



## BOARD OF TRUSTEES - LAKE LIMERICK COUNTRY CLUB

December 18, 2004 9:00

### MINUTES

**President Tom Taylor called the meeting to order at 9 am**

#### **I. ROLL CALL:**

President Tom Taylor, Vice President Scott Carey, Treasurer Esther Springer-Johannesen, Secretary Shirley Toner, Trustees, Dick Sirokman, Pat Feist, Mike Powter, Pat Chaussee, Keith Smith, Don Nichols, Tony Paradise and Water chairman Kirk Osborne.

**Employee:** Marianne Koch

#### **Guest attending:**

Chris Johannesen, Rosemary Wilson, Madge Shotwell, Dave & Karen Kohler, Glen Zevenbergen, Paul Goest, Marilyn Feist, Adele Smith and Tillie Waldron.

#### **II. GUESTS FROM THE FLOOR:**

**Rosemary Wilson:** Questioned if water sprinkler system special assessment passed. The board answered that it had passed and the work has been begun. Water for the golf course comes from the lake (not our water system). The state monitors the amount that can be removed from the lake and this was one reason we needed a new sprinkler system, to conserve water usage.

#### **III. APPROVAL OF MINUTES:**

A motion was made by Scott Carey, seconded by Dick Sirokman and passed as follows, with no nays:

To accept the minutes of November 2004,

#### **IV. FINANCIAL REPORT: Esther Springer-Johannesen Treasurer**

Ester reported that our past due accounts are still high, and requested any ideas on how to correct this problem. We all suffer when receivables are high because this is money earmarked for improvements and upkeep of the club.

The state authorized the formation of a Nonprofit Corporation Insurance Pool, however the state will not be forming the pool due to tax liabilities. Ester will be researching other options and looking for other bids on the Board of Trustees insurance coverage.

#### **V. CONSENT AGENDA: (Committees motions)**

A motion was made by Scott Carey, seconded by Dick Sirokman and passed as follows, with no nays:

To consent agenda with the discussion of the water minutes and the inn minutes

Esther wanted to know what WSP was. Kirk answered that the state requires a Water System Plan every 5 years.

Discussion and questions were reviewed on the new Hall rental agreement. This will go back the inn committee for refining and will be added to the consent agenda next month.

#### **VI. OLD BUSINESS:**

1. Park Host Contract for the park host to be written up by our attorney, Tom Penski and Dave Kohler are revising an application used by the state parks. Tony asked if the board decided to keep the park host, and was answered in the affirmative. However they have not had a contract to operate under before. Tom Penski handed out the contract with revisions to the board to review.

2. **Cell Tower:** Dave Kohler reported that the biggest problem with this is the assurance that the customer base, for any one company putting out the dollars to build, would be there. The cost is between \$170,000-200,000. There fore the focus is on networking for most cell companies not building. Web page involvement was suggested such as the fiber optics campaign this last year. Shirley Toner said she would be glad to help.

**VII. NEW BUSINESS:**

1. **Golf Course Tractor:** Tom Taylor presented information on the new tractor that the maint. & green's committees are looking at. The Old tractor has a cracked block so this is a mandatory investment.
2. **Pontoon Boat:** The maintenance committee would like to go forward with purchasing a pontoon boat for the lake. The Cost would be \$2,000 and the boat specifics were passed a round to the board. Don Nichols was told to get together with the lake dam committee and go ahead with the purchase. This was a previously budgeted item, no motion was necessary.
3. **Lake Usage Guiding Principles and Bylaw change proposal:** The lake/dam committee submitted a written change to be reviewed by the board, which it feels should be included in the upcoming bylaw update. The board agreed and requested that all committees start looking and submitting their own suggestions.

**VIII CORRESPONDENCE: Shirley Toner none**

**IX. ANNOUNCEMENTS:**

Tom & Jerry Party Dec. 18<sup>th</sup>

**X. MOTION TO CONVENE TO CLOSED SESSION:** *For discussion of personnel & legal matters.*

A motion was made by Dick Sirokman , seconded by Esther Springer-Johannesen and passed as follows, with no nays:

To convene to closed session at 9:45.

**XI MOTION TO RECONVENE TO OPEN SESSION:**

A motion was made by Scott Carey, seconded by Don Nichols and passed as follows, with no nays:

To reconvene to open session at 10:00

**XII. MOTION TO ACCEPT ALL CLOSED SESSION MOTIONS: no motions**

**XIII. MOTION TO ADJOURN MEETING:**

A motion was made by Dick Sirokman, seconded by Dick Sirokman and passed as follows, with no nays:

To adjourn the meeting at 10:10

## Lake Limerick Country Club Lake Usage Guiding Principles

Given the diversity of interests coupled with the size of the lake, accommodating a multitude of lake activities requires a delicate balancing act to ensure maximum enjoyment and the overall safety of the community.

Some members enjoy the peace and serenity of a quiet lake. Other members enjoy fishing. Numerous members enjoy boating related water sports (skiing, etc), while others enjoy the non motorized activities like canoeing, kayaking, rowing, sailing, etc. Of course, swimming related activities are also extremely popular.

As indicated, this diversity of usage coupled with the limited size of the lake (100 acres overall, with far less for high speed water sports), precipitates the need for guidelines and policies to ensure member safety. With this in mind, policies should try to limit overcrowding and encourage compatibility of usage, both of which will help to maximize safety.

