

EMPLOYEE HANDBOOK and  
PERSONNEL POLICY GUIDE for;



AS APPROVED:

August 18<sup>th</sup>, 2007

With change 1 approved December 20<sup>th</sup> 2008

Hat Island Community is an `At Will\_ Employer

Hat Island Community is an Equal Opportunity Employer

Hat Island Community is a Drug and Alcohol Free Work Place

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## **FOREWORD**

### **HAT ISLAND COMMUNITY (HIC)**

This manual is provided for informational purposes only. It is not a contract between HIC and any individual and should not be interpreted as such.

The policies and procedures set forth in this manual may be changed from time to time at the sole discretion of the management of HIC. No policy or procedure set forth herein is deemed to be a commitment to or promise of any future applicability nor shall any of the policies and procedures set forth herein at any time be deemed to be a contract or agreement between HIC and any employee of HIC enforceable in a court of law.

Each employee of HIC is deemed to be an employee "at will" and is free to terminate his or her employment at any time without cause or reason whatsoever. Also, HIC is free to terminate the employment of such employee "at will" at any time without cause or reason whatsoever. The "at will" status of each employee and the company cannot be altered or amended by these policies and procedures. Such "at will" status can only be amended by a specific agreement in writing between such employee and HIC executed by the Board of Trustees of HIC.

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# 1. INTRODUCTION

## *1.1 Purpose*

The **HAT ISLAND COMMUNITY** Personnel Policy Manual is intended as an informational source for its employees. The manual outlines the personnel policies of HIC and serves as a reference document for all employees. It is not intended to be a substitute for an operations manual.

## *1.2 Applicability*

The **HAT ISLAND COMMUNITY** Personnel Policy Manual is applicable to all HIC employees. It is the primary source of personnel policy guidance for the company. If situations arise that are not addressed in the manual, they should be brought to the attention of the Island Manager at the earliest opportunity.

## *1.3 Compliance*

As an operating principle, HIC will comply with all federal, state and local government agency requirements concerning applicable statutory, regulatory, or contractual matters. This manual will be modified, as necessary, to ensure compliance. Such changes will be effective immediately upon approval by the HIC board unless otherwise stated.

## *1.4 Timing and Changes*

Personnel policy manuals and/or statement changes. The manual will be changed, as necessary, to meet legal, regulatory and operational requirements. The effective date of changes will be indicated on all replacement pages of the manual.

# 2 EMPLOYMENT ENVIRONMENT

## *2.1 HAT ISLAND COMMUNITY.*

HAT ISLAND COMMUNITY offices are located on Hat (Gedney) Island, Washington. The Island community is a private not for profit corporation and is run solely for the benefit of the community members. The Board of Trustees, (directors), is elected from current community members in good standing, (assessments paid). It is the policy of the HAT ISLAND COMMUNITY to achieve employee satisfaction through involvement, pride of ownership and management participation. The HIC Board of Trustees has delegated much of the day-to-day operation of the corporation to the Island Manager. This includes the authority to fill approved job positions, and to discipline and with Board concurrence, to terminate employees.

## *2.2 Hours of Operation*

HIC employees are employed to serve community members owners as their sole customers. HIC employees will adjust their hours of operation accordingly. The schedules for each HIC facility, including shifts, work days and work hours, are determined by local HIC management. Schedules are based on the local operating environment and are designed to meet the needs of community members.

## *2.3 Mandatory Overtime*

Due to the remote nature of the work environment and the island's status as a utility provider there will be occasions when one or all employees will be required to remain at work beyond their normal daily or weekly schedule. In such cases as the Island Manager directs this additional work time is mandatory.

## **2.4 Categories of Employment**

### **2.4.1 Length of Employment**

#### *2.4.1.1 Regular:*

Regular employees are employed at-will for an indefinite period of time, they have regular, scheduled and repetitive work hours.

#### *2.4.1.2 Seasonal:*

Seasonal Employees are employed `at-will, for a specified length of time normally 3 months or greater. Seasonal employees are not eligible to participate in the HIC benefit plans or accrue service credit.

#### *2.4.1.3 Casual:*

Casual Employees are `On Call\_. They are employed at will. They do not work a regular shift nor have specific hours. Casual employees are not eligible to participate in the HIC benefit plans or accrue service credit.

### **2.4.2 Hours Worked:**

#### *2.4.2.1 Full-time:*

Full-time employees are regular employees scheduled to work a minimum of 30 hours per week on average. Full-time employees are eligible to participate in all HIC benefits.

