

General Relationships

Policy #: 2440	
Approval date:	Revision Date:

It shall be the policy of this Board to maintain an open, cooperative, working relationship with those special interest groups which utilize the Park and Recreation District's facilities. It is further the policy of the Board that the Park District should avoid developing or maintaining sports, senior-citizen, adult-education, art or cultural programs which might be duplicative of any other interest on the Island, but will attempt to support others in their programming by providing appropriate facilities for these community activities. Where there are voids in community programs in the above areas, the Park District will attempt to develop such programs after sufficient interest has been expressed by the community. Care will be taken to consider the importance of diversity and to include all interest groups equitably when such program additions, changes or deletions are being discussed.

Relationship with Other Agencies

Policy #: 2450	
Approval date:	Revision Date:

It shall be the policy of the Park District Board to work cooperatively with other public agencies to the mutual benefit of the Park District, the other agencies and foremost, the citizens of Vashon Island.

Change to:

It shall be the policy of the Park District Board to work cooperatively, inclusively and equitably with other public agencies to the mutual benefit of the Park District, the other agencies and, foremost, the residents of Vashon Island.

Citizen Advisory Council

Policy#: 2810	
Date Approved:	Revision Date:

The purpose of the Citizen Advisory Council Policy is to establish criteria and guidelines to provide quality programs and services to all its customers and residents by utilizing the input and expertise of a broad base of community members for guidance in the development of its programs and services.

It is deemed in the best interest of the Vashon Park District and its programs for the Board of Park Commissioners to adopt common guidelines and by-laws for its Citizen Advisory Council. Only that group formally appointed by the Board of Park Commissioners is to be named Citizen Advisory Council. The Citizen Advisory Council is a quasi-governmental entity whose membership is appointed for the purpose of aiding the Board of Park Commissioners by reviewing and recommending policy and program decisions that influence broader areas of mission-led interest instead of specific facilities or services.

The Citizen Advisory Council is charged with:

1. Identifying research data needed for effective decision-making related to advancing the organization's mission.
2. Aiding the Board of Park Commissioners in evaluating and recommending public opinion opportunities in order to engage the broadest and most representative voices in park district decision-making.
3. Investigating issues or projects of importance to the Board of Park Commissioners.
4. Evaluating programs and services provided by the Vashon Park District.
5. Advocating for support, involvement or funding as a representative of the agency in the community.
6. Contributing to the park district's program planning efforts.
7. Working with the Board of Commissioners to help ensure that all major actions taken by the board have considered diversity, equity and inclusion.

The council will consist of no fewer than seven members and no more than thirteen members. Effort will be made to assure a diverse representation from the community. Advisory council members serve without compensation. The advisory council will review applications and interview prospective members and forward recommendations to the Board for review and appointment.

Subject:
Recruitment

Number: 00-01
Original Issue: 6/1/2000
Revision: 1/23/01, 9/14/04,
2/20/20
Approval: 3/13/01, 9/28/04

Policy:

All vacancies to be filled through an in-house process or a publicly announced process by the posting of notices in such places as seem appropriate. In-house postings shall be made by a written notice of the job opening provided to each employee. Interested employees must respond with a Letter of Interest within one week of job posting. In-house applicants will be subject to the same selection process as an outside applicant.

Public announcements shall be made by advertising in a newspaper of general circulation for no less than two weeks.

Each official notice and/or announcement shall state the title and pay of the position, the manner of making application and any other information which is considered pertinent and appropriate. A complete file for each position, including **applicants interested prospective employees**, shall be kept as part of the District administrative files. A job description will be available for the applicant.

~~It is the policy of Vashon Park District to provide equal opportunity in all terms, conditions, and privileges of employment for all qualified applicants and employees without regard to race, color, national origin, gender, age, marital status, veteran status, sexual orientation, creed, ancestry or the presence of any sensory, mental or physical disability.~~

It is the policy of the Vashon Park District is to provide equal opportunity in hiring and recruitment. Discriminatory hiring and recruitment will not be tolerated with regard to race, color, national origin, gender, age, marital status, veteran status, sexual orientation, sexual preference, sexual identity, creed, ancestry, disability of any kind (including sensory, mental, physical), interest, recreational interest, income or wealth, or any other characteristic not specifically related to the requirements of the job being filled. The importance of diversity in the workplace will be considered in all hiring decisions.