It is also important to note, that many members acquired property in this community with a clear understanding of the types of activities supported and allowed on the lake. In fact, many sought this community specifically for its lake usage policies. This legacy of lake usage was established when the community was created in the 1960's. As a result, lake usage policies must facilitate a level of consistency with respect to these historical expectations.

Therefore, the following guiding principles should be given consideration when developing lake usage policy:

- Limit access for all but fishing (minimizes over crowding)
- Limit hours for high speed activities (allows for quiet time)
- Limit area for high speed activities (targeted areas ensures predictability of use)
- Limit types of high speed activities (strive for compatible activities)
- Limit size and type of power vessels (crowding, noise, compatibility, wake size)
- Limit number of high speed vessels (crowding, familiarity with usage and rules)
- Target incompatible activities to designated areas or times (predictability of use)

To promote alignment with current practice and policy, the Lake Dam Committee discussed possible ideas for LLCC Bylaw changes.

**Currently, Article II, Section 3, contains the following language:**

All owners or contract purchasers of any tract shall have the privilege to use and enjoy the facilities provided by the corporation, including the lakes, and other corporation-owned areas, as well as improvements thereon. Such privileges are appurtenant to all of the said tracts. Children of said owners and purchasers, as well as guests of members, are entitled to the same privileges, provided that each member is responsible for such children and guests; subject to restrictions imposed by the Board of Trustees

**Replace the above paragraph with:**

All owners or contract purchasers of any tract shall have the privilege to use and enjoy the facilities provided by the corporation, including the lakes, and other corporation-owned areas, as well as improvements thereon, **provided members are in good standing**. Such privileges are appurtenant to all of the said tracts. **The use of the lakes is subject to the Lake Limerick Restrictions and Regulations Document**. Children of said owners and purchasers, as well as guests of members, are entitled to ~~the same~~ **limited** privileges, provided that each member is responsible for such children and guests; subject to restrictions imposed by the Board of Trustees

## Lake Limerick Country Club Hall Rental Policy

- 1) Member ~ hall rental only \$250.00. {Member rental is for family members only}.
- 2) Non Member ~ (public) hall rental only \$500.00
- 3) If Lake Limerick Country Club provides the food, the charges will be as follows:
  - i) Cost of the food
  - ii) Tax @ 8.3%
  - iii) Gratuity @ 17%
  - iv) \$1.25 set up fee per person, includes table clothes and all serving items.
  - v) Bar \$60.00 for the first four hours
- 4) To book a date you must place a deposit of \$250.00 and sign a rental agreement
- 5) A Guaranteed head count must be made 14 days before the banquet date, charges will be based on this head count.
- 6) Lake Limerick Country Club can rent you what is needed when you are catering your own party. There will be a \$1.25 per person fee for table clothes and set up. Wait staff and dishwasher are \$15.00 per hour each, if our plates and silver are rented, and wait staff is desired for clean up.
- 7) Lake Limerick Country Club ~~as a general rule~~ will provide the alcohol and/or bartender.

a 1/20 for:

2/129 Clm Jhammer  
4/80 Rosemary Wilson  
4/233 Madelyn Stowell  
1-41 Dave & Karen Kohler  
3-129 CLM ZEVENBERGEN  
2/65 Paul Doets  
2/59 Marilyn Feist  
4/219,220 Adele Smith  
4-205-206 Tillie Waldron

**CONSENT AGENDA**  
**September 2004**

**WATER COMMITTEE:**

**A Motion** was made by Nan Stricklin seconded by Darrell Winans and carried by the committee, with no nays as follows:

To approve the year-end income statement for 2003-2004 as presented.

**A Motion** was made by Nan Stricklin seconded by Darrell Winans and carried by the committee, with no nays as follows:

To approve the month-end income statement for Oct. 2004 as presented.

**A Motion** was made by Tom Taylor seconded by Darrell Winans and carried by the committee, with no nays as follows:

**LAKE/DAM COMMITTEE:**

No motions

**GREEN COMMITTEE:**

No motions

**MAINTENANCE COMMITTEE:**

No motions

**INN COMMITTEE:**

No motions

**YOUTH COMMITTEE:**

No motions

**ARCHITECTURAL COMMITTEE:**

No motions

**EXECUTIVE COMMITTEE:**

1.	Review and adopt minutes of last meeting.	Motion by Kirk 2 <sup>nd</sup> by Esther
2.	<b>Motion: Retain present health insurance with Duncan Agy. Will consider pool plan next year.</b>	Motion by Esther 2 <sup>nd</sup> by Kirk
3.	Close the meeting at 9:40 a.m.	Motion by Shirley 2 <sup>nd</sup> by Scott

HOSS and WILSON-HOSS

ATTORNEYS AT LAW

RICHARD T. HOSS  
ROBERT D. WILSON-HOSS

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SHELTON, WASHINGTON 98584

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360 426-6715  
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November 18, 2004

Tom Taylor  
President, Board of Directors  
Lake Limerick Country Club  
790 East St. Andrews Dr.  
Shelton, WA

Re: Sprinkler contract

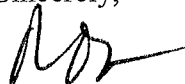
Dear Tom:

The contract, as I said, is a standard form AIA agreement. The contract itself refers to General Conditions, which are not attached. This contract contains very little of any value. The scope of work is abbreviated, and it fails to include many basic terms, such as attorney fees to the prevailing party in case of suit.