#### *2.4.2.2 Part-time:*

Part-time employees are regular employees scheduled to work less than 30 hours per week on average. Part time employees are not eligible to receive benefits.

### **2.4.3 FLSA Category**

#### *2.4.3.1 Hourly (Non-Exempt) Fair Labor Standards Act (FLSA):*

Hourly employees are paid a fixed hourly rate for their work. They may work no more than 40 hours in a week without being paid an overtime rate. (Employees will not exceed 40 hours per week without the express permission of the Island Manager)

#### *2.4.3.2 Salaried (Exempt) Fair Labor Standards Act (FLSA):*

Salaried employees are management and as such could be called upon to work unpredictable hours. Overtime pay is not generally an option for managers but compensating time may be granted.

## **3 GENERAL EMPLOYMENT POLICIES**

### **3.1 Merit Principles**

HIC is dedicated to providing the highest quality service for our owners. Such a commitment can only be fulfilled through the contributions of a thoroughly professional and highly motivated workforce. Advancement opportunities for all personnel within HIC are based on individual achievement and high quality job performance. All HIC employees will be evaluated on a regular basis to ensure that a satisfactory level of job performance is maintained and exceptional performance is rewarded.

### **3.2 *Equal Employment Opportunity/Affirmative Action Plan***

HIC is committed to the principles of equal employment opportunity and affirmative action consistent with applicable federal and state laws and regulations. It is the policy of HIC to recruit, hire, promote, train and compensate individuals without regard to race, color, religion, sex, age, national origin, handicap or veteran status.

### **3.3 *Prohibition of Sexual Harassment***

Sexual harassment is manifested by any unwelcome verbal or physical advances that interfere with an individual's job performance or create an intimidating, hostile or offensive work environment. Such conduct is prohibited by law and will not be tolerated at any HIC location.

HIC will take appropriate remedial and/or disciplinary action, up to and including termination, against any employee whose conduct is inconsistent with this policy. Employees who believe they have cause for complaint should notify their supervisor or HIC management as soon as possible.

Complaints of sexual harassment will be investigated promptly by the HIC management team in conjunction with the supervisor/manager most closely involved. Investigations will be conducted in an impartial and confidential manner. HIC Board of Trustees will be informed as soon as possible for case disposition.

### **3.4 *Non-Disclosure of Sensitive Information***

HIC requires that all employees be covered under a confidentiality agreement. At the start of employment, all employees are required to review and sign a confidentiality agreement which requires them not to disclose confidential information to third parties. Appendix A to this manual contains a copy of a confidentiality agreement for all employees. HIC employees who violate the guidelines on nondisclosure of sensitive information may be subject to disciplinary action, up to and including termination.

### **3.5 *Conflict of Interest***

HIC requires all of its employees to meet the highest standards of ethical conduct and to avoid even the appearance of impropriety. All employees must avoid any situation that may involve a conflict between personal interests and the interests of HIC or its owners. It is the responsibility of each employee to recognize and avoid actions or situations that may be considered conflicts of interest. Questions concerning conflicts of interest should be referred to HAT ISLAND COMMUNITY Board of Trustees and/or Island Manager.

### **3.6 *Drug Free Workplace Policy***

HIC may deal with contracts involving the federal government and, as such, is subject to the provisions of the Drug Free Workplace Act of 1988.

HIC prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on any of HIC premises, or any other area at which an employee is to perform work for HIC. Violation of the Drug Free Workplace Act can result in immediate termination of employment, and prosecution.

Employees are required to notify the company of a conviction of any drug violation occurring on or off the job no later than five days following the conviction.

HIC may require employees to participate in pre-employment screening, random testing, or for cause testing. Refusal to participate in these tests will result in termination.

All HIC employees are required to abide by the terms of this statement as a condition of employment.



### **3.7 Alcohol Free Workplace Policy**

HIC Employees will not consume alcohol during work hours, including meals, and will not consume alcohol prior to reporting for work. An employee who appears to be under the influence of alcohol while on duty is subject to mandatory testing and if found to be under the influence of alcohol during duty hours is subject to disciplinary action including immediate termination.

### **3.8 Employment Safety and Health**

It is the policy of HAT ISLAND COMMUNITY to assure a healthy and safe work environment for all employees, and to carry out our commitment of compliance with all applicable federal and state health and safety laws.