Applicability:

This policy applies to all employees of the VPD.

Subject:
Anti-Harassment

Number: 05-06
Original Issue: 4/8/03

Policy:

~~The District seeks a work environment free of all forms of illegal harassment, including but not limited to sexual harassment or harassment based on race, creed, religion, color, national origin, age, sex, marital status or physical, sensory or mental disabilities.~~

~~Harassment is unsolicited and unwelcome verbal or nonverbal conduct which has the purpose or effect of creating an offensive, intimidating, degrading or hostile environment or interferes with or adversely affects a persons' work performance based on or because of race, sex, religion, color, creed, marital status, national origin, being over 40, disability, or any other protected class. Continuing offensive behavior after a co-worker has objected to that behavior also constitutes harassment.~~

The district seeks a work environment free of all forms of harassment. For the purpose of this policy, harassment is defined as unsolicited and unwelcome verbal or nonverbal conduct which has the purpose or effect of creating an offensive, intimidating, degrading or hostile environment which interferes with or adversely affects a person's feelings physical or mental well-being and/or work performance.

While, typically, harassment in the workplace tends to be based on race, sex, sexual preference, religion, creed, color, marital status, national origin, age, disability (physical, mental or sensory) or something as basic as personality issues, harassment of any type for any cause will not be tolerated, regardless whether it falls under any of the general headings listed above. Continuing offensive behavior after a co-worker has objected to that behavior also constitutes harassment.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. It is part of a manager's or supervisor's decision to hire or fire;
2. It is used to make other employment decisions such as pay, promotion, or job assignment;
3. It interferes with an employee's work performance; or
4. It creates an intimidating, hostile, or offensive work environment.

The District shall engage regular staff in sexual harassment training annually. Employees shall acknowledge training and report any Sexual Harassment and Discrimination through an annual declaration.

An employee who experiences sexual or other harassment should complain immediately to a supervisor or District Director. Investigating harassment complaints is the responsibility of the District Director.

Harassment is a serious offense, which can result in suspension, dismissal or other disciplinary action.

Applicability:

This policy applies to all employees of the VPD.

Subject:
Office Equipment
Employee Use

Number: 05-08
Original Issue: 6/28/05
Approval: 6/28/05
Revision: 11/12/08, 2/13/2020

Policy:

It is the policy of the District that District office equipment or communication tools be used only in support of District business and District-approved purposes. This applies to all telephones, copiers, fax machines, computers and other District equipment.

Exceptions for minimal personal use: The general prohibition on non-District use of office equipment does not prohibit minimal personal use as long as the following conditions are met:

- The use is brief in duration and infrequent
- There is no significant marginal cost to the District
- The use does not interfere with the use of the equipment for District business or impact operations
- There are no costs associated with the use
- There are no non-district alternatives reasonably available
- The use does not compromise the security or integrity of District information, software, or equipment.

Note that even such minimal personal use may be further limited by the employee's supervisor, depending upon the overall reasonableness of the use, considering the work requirements and schedule of the employee, the frequency, extent and duration of the employee's use, etc.

Internet and Email: The District's computer system, its internal and internet email, and its internet web browser are District property intended for use by employees to conduct District business. Some limited personal use on an employee's own time (not on District work time) is permitted under the same test of reasonableness as is set forth above for other personal use of the District's equipment. Prohibited uses of the District's computers, internet access and email include, but are not limited to, the following:

- ~~Viewing, downloading, possessing or transmitting materials that are pornographic, profane, sexually explicit, or discriminatory toward a gender, race, religion, or sexual orientation.~~
- Viewing, downloading, possessing or transmitting materials that are pornographic, profane, sexually explicit, discriminatory (as defined in defined in 00-01) or of a harassing nature (as defined in 05-06)
- Private or commercial use that promotes a monetary or business gain for the employee, a family member, or friend.