The real issue is your level of confidence with the contractor. If you have carefully chosen the contractor, and relied on references and others' past experiences with them, you are probably safe, but if there are any issues at all with performance, this contract provides neither guidance about the expected performance, nor how to resolve disputes. Your choice is to have me prepare a comprehensive document that addresses virtually all of the issues that may arise, probably about 3 hours worth of work, or use this one. Comprehensive contracts are of no use when the contractor goes bankrupt, or is otherwise not worth going after. Here, payments are on an as-billed basis, so presumably you would only pay for work you are satisfied with. This eliminates some of the concerns about performance. If you use their contract, I strongly suggest you use one of the members who is qualified to understand what is happening, and what should be happening, to closely monitor contract performance. Supervision tends to act as a disincentive to poor work.

Please let me know if you want me to work up a real contract.

Sincerely,



Robert D. Wilson-Hoss



## CONSENT AGENDA

**WATER COMMITTEE: no motions**

**LAKE/DAM COMMITTEE: no minutes**

**GREEN COMMITTEE:**

*The Motion was made to send Rick St John to get certified for Washington State fertilizer and pesticide licenses (cost \$195) by John Pettersen, second by Ron Gruszczynski, the motion passed.*

**MAINTENANCE COMMITTEE: no meeting**

**INN COMMITTEE: no motions**

**YOUTH COMMITTEE: No minutes**

**ARCHITECTURAL COMMITTEE: no motions**

**EXECUTIVE COMMITTEE:**

2.	<b>Motion for Consent Agenda</b>  Motion to approve revised Employee Handbook with amended cover page.	Motion by Esther-Springer-Johannesen 2 <sup>nd</sup> by Scott Carey No nays.
3.	Motion to reject boat registration fees	Motion by Kirk Osborne 2 <sup>nd</sup> by Scott Carey No nays.



# **LAKE LIMERICK COUNTRY CLUB, INC. EMPLOYEE HANDBOOK**

**As approved by the Executive Committee December 13, 2000  
As approved by the Board of Trustees December 16, 2000  
As approved by the Board of Trustees September 15, 2001  
As approved by the Board of Trustees December 15, 2001  
As approved by the Board of Trustees February 27, 2003  
As approved by the Board of Trustees November 20, 2004**

**PLEASE SIGN AND RETURN PAGE 4  
WITHIN 10 DAYS OF RECEIPT OF THIS HANDBOOK  
THANK YOU**

**PROPERTY OF LAKE LIMERICK COUNTRY CLUB, INC.**

# **LAKE LIMERICK COUNTRY CLUB, INC. EMPLOYEE HANDBOOK**

**As approved by the Executive Committee December 13, 2000  
As approved by the Board of Trustees December 16, 2000  
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**PLEASE SIGN AND RETURN PAGE 4  
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THANK YOU**

**PROPERTY OF LAKE LIMERICK COUNTRY CLUB, INC.  
RETURN TO LAKE LIMERICK UPON END OF EMPLOYMENT TO RECEIVE FINAL  
PAYCHECK**

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## **Employment At-Will**

Lake Limerick Country Club, Incorporated (LLCC) is an at-will employer. No statements contained herein are intended to be a part of the employment relationship and are simply general statements of company policy. The corporation retains the right to modify, interpret, suspend or cancel in whole or in part any of the published (or unpublished) policies or practices of the corporation with or without advance notice, at its sole discretion, and without having to give cause, justification or consideration to any employee.

### **At-Will Relationship**

Employment at LLCC is at-will for an indefinite period.

### **Actions Do Not Create Contracts**

No written or oral representation by LLCC personnel is intended to create a contract of employment.

### **Handbooks**

The LLCC Employee Handbook is intended only as an explanation of its employment practices, policies, benefits, and a general guide to working for LLCC. The handbook does not represent contractual terms of employment.

**LAKE LIMERICK COUNTRY CLUB, INC.  
EMPLOYEE'S SIGNATURE PAGE**

THIS SIGNATURE PAGE MUST BE SIGNED AND RETURNED TO THE OFFICE FOR YOUR PERMANENT PERSONNEL FILE. THANK YOU

**At-Will Acknowledgments**

I have read LLCC's at-will employment policy. I understand that employment with LLCC is terminable by either party with or without cause at any time and that employment is for an indefinite period, unless terminated by either party. My signature below acknowledges my reading and understanding of LLCC's at-will employment policy. (Page 3)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**EMPLOYEE'S POLICIES AND DISCIPLINARY ACTIONS ACKNOWLEDGMENTS**

I, \_\_\_\_\_, have read the Employee Policies, and discussed items wherein they needed clarifying, and now clearly understand them. (Pages 14—23)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**EMPLOYEES HEALTH AND SAFETY RULES ACKNOWLEDGMENTS**

I, \_\_\_\_\_, have read the Employee Health and Safety Rules section of this handbook. I understand that safety equipment will be available to me at all times and should I choose not to utilize them it will be at my own risk.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**SALARIED EMPLOYEE ACKNOWLEDGMENTS**

As a salaried employee of LLCC, I have read and understand the requirements and privileges of this position. (Page 12)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**LLCC HARASSMENT POLICY**

I have read or had read to me the LLCC harassment policy. I understand that violation of such policy may lead to disciplinary actions up to and including termination.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of witness: \_\_\_\_\_

## SECTION I

### FULL TIME EMPLOYEE'S BENEFITS

#### **Eligible Employees**

Non-seasonal, salaried and hourly employees, employed by LLCC for three consecutive months, based on a **36**-hour week or other negotiated schedule.