All HIC employees have the authority and requirement to stop an ongoing activity which they feel has the potential to produce injury or damage to property.

HIC will attempt to provide a workplace that is free from recognized hazards. However, it is the responsibility of all employees to report to management any situation that may pose a threat to their health and safety or of their coworkers. Reported complaints regarding a possible unsafe condition will be investigated promptly. Furthermore, disciplinary action will be enforced in cases where employees are found to be willfully negligent in the safe performance of their jobs.

Employees who are injured on the job must report all injuries to their supervisor or manager immediately.

### **3.9 Smoking**

HAT ISLAND COMMUNITY offices strive to provide a healthy, safe and pleasant environment for its employees and customers. To that end, smoking is not permitted on the premises. Smoking is permitted outside HIC facilities, (outdoors), for employees and/or customers who wish to.

### **3.10 Personal Appearance/Grooming**

The success of HIC is determined in part by establishing and maintaining a proper business atmosphere, including a professional appearance by staff members. Employees are expected to maintain personal grooming and to dress in a manner consistent with local business community standards and the nature of the work performed.

### **3.11 Attendance/Punctuality**

All HIC personnel are expected to report to work on time each work day and to observe local office/vessel requirements concerning hours of work.

Consistent attendance and punctuality are critical to day-to-day business operations and are necessary conditions of continued employment at HAT ISLAND COMMUNITY. A record of excessive or unauthorized absences or failure to report to work on a timely basis may be grounds for disciplinary action up to and including termination.

In the event an employee cannot report to work as scheduled, the employee is required to notify management as soon as possible.

## **4 EMPLOYMENT PROCESS**

### **4.1 Recruitment and Advertising**

The goal of the recruitment program at HIC is to attract highly motivated, qualified applicants with the necessary skills and expertise to match the applicable job requirements.

It is HIC policy to use recruitment methods that comply with all legal and regulatory requirements, while remaining cost effective. To ensure that our efforts are fair and equitable, it is important that:

- \* All external sources are aware of the HIC Equal Opportunity/Affirmative Action policy.
- \* All recruitment advertisements include "Equal Opportunity Employer" or abbreviation (EOE).
- \* All interview techniques are impartial and relate to the job content in a way that measures the applicant's ability to perform the duties of the position under consideration.

All recruitment advertisements will avoid representations regarding job security and references to permanent or career positions.

#### **4.2 *Employment Application***

Biographical information will be collected for all job applicants either in the form of an employment application or resume. An applicant's experience, training, and educational data will be validated and interpreted by those in positions of hiring authority.

#### **4.3 *Verification of Background***

To assure a highly qualified employee population, HIC requires that all job candidates be screened through a check of three (3) references before an offer of employment is made.

A general background check to verify work experience, relevant education, or other credentials will be conducted by the selecting manager before a final decision to hire an individual is made. The candidate's current employer will not be contacted without the candidate's permission.

In the event that an HIC employee is contacted by an outside source to verify the employment of current or past personnel or to act as a reference, it is HIC policy to provide only "neutral references". This means that only the following information is provided:

- \* Verification of Employment by HAT ISLAND COMMUNITY.
- \* Dates of Employment (Includes Hire Date and Termination Date)
- \* Job Title

Salary information will not be released to outside sources unless it is requested in writing and accompanied by an authorization that has been signed by the subject employee.

#### **4.4 *Offer Letter***

Employees will receive an offer letter indicating the position title, , employee status, authorized hours per week, an overview of duties, identification of compensation and benefits and the period of employment

#### **4.5 *Employee Orientation***

During an employee's first week of employment, management is responsible for communicating HIC goals and policies and ensuring that all appropriate forms are completed.

The employment eligibility of all newly hired employees must be verified under the guidelines of the U S Immigration and Naturalization Service (INS), including the completion of Form I-9. The hiring manager must review the appropriate documentation, specified by the INS, and verify each new employee's identity and eligibility for employment in the United States.

It is the responsibility of each individual manager to conduct a thorough orientation of the appropriate operating organization and functions, the employee's role, training, performance evaluation and any other matters relevant to the new employee's position.

#### **4.6 Transfers**

In filling available openings, HIC will give full consideration to applications from qualified current employees. The employment decision will be made by the manager of the hiring function based on the employee's qualifications for existing job vacancies.

Employees who transfer to a different HIC location/function will maintain their existing company seniority. However, their new local office seniority will be based on the effective date of the transfer.

