. These clothes will be issued to the inmate each day upon leaving the facility and must be with the inmate worker upon their return. Supervisors are responsible for ensuring appropriate care and accountability of these clothes. If the clothing issued to the inmate worker is not appropriate for the work site, or if special clothing, safety, or protective gear is necessary, supervisors will need to arrange for them in advance. Hats and clothes shall be worn correctly. **Shirts will remain on.**

Favors and special requests

Supervisors are sometimes asked to provide favors or special personal requests by inmates. ***This is strictly prohibited and may result in the termination of inmate worker services and will result in disciplinary action for the supervisor.*** Supervisors should keep in mind that seemingly simple and innocent requests can be problematic and all requests must be denied.

Inmate workers are not allowed to bring any items into the Kittitas County Corrections Center and are searched upon return.

Operation of power tools/special equipment/machinery

Operation of power tools, special equipment and machinery by inmate workers will be limited in use, and may only be performed after the individual worker has been provided sufficient orientation regarding the use of such equipment, and appropriate safety devices are provided and used properly when necessary. Inmates who are asked to use power tools, special equipment, and machinery must sign a form that lists the equipment used, and acknowledges that they know how to safely operate the specified tools, equipment, and/or machinery. This form will also be signed by the Department Head, acknowledging authorization to use said items. ***Inmate workers are not allowed under any circumstances to perform work that requires certification (such as electrical or plumbing), or operate motor vehicles or any equipment requiring licensing, certification, or insurance, even if the inmate possesses such licensing, certification, or insurance. In addition, inmate workers will not be allowed to use any of the following items or perform the following duties: chainsaws, brush cutters, chippers, power saws, pneumatic nail guns, heavy equipment of any type; flagging, cleaning culverts, raking asphalt, or any other similar duty. Manual hand tools and push mowers are acceptable; riding lawn mowers and garden-type tractors may be allowed in limited circumstances.*** Seat belts will be worn at all times when in vehicles equipped with seatbelts. Any questions regarding whether inmate workers should use certain equipment should be referred to the Corrections staff. Safety equipment will be worn when necessary.

Labor disputes

Inmate workers are not allowed to work at a site where a strike or labor dispute is in progress.

Unsatisfactory work performance

If an inmate worker provided to a department is not performing work in a satisfactory manner, the inmate should be given one warning by the supervisor with notification to the Department Head. If the warning is

not effective, the inmate worker should be returned to the facility. When this occurs, the supervisor may be asked to fill out a form detailing the problem. All complaints received regarding inmates must be forwarded to the Corrections Commander immediately.

Emergencies

In the case of a medical emergency, the supervisor shall take the same action as if the emergency involved one of their regular employees, including notification to the Department Head. If the incident is minor, yet requires medical treatment, the supervisor is responsible for transportation to and from the medical facility. If an incident requires emergency medical response, call 911 then Corrections for further directions. Per the Correction's Center policies and procedures, the supervising department will assume all liability for the inmate while under their supervision. Inmate workers are not covered by L & I. Upon return from a medical treatment facility, the supervisor shall provide Corrections with a copy of medical discharge and follow up care instructions. The supervisor must provide a detailed written report to the Corrections Commander within 24- hours of the incident, with a copy to HR.

If the emergency involves the inmate worker being unruly or threatening, call 911, indicate the problem, and ask that Law Enforcement be dispatched to take the individual into custody. If an inmate escapes, call 911 and give description of inmate and then notify Corrections immediately.

It is imperative ALL emergency situations be reported to Corrections and the Department Head immediately.

Meals/Rest break schedules

Departments who utilize inmate workers should have a designated area for meal and break periods, out of public sight. Supervised meal and rest breaks should be provided to inmate workers at the same time, length, and frequency as the department's regular employees. The Corrections Facility provides meals if the inmate worker will be away from the jail during meal periods. If you return an inmate after dinner, the jail will provide a dinner to the inmate.

Assignment and rotation of workers

The Corrections Facility experiences a continuous and fluctuating demand for use of Inmate Workers. Every effort is made to meet all requests; however, there are times when the volume of requests exceeds the number of inmates in the inmate labor pool. In order to best meet the needs of all requests, Corrections staff may have to redistribute and reassign inmate workers to meet these needs. Changes in assignment of inmate workers may also be made routinely from time to time for security considerations. The Corrections Staff recognizes the benefit and desire of user groups to have the same inmates assigned to them on a continuous basis, but this may not be possible because of the reasons previously mentioned. We do, however, take into consideration the impact of reassignment of inmate workers on the user group, and make an effort to make rotations and reassignments with consideration for the least possible disruption to the user group.