#### **Holidays**

##### **Annual Holidays**

LLCC observes the following holidays paid at eight hours per day:

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

##### **Paid Holidays**

An employee working a holiday shall receive his/her regular wages in addition to one and one-half time pay, providing that he/she has worked as scheduled the day before and the scheduled day after the holiday. If a holiday falls on an employee's regular day off, he/she will be compensated with a day off (eight hours) with pay, with agreement of his/her supervisor.

This policy is effective January 15, 1999, for all LLCC full time employees

##### **Paid Holidays during Vacations and Weekends**

If a holiday occurs during the employee's vacation, the employee will be paid for the holiday.

If any scheduled paid holiday falls on a Saturday, the holiday will usually be observed on the preceding Friday. If the holiday falls on a Sunday, the following Monday will usually be observed as the holiday.

##### **Religious Holidays**

LLCC recognizes there may be religious holidays (other than those already designated as holidays) employees would like to observe. It may be possible to arrange these holidays as scheduled days off without pay. Requests for time off to observe religious holidays without pay must be approved by the Executive Committee two weeks prior to the holiday.

##### **Overtime**

Employees who work in excess of 40 hours per workweek will be paid at a rate of one and one-half time pay for those hours in excess of 40. Time paid but not worked (sick leave, holiday, funeral leave, and vacation) shall not count for purposes of computing overtime worked.



## **Vacation**

### **Vacation Time and Award Rules**

All full time employees will be granted five paid vacation days on the first anniversary date of their employment. Full time employees will be granted five paid vacation days on the January 1 of the year that follows the first anniversary date of their employment. Full time employees will be granted ten paid vacation days on January 1 of the year following the second anniversary date of their employment.

Full time employees will be granted 15 paid vacation days on January 1 of the year following the fifth anniversary date of their employment. All vacation must be taken during the calendar year in which it is granted. Vacation time may be taken in increments of not less than one day, must be prescheduled and approved by his/her immediate supervisor. Any unused vacation will not be carried forward to the next calendar year. A 31-day grace period will be allowed from January 1, ending January 31, during which time any unused vacation time from the previous year only may be used.

#### **EXAMPLE:**

May 15, 1997	Date of Employment
May 15, 1998	5 days granted
January 1, 1999	5 days granted
January 1, 2000	10 days granted
January 1, 2003	15 days granted

### **Vacation Pay**

Vacation pay is at the employee's regular rate of pay. To receive pay for an approved vacation period prior to the vacation, submit the request on the form provided by the business office (or from the employee's supervisor), complete, including the employee's supervisor's signature, and return to the business office at least 10 days prior to the employee's last scheduled work day before the employee's vacation. Pay will not be granted in lieu of vacation time not taken.

### **Approval and Scheduling of Vacations**

LLCC will attempt to grant employee's vacation at the time the employee requests, subject to business needs. LLCC must maintain adequate staffing of all departments at all times; therefore, vacations must be scheduled in advance, with the prior written approval of the employee's manager or immediate supervisor.

Where conflicts in vacation requests develop, it will be resolved by the employee who makes the earliest request.

### **Holiday or Illness during Vacation**

When a holiday occurs during the employee's vacation time, the employee will still receive pay for the holiday in addition to the employee's vacation pay or an extra day of vacation.

If the employee is hospitalized while on vacation, the time from the date of the employee's hospitalization until the employee's doctor releases the employee may, at the employee's option, be charged against the employee's short-term disability benefits, rather than the employee's vacation time. If this happens, the employee must notify the employee's supervisor. If the employee becomes ill while on vacation, but the employee is not hospitalized, the employee's absence is charged against vacation time.

### **Termination and Vacation Pay**

Upon termination employees will be paid for all unused vacation time during the next regularly scheduled pay period.

### **Sick Leave**

#### **Sick Leave Time and Award Rules**

All full time employees will be granted five paid sick days on January 1 of each year following the date of their employment. Unused sick leave may be accumulated to a maximum of 160 hours in an employee's sick leave account.

#### **Sick Leave Justification**

Claims for sick leave exceeding three consecutive days must be justified by a physician's written statement.

#### **Employment Interruption**

Effective January 1, 2002 employees will no longer be paid for sick leave upon termination.

### **Medical Benefits**

The employee may be provided with a medical insurance plan, as determined by the Executive Committee.

#### **Dependent Coverage**

Besides providing medical benefits to employees, LLCC allows coverage of the employee's dependents at the employee's expense.

### **COBRA/Benefit Continuation Coverage**

#### **Eligibility**

Should the employee lose the employee's health care coverage under LLCC's health care plan as the result of a disqualifying event, the employee and the employee's spouse and dependent children will be given the opportunity to continue to purchase coverage as a group member for a period following the loss of coverage.

## **Notice**

The employee will receive notice of the employee's right to elect continuation coverage within 14 days after the plan administrator is notified the employee has incurred a qualifying event. LLCC will notify the plan administrator within 30 days of the employee's death, termination, reduction in hours of employment, or entitlement to Medicare. The employee or the employee's qualified beneficiary must notify the plan administrator within 60 days of a divorce or legal separation or the date on which the employee's child ceases to be a dependent under LLCC's health plan rules.