#### **4.7 Terminations**

When termination of employment occurs, for any reason, it is the responsibility of the employee's manager to ensure that the appropriate documents are completed and forwarded to the personnel and payroll functions, and that all HIC owned property is recovered.

##### **4.7.1 Termination for Cause**

Any termination for cause will be handled on a case by case basis. The HIC Board President will review each case with the Island Manager prior to notifying the employee of the termination.

##### **4.7.2 Reduction in Workforce**

Employees affected by a reduction in work force will be given a reasonable amount of notice, as conditions permit. The Island Manager will be consulted by the HIC Board members prior to initiation of a reduction in work force.

##### **4.7.3 Resignations**

Written resignations should be provided to management from any terminating employee at least two (2) weeks prior to the date of separation.

HIC management will determine whether it is advantageous to HIC for terminating employees to work the final two weeks of their employment.

#### **4.8 Exit Interviews**

All terminating employees will be asked to participate in an exit interview with a management representative. The exit interview should include:

- \* Collection of HAT ISLAND COMMUNITY property
- \* Discussion of health insurance continuation coverage
- \* Arrangements for final paycheck

## **5 PERFORMANCE APPRAISAL & COMPENSATION**

### **5.1 Overview of Performance Appraisals**

Performance appraisals are used to evaluate employee performance relative to the performance standards of the job. It is the basic responsibility of all managers to review the work of the people reporting to them.

Performance appraisals should be used to measure performance against standards, prescribe means and methods of correcting deficiencies and establish goals for the following rating period.

### **5.2 Performance Appraisal Guidelines**

Annual performance reviews are to be completed based on performance during the established rating period. Formal performance appraisals are to be completed on each employee's anniversary date. In evaluating performance, reviewers are expected to maintain objectivity. Performance reviews should take into account the following:

- \* Performance should be evaluated over the entire rating period without being unduly influenced by one incident.
- \* Goals established at the beginning of the rating period should be compared with employee performance throughout the rating period.
- \* Employees should be evaluated as individuals against agreed-upon standards and not merely in comparison to other employees.
- \* Performance appraisals should be completed independently of salary actions.
- \* It is the responsibility of the employee's manager to complete the appraisal on a timely basis and discuss it with the employee.
- \* In conducting the performance evaluation with the employee, the manager should recognize the employee's strengths and accomplishments, identify opportunities for improvement and establish goals for the following year.

### **5.3 Performance Appraisal Forms**

The employee performance appraisal forms currently in use within HIC are located in Appendix A of this manual.

### **5.4 Wage / Salary Determination**

HIC operating management has the authority to make salary determinations for new and current employees within their local organization subject to HAT ISLAND COMMUNITY Board guidelines.

HIC salary determinations must be internally equitable as well as externally competitive. HIC must maintain a competitive posture in the marketplace while recognizing and balancing internal job worth and individual performance. Merit salary increases are based on performance and will reward outstanding accomplishments. However, a performance review does not necessarily generate a salary increase.

Compensation programs within HIC will be designed to attract qualified applicants and retain skilled current employees. A comprehensive job classification and compensation study will be conducted to assist in making future salary determinations.

### **5.5 Overtime Compensation**

HIC compensates non-exempt employees for authorized overtime worked in accordance with the provisions of the Fair Labor Standards Act. All overtime work requires the prior approval of the employee's manager.

In compliance with federal law, overtime for non-exempt employees is paid for actual time worked in excess of forty (40) hours per week, at a rate of one and one-half times the hourly rate. HIC will also comply with state mandated overtime requirements. Management employees are generally exempt and do not qualify for overtime compensation.

The general rule for HIC employees who work overtime is that they will receive monetary compensation for such earned overtime rather than being given time off in lieu of pay for overtime hours worked. However, management may permit compensatory time off for overtime worked (at the rate of time and one-half) to be granted to employees who request it, provided that the compensatory time is permitted by applicable law and is taken not later than the pay period immediately following the one in which it was earned.

## **6 EMPLOYEE ABSENCES** *(replaced in its entirety Dec 20<sup>th</sup>, 2008)*

### **6.1 Personal Time Off (PTO)**

All HIC regular full-time employees and regular part-time employees who work 20 or more hours per week are eligible to earn paid PTO. Time off for PTO must be approved in advance by the employee's manager. Approval of PTO is contingent upon current staffing and scheduling needs of the particular work group. When there is a conflict in employee preference for scheduling, work group seniority will be the determining factor.