- Any use of the internet that violates current copyright laws.
- Use of the internet or email to harass employees, vendors, customers or others.
- Use of the internet or email to promote racial or biases in the community.
- Use of the computers, internet or email for campaign or political purposes.
- Use of the computers, internet, or email for religious activity.
- Use of the computers, internet, or email in a manner which compromises the security or integrity of District information or software.
- Uses which result in the District being placed on electronic mailing lists not related to District business.
- Playing computer games or using the computers or internet access for personal entertainment purposes.
- Release of misleading, distorted, untrue or confidential materials regarding the District's business.
- Use to conduct illegal activities.

Email/Login Password Updates: Employees will be instructed to change email and login passwords under the following circumstances:

- After a service discloses a security incident.
- There is evidence of unauthorized access to your account.
- There is evidence of malware or other compromise of your device.
- It's been a year or more since you last changed the password.

Employees are encouraged to change their email and login passwords if you logged in to the account on a shared or public computer (such as at a library or hotel).

Retention of email: Email will be retained on the server according to the Washington State Records Retention Schedule. When the required retention time has expired, it will be deleted and will be unrecoverable. All emails containing information that must be retained, must be moved into the correct file share folder.

Applicability:

This policy applies to all employees of Vashon Park District.

Subject:
Fundraising/Grant Applications
By Outside Parties or VPD Staff

Number: 10-01
Original Issue: 8/8/00
Approved: 1/23/01
Revision: 9/26/00, 1/28/2017,
9/10/19

Purpose:

To support fundraising and grant applications by individuals and/or organizations working on behalf of the District, District programs, or District properties. To support VPD staff in pursuing outside grant funding opportunities.

Policy:

Fundraising and/or grant applications made on behalf of District properties and/or programs, by District stewardship groups or by groups or individuals who wish to work in conjunction with the District, must follow these guidelines:

- Stewardship groups and/or District sanctioned organizations may make park improvements up to \$2,000 in value with that stipulation written into a User Agreement and approved in advance by District staff. Fundraising efforts and/or grant applications, for the purpose of making park improvements over \$2,000 must be approved in advance by the Board at a regular Park District meeting.
- All information/printed materials must be approved in advance by the Executive Director.
- All funds raised or purchases made for property improvements on behalf of the District may be held by the fundraising group on behalf of the District. No project shall begin without matching funds in place.
- Gifts and donations may not be accepted from individuals or organizations whom the Vashon Park District feels do not reflect the values of a government agency. For example:
 - ~~Attacking any ethnic, racial, religious or minority group;~~
 - **Attacking or otherwise discriminating against any ethnic, racial, religious, or other minority group**
 - Promoting the use of illicit drugs, tobacco, alcohol, marijuana, or firearms;
 - Promoting hostility, disorder or violence;
 - Defamation;
 - Promoting agendas of a sexual nature;
 - Infringing on the rights of others;
 - Promoting a specific religion or religious belief;
 - Promoting or opposing any political candidate or cause.

Fundraising and/or grant applications made for the benefit of District properties or programs by outside groups or individuals who did not first acquire an approval of the Fundraising effort:

- Such a group or individual can not represent the District in any way or use the Park District name or logo on any printed materials.
- The District is not liable for any fees, costs, match requirements, damages, etc by such an outside group.
- The District is not obliged to accept any funds, grant award, or the donated item/program.

Grant applications made by VPD staff which involves matching funds and/or funds paid up front for reimbursement must be approved in advance by the Board.

VPD Staff and Board members may make donations and participate in raffle fundraisers, provided the raffle is held by an outside organization, and the drawing is done publicly or by a disinterested 3rd party. Both staff and Commissioners must participate on the same terms and buy at the same price as all others.

Procedures:

Those wishing to fundraise or apply for a grant over \$2,000 in value on behalf of District properties or programs and are working in conjunction with the District are required to provide a Fundraising and/or Grant Proposal. This Proposal will clearly state who they are, what the funds are for, and how they will proceed in relation to the District. This Proposal must be approved by the Board at a regular Park District meeting before fundraising or grant applications can begin.

Applicability:

The Park District will accept only those requests for fundraising and/or grant applications that follow the prescribed procedure and are supportive of the District goals.