## **Coverage Period**

Continuation coverage will be available for 36 months from the date of termination or reduction in hours for the employee, the employee's spouse, and dependent children.

## **Paid Funeral Leave**

### **Eligibility**

If the employee has worked for LLCC for a minimum of three months, based on a 40-hour week, the employee may be eligible for paid funeral leave.

### **Types of Paid Leave**

LLCC will grant paid funeral leave for the following reasons:

- Three days paid funeral leave will be granted for the death of an immediate family member (spouse, child, parents and siblings).
- One day paid leave will be granted for observance of the death of other family members.

### **Military Leave**

It is the policy of LLCC to permit employees to take military leaves of absence, in accordance with state and federal laws.

## **Pregnancy Leave**

### **Eligibility**

It is the policy of LLCC to permit employees to take pregnancy leaves of absence, in accordance with state and federal law. An employee requesting pregnancy leave may also ask for a transfer to another less strenuous or less hazardous position if so desired. The request must be in writing and must state the reason for the transfer. LLCC does not provide for paid pregnancy leave. The employee may use any accumulated paid sick days and/or paid vacation days during their pregnancy leave.

## **Social Privileges**

Each employee shall be awarded a Social Privilege Card, upon request, to apply to the employee only, not to his or her spouse, family, etc. Such social privileges will automatically expire upon termination of employment.

## **Employee / Contractor Golf Privileges**

Pursuant to direction established by the Lake Limerick Executive Committee, the following employees and contractors are entitled to unlimited complimentary golf on the Lake Limerick Course:

Pro Shop Manager  
Greens Superintendent

Such complimentary golf is subject to available tee times as determined by the course manager, and must be reported on a monthly basis to the Lake Limerick office. (Approved October 18, 1996)

The Board approves that full time golf employees use the course at every opportunity to evaluate the condition of the golf course. (Approved March 15, 1997) *{This will supersede the above paragraph.}* Any other Lake Limerick employees or contractor personnel wishing to play golf at the Lake Limerick Course may do at member rates.

## SECTION II

### PART TIME EMPLOYEES

#### **Part Time Employment**

Seasonal, salaried or hourly employees regularly scheduled at less than 40 hours per week.

#### **Work Schedules**

Department supervisors and/or the Executive Committee will determine scheduled working hours, breaks and lunch periods. Time clocks will be used to record start and stop times for each work period.

#### **Holidays and Overtime**

Holidays actually worked will be paid at one and one-half times the employee's regular rate of pay. Authorized overtime (in excess of 40 hours during the workweek) will be paid at one and one half times the employee's regular rate of pay.

#### **Social Privileges**

Each employee shall be awarded a Social Privilege Card, upon request, to apply to the employee only, not to his or her spouse, family, etc. Such Social Privileges will automatically expire upon termination of employment.

## SECTION III

### WORK WEEK SCHEDULES AND WAGE PACKAGE

#### **Work Week Schedule**

The workweek will run from Monday a.m. through Sunday p.m. of each week. Shifts will be eight hours per day, five days per week, with a 30-minute lunch break not included in the eight hours, and morning and afternoon breaks of 15 minutes included in the eight hours. Your supervisor will determine specific morning and afternoon break times. Time clocks installed at the maintenance building and in the Inn will be used by all hourly employees to record start and end times of each shift, and start and end times of lunch periods, with other uses as directed by supervision.

Standard working hours for maintenance personnel will be as follows:

- Summer (May 1 through October 15) 6:30 a.m. through 3:00 p.m.
- Winter (October 16 through April 30) 8:00 a.m. through 4:30 p.m.

Standard working hours for greens personnel will be as follows:

- Summer (May 1 through October 15) 5:30 a.m. through 2:00 p.m.
- Winter (October 16 through April 30) 7:30 a.m. through 4:00 p.m.

The Executive Committee will determine working hour schedules for Inn and office personnel.

Committee chairpersons and supervision may arrange work schedules differing from the above standards to accomplish specific objectives, such as assuring maintenance or greens personnel presence during summer hours after 3:00 p.m.

### **Meal and Break Periods**

LLCC will permit meal and rest periods in accordance with state employment laws.

### **Day Off**

Although LLCC's facilities operate 24 hours each day, seven days each week, the employee will only be scheduled to work on average five days in every seven. If business rushes require employees to work overtime, the employee will always have at least one day off every week.

### **Paydays**

LLCC will make its best efforts to pay employees two business days after the close of the pay period. If the designated wage payment date falls on a Saturday, Sunday or holiday, employees will be paid on the second business day. All checks will be available after 2:00 p.m. on the second business day after the close of the pay period. More specific payroll policies are in written form within the payroll department.

### **Salaried Employee Guidelines**

Salaried employees will be paid in accordance with state and federal regulations and will not be eligible for overtime pay.

### **Minimum and Overtime Wage Payment Policy**

#### **Overtime Payments**

Properly authorized hours worked in excess of 40 hours during the workweek described herein will be considered overtime. Supervisor and/or the Executive Committee must approve such overtime in advance, unless an emergency forces such approval to be sought after the hours are worked. All overtime approvals will be in writing and a copy will accompany time card reflecting the overtime. The employee will be paid one and one half times the employee's regular rate of pay for the overtime hours. Should an employee be asked to work on a non-scheduled day the employee will be paid a minimum of two hours of overtime. Time paid but not worked (sick leave, holiday, funeral leave and vacation) shall not count for purposes of computing overtime pay.