A new employee begins accruing PTO at the start of employment.

All HIC employees will receive credit for years of service with other HIC facilities and locations. PTO is accrued at a rate based on the following schedule; years of service are based on anniversary of hire:

* First year*	12 days/year	Accrued at the rate of .04615 hr/regular hr worked
* 2 <sup>nd</sup> and 3 <sup>rd</sup> year	17 days/year	Accrued at the rate of .06538 hr/regular hr worked
* 4 <sup>th</sup> and 5 <sup>th</sup> year	22 days/year	Accrued at the rate of .08461 hr/regular hr worked
* 5 <sup>th</sup> thru 10 <sup>th</sup> year	27 days/year	Accrued at the rate of .10384 hr/regular hr worked
* 11 <sup>th</sup> on	32 days/year	Accrued at the rate of .12307 hr/regular hr worked

PTO may be advanced to employees during the year. If an employee terminates and has taken advanced PTO, the unearned PTO will be deducted from the employee's final paycheck.

PTO will normally not be taken in blocks of more than 14 calendar days.

PTO is intended for the rest, recreation and health needs of employees. PTO is intended to be taken during the current year, however employees may accrue up to two years of PTO at any one time although at no time may an employee accrue more than eight weeks of PTO. PTO in excess of two years allocation or 8 weeks which ever is less, will be lost on the anniversary of hire each year. Upon termination HIC will pay the terminating employee up to 4 weeks of accrued PTO. PTO in excess of 4 weeks is lost at termination. Terminating employees will receive payment in their final paycheck for accrued PTO not taken.

\* Hire date is used to determine years of employment for vacation time accrual

### **6.2 Holidays**

Regular full-time employees will be compensated at their usual base pay rate when a listed holiday occurs on a normally scheduled work day. Part time employees who's normal work schedules require holiday work are not compensated for holiday work.

New Year's Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day

Christmas Day

In addition to the above recognized holidays, HIC management team will designate at their discretion any supplemental paid days. Generally, a designated holiday may be the Friday or Monday preceding or following a recognized holiday. If necessary, an alternate day will be scheduled for employees required to work on observed holidays.

### **6.3 *Vessel Work Schedule***

All vessel activities, work schedules and holidays are coordinated by the Port Captain in conjunction with the Island Manager. Due to unique Island demand, vessel schedules may change on short notice.

### **6.4 *Medical Leave of Absence***

When an employee becomes aware of a medical condition that may require an extended leave, management is to be notified in writing of the estimated duration of the absence. Medical disability leaves will be granted if medical proof substantiating the condition is provided. An employee's job or a comparable position will be available for up to three months except in cases where specific state law mandates otherwise.

Group health insurance will continue for the approved period of the medical leave as it does for other regular employees while on an approved leave. Beyond the approved medical leave, employees may continue their group health insurance as specified in federal COBRA guidelines.

Employees may use their accrued vacation, sick leave and short-term disability leave for medical leaves. They will continue to accrue time off while on paid-leave status.

### **6.5 *Personal Leave of Absence***

Employees may be authorized by HIC management to take an unpaid leave of absence for personal reasons.

### **6.6 *Military Leave of Absence***

When employees are called to active duty for annual reserve component training in the U.S. Armed Forces, they will be granted an unpaid military leave of absence for the customary two week period. In such cases, individuals maintain their regular employee status with respect to benefits coverage, seniority and accrual of time off.

### **6.7 *Jury Duty***

Employees required to serve on jury duty must furnish HIC with a copy of the summons. An employee's job will be held open during the period of jury service. In addition, regular employment status will be maintained for purposes of benefits coverage and accrual of time off.

### **6.8 *Compassionate Leave***

In the event of a death in an employee's immediate family, paid leave of up to two regularly scheduled work shifts will be granted for each occasion. Immediate family is defined as spouse, children, parents, parents-in-law, brothers/sisters, grandparents and grandchildren.

## **7 EMPLOYEE BENEFITS**

### **7.1 *Group Health Insurance***

When offered, regular, full-time employees are required to participate in the HIC medical insurance plan unless exempt under state or federal regulations or by the insurance provider. The amount contributed towards the employee's medical coverage will be set annually. HIC reserves the right to

change the terms, provider, or services provided at any time at its sole discretion. Only regular, full time employees receive this benefit.