Hostage Situations:

The Kittitas County Corrections Center is a "NO HOSTAGE" facility. This means that in the event that any person, in the facility or at a supervised site away from KCCC, is taken hostage by any other person, no concessions or favors will be granted for the hostage taker because of the hostage(s). You will be required to sign the NO HOSTAGE form acknowledging this has been explained to you prior to use of inmate workers.

Any supervisor found operating in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

Kittitas County Corrections Center

(509) 962-7619

Policy Acknowledgement - INMATE USE POLICY

I have read and understand all of the information contained in the Inmate Use Policy. I agree to assure that this policy is followed at all times, and I understand failure to comply may cause my department to lose access to the inmate worker program, as well as disciplinary action for myself.

Employee: _____

Signature: _____

Department Director: _____

Signature: _____

Phone Number: _____

Date: _____

Original: HR Copy: Employee & Director

Note - A Printable Version of the *Policy Acknowledgement - Inmate Use Policy* is located on the Forms Directory

(5-1) WAGE ADMINISTRATION

Quick Links

Effective Date: 03/05/02

Revision Date: 02/04/14

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- [Placement on Wage Scale](#)
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This policy for wage administration covers all employees not included in a collectively bargained agreement or personal services contract which more specifically identifies the administration of wage increases.

Wage Scales

Wage scales will consist of an identified scale base, median, and maximum. The spread between base and median will normally be approximately 15%; the spread between median and maximum will normally be approximately 15%. Certain positions may vary from this structure based upon unique market data.

Placement On Wage Scale

New employees will enter the wage scale at the minimum, or entry level. Should the employee possess a documented level of job experience, education, and/or qualifications that exceed the minimum required for the position, the Department Head or Elected Official may request placement above the scale minimum through a presentation to the Board of County Commissioners.

Promotions

Promoted employees, defined as employees accepting another position within the County of increased skill, responsibility, and /or higher pay classification, will enter the new scale as follows:

- A. At the minimum, or entry level, of the new position; OR,
- B. At 5% above their current rate of pay when their current rate is at or above the minimum of the new wage. The new rate must not exceed the maximum of the new pay scale.

Should the employee possess a documented level of job experience, education, and/or qualifications that exceed the minimum required for the position, the Department Head or Elected Official may request an exception to this process above through a presentation to the Board of County Commissioners. Exceptions must fall within the department's existing salary budget and cannot be one-time savings realized through special circumstances.

Wage Increases

During the annual budget process, the Board of County Commissioners will determine the percentage of salary growth available for the coming year. It will then be up to each Department Head/Elected Official to determine how to distribute their budget for increases in a fair and consistent manner.

Each employee shall be considered for a performance-based wage increase on January 1 of each year, up to the scale maximum. An annual performance evaluation must have been completed on the anniversary of the employee's position date within the twelve (12) months preceding the increase, and the employee must meet the expectations set forth by their supervisor. A Personnel Action Form (PAF) will be submitted to the Human Resource Department prior to January 20 for timely implementation of the increase.

Employees whose overall performance is rated Improvement Essential are not eligible for increase. The PAF should reflect the denial of increase along with notation as to when the employee will next be reviewed, which shall occur no later than six (6) months from their annual evaluation. Should the employee meet expectations at that time, they may be eligible for a wage increase effective July 1 of the current year. Retroactive increases will not be allowed.

Wage Adjustments

Adjustment to an employee's placement on the wage scale must be reviewed by HR and approved by the Board of County Commissioners through presentation by the Department Head or Elected Official managing the position. Written documentation of the necessity for unique factors to be considered is required.

Wage Scale Valuation

Each wage scale should be reviewed against market data at least every three (3) years. Data will be gathered, as available, from standard peer comparables. Certain positions may be evaluated against special comparables unique to that position, which must be reviewed by HR and approved by the Board of County Commissioners through presentation by the Department Head or Elected Official managing the position. Written documentation of the necessity for unique factors to be considered is required.

During years when market data is not reviewed, the wage range for each position may be adjusted by a set percentage, subject to the financial status of the County and as determined by the Board of County Commissioners during the budget cycle. To assist the Board in determining whether a wage scale adjustment is needed, HR will provide the average CPI, based on January – June of the current year.

Any adjustment deemed appropriate following the wage scale valuation or as set by the Board of County Commissioners will be effected upon the wage scale not the individuals assigned to that scale. An employee's wage will remain unchanged until affected by wage increase, promotion, or wage adjustment. If the increase to their wage scale makes their current wage lower than the new minimum, the employee will be adjusted to the minimum of the new scale.

Wage Scale Maximum

No employee will receive a wage increase which will bring his or her wage above the wage scale maximum. An employee whose wage is allowed to remain above the wage scale maximum - due to position change, demotion, or other factors - will not be eligible for wage increase.