#### **Compensatory Time**

Without the specific approval of the Executive Committee, no employee will be allowed compensatory time in lieu of pay for either regular or overtime hours. Overtime is not to be given as compensatory time.

#### **Sub-minimum Wages**

After proper certification, LLCC may pay employees with impaired earning capacities at a rate below its stated minimum wage, but not less than one-half of that minimum wage.

## **Performance Reviews**

Employees will be evaluated annually (generally in March), or more often as deemed appropriate by the proper committee chairperson, supervisor, or the Executive Committee.

## **Pay Increases**

New employee pay increases will only be considered after 90 days of employment and will be at the sole discretion of LLCC. Annual increases in pay will be based on performance with due consideration given to budget constraints.

**Note:** The Executive Committee may approve or revise supervisor's recommendations for pay increases to assure budget compliance and interdepartmental consistency.

## **Deductions from Wages**

LLCC will deduct from employee paychecks as required by state and federal law, and for payroll deductions approved by the employee such as medical, dental, vision, disability and life insurance.

## **Garnishment**

### **Court Order**

LLCC will garnish an employee's wages in accordance with state law. Employees are encouraged to manage their personal fiscal affairs without the need for LLCC to have to perform the costly and timely process of garnishing an employee's wages.

## **SECTION IV**

## **COMPANY POLICIES AND DISCIPLINARY ACTIONS**

### **Employee Regulations**

All employees are subject to a 90 working day initial employment period commencing from the first day of employment.

### **Code of Conduct**

Perform employee duties in the best interest of LLCC.

### **Inappropriate Conduct Policy**

LLCC believes that employees should be afforded the opportunity to work in an environment free of harassment as defined by state and federal law. Harassment is a form of inappropriate conduct that undermines the employment relationship. No LLCC employee will be subjected to ethnic slurs or other verbal or physical conduct relating to the employee's national origin, surname, skin color, gender, sex or age. Behavior that amounts to harassment can result in termination.

## **Definition**

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward the employee because of the employee's race, skin color, religion, gender, national origin, age or disability, or that of the employee's relatives, friends or associates. Harassment (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with the employee's work performance; or (3) otherwise adversely affects the employee's employment opportunities. Harassment in the workplace is illegal.

## **Employer's Responsibility**

LLCC wants the employee to have a work environment free of harassment by management personnel, by the employee's coworkers and by others with whom the employee must interact in the course of the employee's work as an LLCC employee. Harassment is specifically prohibited as unlawful and as a violation of LLCC's policy. LLCC management at all levels is responsible for preventing harassment in the workplace, for taking immediate corrective action to stop harassment in the workplace and for promptly investigating any allegation of work-related harassment.

## **Complaint Procedure**

If the employee experiences or witnesses harassment in the workplace, report it immediately to his/her supervisor. If the supervisor is the person who is harassing the employee, the employee may approach any other member of LLCC's management. All allegations of harassment will be quickly investigated. To the extent possible, the employee's confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the employee will be informed of the outcome of that investigation.

## **Retaliation Prohibited**

LLCC will not permit employment-based retaliation against anyone who brings a complaint of harassment or who speaks as a witness in the investigation of a complaint of harassment.

## **Training**

All LLCC management personnel will participate in harassment training. In addition, all employees will participate in a workshop about harassment upon beginning work at LLCC and at least once while the employee remains a LLCC employee.

## **Written Policy**

The employee will receive a copy of LLCC's harassment policy when the employee begins working for LLCC. If at any time the employee would like another copy of that policy, please contact the office. If LLCC should amend or modify its harassment policy, the employee will receive an individual copy of the amended or modified policy.

## **Alcohol And Drug Policy**

No alcoholic beverages or controlled substances will be consumed by any employee during his working hours, including breaks.



## **Dress Code**

The dress code for Inn employees will be as specifically directed by the kitchen, lounge, or dining room manager, but will generally conform to a presentation of white blouse/shirt, and dark slacks/skirt. Inn employees are expected to present a neat, clean appearance with appropriately restrained hair, and to treat all Inn visitors/customers with equal courtesy. The dress code for maintenance and greens personnel will consist of adequate protective clothing.

## **Equipment Policy**

Company vehicles may only be used by qualified employee operators or committee chairpersons on LLCC business. Company tools may not be taken by employees or members for personal use.

## **No Solicitation/Distribution Policy**

### **Solicitation Activities**

During work time in work areas, the employee is expected to devote the employee's time to work activities. Social solicitation activities and other solicitation activities are to take place only during break times and non-work times in areas where they will not disturb other people who are working. In addition, distribution of flyers and literature must be done on non-work time, in areas where the activity will not disturb other people who are working.

### **When Solicitation is Permitted**

Employees may solicit other employees or distribute literature to them when both the employee (the soliciting or distributing employee) and the employee being approached are on break or other form of free time, for example, before or after a shift. If the employee is off duty (not scheduled to work), the employee may not use LLCC premises or property to solicit or distribute.