### **7.2 Continuation of Health Benefits: COBRA (Consolidated Omnibus Reconciliation Act).**

Even though HIC offers a group health insurance program, we do not currently employ enough people to fall under the terms of CORBA and our employees are not eligible for continuation of their health insurance reimbursements under the federal regulatory requirements of COBRA

### **7.3 Vehicle**

Certain employees, because of the nature of their job are given the use of an HIC owned vehicle. This vehicle is for both personal and business use. Certain other employees receive a fuel allowance.

### **7.4 Retirement**

HIC may offer its regular employees participation in a retirement plan. Details of this plan are provided under separate cover and may be changed at any time at the discretion of the Trustees.

### **7.5 Elsie M II Run**

HIC offers newly hired regular, full-time employees one free *Elsie M II* run during their first year of employment to bring items to the island.

### **7.6 Other**

Other benefits may be offered to certain employees based on the nature of their duties. If offered, these additional benefits will be listed in the employee's offer letter.

## **8 DISCIPLINARY PROCEDURES**

HIC seeks to resolve performance problems in the most constructive manner possible. In cases where disciplinary action may be necessary, it is recommended that management consult with the Human Resources manager before taking action.

### **8.1 Progressive Discipline**

Disciplinary action will be taken whenever an employee's behavior or performance falls below a satisfactory level as determined by management. Employees who fail to comply with legal requirements or general community standards of conduct may have their HIC employment terminated.

Serious violations of HIC rules or standards may result in immediate termination. In cases of serious violations, management reserves the right to bypass some disciplinary steps and apply other steps up to and including termination.

Less serious violations and individual performance deficiencies will result in a series of progressive disciplinary steps as outlined below:

#### Step 1: Oral Counseling

Following the first occurrence of an infraction or deficiency, the employee will be counseled concerning the performance deficiency or incident. A witness should be present and the conversation must be documented for the record.

#### Step 2: Written Notice

After a second occurrence or a failure to correct a deficiency, a written reprimand will be presented to the employee with a witness present. Both manager and employee should sign the written reprimand and a copy should be maintained for the record.

### Step 3: Termination

A third occurrence of a rule violation or a failure to improve performance may result in a termination of employment.

At each stage of the progressive discipline process, management will inform the employee of the violation or performance deficiency. Management will also provide specific guidelines for corrective action and will establish a reasonable timeframe for improvement or correction. The use of progressive discipline is solely within the discretion of HAT ISLAND COMMUNITY management and Board of Trustees.

### **8.2 Management Review**

It is recommended that all progressive disciplinary actions be reviewed by the board president. The decision to terminate an employee will be reviewed and affirmed by the Board of Trustees.

Management review is for the benefit of HIC and is not an employee right of appeal. Reviewing management will ensure that the recommended action is supported by the facts and is documented for the record.

## **9 EMPLOYEE COMMUNICATIONS**

### **9.1 Accessibility of Management**

All managers throughout the organization will remain accessible to their employees in the working environment. The maintenance of a two-way communication process is essential for developing and preserving effective employment relationships as well as for stimulating creative solutions to operational problems.

#### Prompt Resolution of Issues

Every manager will attempt to resolve issues of concern to employees in a prompt and equitable manner. Although it is unrealistic for any organization to achieve a complete resolution of every issue raised by its employees, an open and positive approach by management will increase the prospects for success. Problems should be solved at the earliest stage of development by the manager most closely involved.

## **10 PERSONNEL FILES**

### **10.1 Contents**

A record of employment or individual personnel file will be maintained for each employee by the local operating company. To ensure that all HIC employment information is consistent, all personnel files should contain the following information:

- \* Application form and resume
- \* Signed offer letter
- \* I-9, Immigration and Naturalization Service
- \* W-4, Federal Withholding Form
- \* State Withholding Form (if applicable)
- \* Signed Confidentiality Agreement
- \* Performance Evaluation Forms
- \* Pay change notices



- \* Job classification change notices
- \* Letters of commendation
- \* Records of disciplinary action

Since it is important to keep all personnel data accurate and up-to-date, employees are urged to notify Human Resources (office manager) of all status changes. Such information includes: change of address, telephone, marital status, name, number of dependents, beneficiaries, emergency contact and educational or professional accomplishments.

### ***10.2 Security***

Due to the highly confidential nature of information contained in the personnel file, all files are maintained in a locked file cabinet at the office location.

### ***10.3 Accessibility of Personnel Files***

Employee personnel files are the property of HAT ISLAND COMMUNITY and are subject to all applicable federal and state laws. Due to the confidentiality and sensitivity of personnel information, access to personnel files is limited to:

- \* HIC management
- \* HAT ISLAND COMMUNITY Board of Trustees

Individual employees may be permitted to review their personnel file in the presence of a HIC management person, but in any event HAT ISLAND COMMUNITY will comply with applicable law. Employee files and all items in them are the property of HIC, employees may request copies of items in their files and these will be provided within 5 business days of the date of a written request.





3616 Colby Ave., PMB 335 - Everett, WA 98201  
Office: 360-444-6611 - FAX: 360-444-6614  
www.hatisland.org

## EMPLOYEE NON-DISCLOSURE FORM

I \_\_\_\_\_ understand that as a part of my duties as a Hat Island Employee I may become aware of personal information concerning residents, Board members, and fellow employees.

I understand that disclosing this privileged information will be considered to be a violation of Hat Island Personnel Policy and subject to disciplinary action. I agree that I will not disclose personal information in the following areas:

Employee addresses or phone numbers, rates of pay or employment status

Owner's payment status, personal information addresses or phone numbers

Undisclosed association plans or draft policies

\_\_\_\_\_ date \_\_\_\_\_



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## APPLICATION FOR EMPLOYMENT

We are an Equal Opportunity Employer. Applicants for all job openings are welcome and will be considered without regard to race, color, religion, national origin, sex, age, sexual orientation, physical or mental disability, or any other basis protected by state, federal or local law. It is the intent of HIC to comply with all applicable federal, state and local legislation concerning equal opportunity in employment.

To help us learn about your experience, abilities, and interests, please complete this Application for Employment as thoroughly as possible.

### PERSONAL INFORMATION

NAME: Please PRINT or TYPE	Social Security No.	Home Telephone No.
ADDRESS: Street Number and Name, City, State, Zip Code	Number of years at present address?	Message/Business No. + Ext. ( )
PREVIOUS ADDRESS: Street Number and Name, City, State, Zip Code		Number of years at previous address:
Can you, after employment, submit verification of your legal right to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Are you over 18?    If hired, do you have a reliable means of transportation to get to work? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO		
Have you ever been convicted of a felony, or for child abuse or sex-related crimes? (Do not include marijuana related convictions which occurred more than two years prior to the date of this application) <input type="checkbox"/> YES <input type="checkbox"/> NO    If yes, please explain: (A conviction will not necessarily disqualify you.)		
Please refer to the attached job description for the position to which you are applying. Are you able to perform all of these tasks with or without an accommodation? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Please describe below which tasks, if any, you will need an accommodation to perform, and explain what type of accommodation you will need:		

### EMPLOYMENT DESIRED

Type of POSITION desired:	Date Available	Salary desired
Are you presently employed? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, may we contact your present employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Please refer to the attached job description for the position for which you are applying. Will you be able to work the schedule described therein? <input type="checkbox"/> YES <input type="checkbox"/> NO If not, please describe how the Company could accommodate you:		
Have you ever applied at HIC of _____ before? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when?	Have you ever been employed by HIC of _____ before? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when?	
How were you referred to HIC of _____: <input type="checkbox"/> Advertisement <input type="checkbox"/> Employee Referral <input type="checkbox"/> Walk-In <input type="checkbox"/> Agency <input type="checkbox"/> Other (please specify below) (Please identify source below) _____ Name of Employee _____		

### EDUCATION AND TRAINING

SCHOOL NAME & LOCATION	Years Attended From To	Graduate? (Yes/No)	What Degree	Major Subject/ Total Hours (if applicable)
Elementary				
High School				
College/University				
College/University				
Highest Degree Earned (Circle one number only): 1. High School 2. Associate 3. Bachelor 4. Master 5. Doctorate				Overall College Scholastic Average
Additional Education, Vocational and/or Professional Information such as special areas of research or study, seminars, etc. Please attach any written resume or other summary of information that is relevant to the position for which you are applying. If familiarity with a foreign language is listed on the job description, please describe your foreign language skills below.				
Professional memberships, certificates or licenses held. (Exclude those indicating race, color, religion, sex, sexual orientation, national origin, age, physical or mental disability or labor organization affiliations.) Supplement this information by written attachment if applicable.				
<input type="checkbox"/> Keyboarding _____ WPM	Computer Skills, i.e. Microsoft Office-Word, Excel, Outlook, etc.		<input type="checkbox"/> Other machines requiring special skills:	