### **Non-employee Solicitation**

LLCC does not allow non-employee solicitation on its property. Salespersons will not be permitted to solicit employees on LLCC's property. Anyone who comes onto LLCC's property to solicit its employees for any reason will be asked to leave and, if necessary, escorted off the premises. The same rule governs persons who would come onto LLCC property to distribute flyers or other literature. If someone wanting to sell something or hand something out approaches the employee, please contact your supervisor immediately.

### **Non-work Locations**

Solicitation and distribution by employees who are on break is permitted in the following non-work areas; break rooms only.

No solicitation or distribution is allowed in work areas unless the entire work team is on break. Please be courteous to coworkers. If someone expresses the desire not to be solicited or refuses a proffered flyer or piece of literature, respect that person's wishes.

## **Uniform Application of Policy**

LLCC will strictly enforce its no solicitation/no distribution rules, whether the potential solicitation or distribution is for a social purpose or for labor purposes. LLCC is interested only in preventing interruptions in the workplace and has no interest in controlling the content of the employee's free-time activities. Questions regarding solicitation and distributions should be directed to the Executive Committee.

## **Approval**

Employees need not seek advance approval by management before soliciting coworkers or distributing literature. Within the bounds of good taste and good sense, employees are free to engage in these activities on their own initiative.

## **Content**

Employees must use their judgment on the content of literature that is distributed. LLCC will not tolerate the distribution of obscene or offensive literature. Literature designed to malign coworkers will not be allowed. Materials to be distributed may not be produced or reproduced on LLCC equipment or using LLCC supplies.

## **Logos**

So long as the apparel fits within the established dress code at LLCC, shirts, jackets, ties, buttons, pins, and other items displaying union logos or slogans is permitted. The logo or slogan must be appropriate to the workplace; no obscene or overtly vulgar language will be permitted. In addition, when the employee leave the building to meet clients as a representative of LLCC, logos and slogans may appear on the employee's clothing but not on the employee's LLCC issued apparel.

## **Smoking Policy**

### **Written Policy**

The employee will receive a copy of this policy in the employee's orientation packet. Additional copies are available upon request.

### **Smoking/No-Smoking Signs**

To support its policy of not allowing smoking in other than designated smoking areas, LLCC has posted "No Smoking" and "Smoking" signs in the appropriate areas. Each sign posted in an area where smoking is prohibited carries the internationally recognized symbol for no smoking red circle containing a lit cigarette with a line drawn diagonally through the circle. Please observe these signs at all times.

### **Nondiscrimination**

What the employee does outside of working hours and off LLCC's premises will not be the basis of any disciplinary action by LLCC. LLCC will not pursue a policy of discharging employees or refusing to hire applicants because they are smokers.

## **Telephone Use Policy**

Use of LLCC telephone equipment for personal call is discouraged, but may be allowed by supervision when appropriate.

## **Violence in the Workplace Prevention Policy**

### **Zero Tolerance**

LLCC has a zero tolerance violence policy. If the employee displays any violence in the workplace or threatens violence in the workplace, the employee is subject to immediate termination for cause. No talk of violence or joking about violence will be tolerated.

LLCC defines "violence" to include physically harming another, shoving, pushing, harassment, intimidation, coercion, brandishing weapons and threats or talk of violence.

### **Security Measures**

LLCC is committed to providing a safe environment for employees, members, customers and visitors. In order to provide a safe workplace LLCC requires:

Access to all LLCC property is limited to those with a legitimate business interest. All employees and employee vehicles entering the property must display LLCC's identification. All visitors and visitor vehicles must register and display LLCC's identification while on the property.

### **All Weapons Banned**

LLCC will not tolerate employees being in possession of any weapons, including weapons transported in employee vehicles, both inside the workplace and in the parking area. In addition, when working outside LLCC's premises, employees are prohibited from carrying or transporting weapons.

Weapons include guns, knives, explosives and other potential weapons. Employees with permission of Lake Limerick and the meeting of all state, county and or other regulations may carry pepper spray or mace for their protection while performing their regular assigned duties. Appropriate disciplinary action, up to and including termination, will be taken against any employee who is in violation of this policy. Tools used for LLCC work will not be considered weapons if used for LLCC work.

### **Inspections**

Desks, telephones and computers are the property of LLCC. LLCC reserves the right to enter or inspect your work area including, but not limited to, desks and computer storage disks, with or without notice.

LLCC's fax, copier and mail systems, including E-mail, are for LLCC business. Personal business should not be conducted through these systems. Under conditions approved by LLCC management, telephone conversations may be overheard and voice mail messages may be retrieved in the process of monitoring customer service.

Any private conversations overheard during such monitoring or private messages retrieved that constitute threats against other individuals can and will be used as the basis for termination for cause.

### **Progressive Discipline**

Employment at LLCC is terminable at-will by either the employee or LLCC. LLCC does use progressive discipline for minor offenses in an effort to encourage the employee to improve performance. LLCC reserves the right to terminate an employee immediately for any

reason or no reason at all as outlined in its termination At-Will section.

### **Reporting Violence**

It is everyone's business to prevent violence in the workplace. The employee can help by reporting what the employee sees in the workplace that could indicate that a coworker is in trouble.

Employees are requested to report any incident that may involve a violation of any of LLCC's policies that are designed to provide a comfortable workplace environment. Concerns may be presented to the employee's supervisor.

All reports will be investigated and information will be kept confidential, except where there is a need to know in order to effectuate a solution to the problem.

### **Jury Duty**

Compensation will **not** be paid by LLCC for time spent away from scheduled work because of jury duty.