### U.S. MILITARY SERVICE DATA

Branch:
List Special Training or Skills:

## EMPLOYMENT DATA

PLEASE LIST IN ORDER OF MOST RECENT EMPLOYMENT FIRST			PERSONNEL USE ONLY	
<b>Company Name</b>		Phone No. (    )	Dates of Employment From (Mo/Yr) To (Mo/Yr)	
Address (Include Street, City, State, Zip Code)				
Job Title-Start	Job Title-Final	Base Rate of Pay Start                      Final		
Supervisor (Name & Title)				
Description of Job Duties				
<b>Company Name</b>		Phone No. (    )	Dates of Employment From (Mo/Yr) To (Mo/Yr)	
Address (Include Street, City, State, Zip Code)				
Job Title-Start	Job Title-Final	Base Rate of Pay Start                      Final		
Supervisor (Name & Title)				
Description of Job Duties				
<b>Company Name</b>		Phone No. (    )	Dates of Employment From (Mo/Yr) To (Mo/Yr)	
Address (Include Street, City, State, Zip Code)				
Job Title-Start	Job Title-Final	Base Rate of Pay Start                      Final		
Supervisor (Name & Title)				
Description of Job Duties				
<b>Company Name</b>		Phone No. (    )	Dates of Employment From (Mo/Yr) To (Mo/Yr)	
Address (Include Street, City, State, Zip Code)				
Job Title-Start	Job Title-Final	Base Rate of Pay Start                      Final		
Supervisor (Name & Title)				
Description of Job Duties				

**REFERENCE DATA  
PROFESSIONAL/WORK REFERENCES WE MAY CONTACT**

Name	Address	Aca Code	Phone

**EMERGENCE CONTACT DATA  
TO BE USED IN CASE OF EMERGENCY**

Name	Phone	Relationship

**PRE-EMPLOYMENT CERTIFICATION**

I understand that this application is only valid for the position applied for at present and that HIC is not obligated to retain or consider this application for future openings.

\_\_\_\_\_  
Initial

I authorize investigation of all statements contained in this application. I understand that falsification, misrepresentation or omission of facts called for will result in immediate termination from employment or removal of my application from consideration. I authorize HIC to secure information about my experience with former employers, education institutions and agencies, and for those parties to provide information concerning my experience releasing all parties from any liability arising there from.

\_\_\_\_\_  
Initial

If employed by HIC I will abide by the Community's policies and rules. I understand that I will be required to possess a current and valid driver's license if my position requires me to drive in the course of my work.

\_\_\_\_\_  
Initial

If I am offered employment, I understand and agree that I may be required to undergo a physical examination at HIC's expense and that my offer of employment may be conditioned by that examination. I agree to authorize release of all results or information obtained from such physical examinations.

\_\_\_\_\_  
Initial

I agree to submit to legally permissible drug and/or alcohol testing upon request by HIC. I recognize that the results of these tests may be used to determine my employment or continued employment. I understand and expressly agree that if employed by HIC storage areas provided for me (locker, desk, etc.) are open to investigation by HIC without prior notice to me.

\_\_\_\_\_  
Initial

If I am employed by HIC I understand my employment can be terminated, with or without cause and with or without notice, at any time at the option of HIC or myself. I understand that, other than the PRESIDENT of HIC, no manager, supervisor or representative of HIC has authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing. Only the PRESIDENT of HIC has the authority to make any agreement contrary to the foregoing and then only in writing. I further expressly agree that, with respect to the at-will employment relationship, this constitutes the full, complete and final expression of the parties' intent concerning the nature of any employment relationship between myself and HIC.

\_\_\_\_\_  
Initial

**My signature below certifies that I have read and understand the foregoing and to the best of my knowledge and belief, the information on this form is true and correct.**

**My signature below also certifies that I agree to be bound by the terms and conditions stated in this application. This application contains all the understandings and agreements between me and HIC concerning the nature of my employment, if any, by HIC and supersedes all prior and/or contemporaneous practices, oral or written agreements, understandings, statements, representations and promises, express or implied, between me and HIC. I understand and agree that, except as noted above, no person who is either an agent or employee of HIC may modify, delete, vary or contradict, whether orally or in writing, the terms and conditions set forth herein.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date of Application

**FOR EMPLOYMENT DEPT. USE ONLY**

\_\_\_\_\_  
Interviewer's Signature

\_\_\_\_\_  
Date