### **Advance Notice**

Employees must give their supervisor advance notice of the need for time off for jury duty. The notice must be given within a reasonable time. A copy of the summons should accompany the request.

### **Return to Work**

If employees are dismissed from jury duty before the end of the workday, they must report to their supervisor for instructions on whether to return for work for the rest of the workday.

### **Time Off to Vote**

It is the policy of LLCC to give employees time off to vote, if required and is approved by the supervisor.

### **Advance Request**

Before taking time off to vote, the employee must make a written request to the employee's supervisor for time off ten days before voting day.

### **Voting Hours**

The employee is allowed two hours of time off to vote. Time off to vote is granted if the polls open fewer than two hours prior to work starting time or close fewer than two hours after quitting time. Employees are encouraged to vote before coming in to work or at the end of the workday.

### **Covered Elections**

This time off to vote policy applies to federal, state, and county elections.

## SECTION V

### EMPLOYEE HEALTH AND SAFETY RULES

#### Safety in the Workplace

All employees will strictly adhere to the safety program established by LLCC. Negligence or disregard of safety practices may result in dismissal.

#### **LLCC's Employee Health and Safety Rules**

- Observe all company and health rules and apply the principles of accident prevention in your day-to-day duties.
- Report any job related injury, illness, or property damage to your supervisor and seek treatment promptly.
- Report hazardous conditions, (equipment, floors, material) and unsafe acts to your supervisor or safety committee representative promptly.
- Observe all hazard warnings and no smoking signs.
- Keep aisles, walkways, and working areas clear of slipping and tripping hazards.
- Know the location of fire and safety exits and evacuation procedures.
- Keep all emergency equipment such as fire extinguishers, fire alarms, fire hoses, exit doors, and stairways clear of obstacles.
- Do not report to work under the influence of alcoholic beverages or drugs or consume them while on company premises during working hours.
- Refrain from fighting, horseplay, or distracting fellow workers.
- Remain in your own work area unless instructed otherwise.
- Operate only the equipment for which you are authorized and properly trained. Observe safe operating procedures for this equipment.
- Walk at all times on company premises (no running) and take no unauthorized short cuts, unless an emergency warrants it.
- Follow proper lifting procedures at all times.
- Ride as a passenger in a vehicle, only if it is equipped with a rider's seat.
- Do not wear frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.
- Use personal protection safety equipment as directed by OSHA standards, supervisors, and safety committee.
- Actively support and participate in LLCC's efforts to provide a safe and healthy work place.

#### **General Safety Policy Statement**

It is the intent of LLCC to comply with all state and federal OSHA regulations. Specific communication and safety training will take place by individual departments and jobs as required by law.

#### **Outside Contractors**

Outside contractors are required to abide by all the state and federal safety regulations.

## **Recordkeeping**

LLCC is required to keep records on every workplace injury and to record any time the employee is unable to perform the employee's full duties because of a work-related injury or illness. LLCC's main office maintains these records. Any time the employee incurs a workplace injury it must be reported immediately to their supervisor and an accident form must be filled out and sent to the office manager no matter how minor the injury is.

If the employee is unable to perform the employee's regular work duties due to the injury, the employee must obtain a work restriction form from a physician.

If the employee's work restriction form expires and the employee is still unable to perform the employee's regular duties, the employee must return to a physician for a new work restriction form.

## **SECTION VI**

### **EMPLOYEE RIGHTS AND STATE REGULATIONS**

#### **Access to Personnel Files**

##### **Periodic Access**

The employee may wish to review information found in their personnel file. It is the policy of LLCC to allow employees access to their personnel files at any time by written request. LLCC requires that employees view their personnel files in the presence of the office staff. LLCC will retain all employee personnel files for two years after separation from employment.

#### **Employee Rights Under the ADA/Human Rights Laws**

##### **Applicants with Disabilities**

It is the policy of LLCC to consider qualified applicants with disabilities in its hiring process in accordance with state and federal laws. It is the goal of LLCC to hire the best qualified individual for every position, regardless of race, sex, or any other protected group as outlined by law.

##### **Nondiscriminatory Training**

LLCC provides all its employees, including employees with disabilities with the opportunity to participate in training to improve job performance and for career advancement. Training opportunities will not be denied because they may require that LLCC make reasonable accommodations to the training process or facility for employees with disabilities, unless accommodation would create an undue hardship.

## **Sub-minimum Wages**

In order to provide career opportunities to individuals with disabilities that would otherwise curtail their earning capacities, LLCC may seek certification to employ persons with disabilities at a lower than normal wage rate. The wage reduction sought will, however, be related to each individual's productivity.

Even in sub-minimum wage payment situations, employees will be paid equal wages regardless of sex and will be paid overtime for hours worked in excess of the weekly maximum.

## **Service Animals**

Service animals accompanying persons with disabilities are welcome at LLCC. The service animal should remain with the person it is assisting at all times. If an employee is serving a customer who is assisted by a service animal, please be aware that the service animal is not a pet and should not be treated as a pet. Make every attempt not to separate the service animal from the person the service animal is assisting.

## **Child Labor Policy**

### **Employment of Minors**

LLCC hires minors under 18 to work in certain areas of its business. LLCC will abide by all state and federal regulations regarding the employment of minors.

## **Privacy in the Workplace Policy**

### **Drug and Alcohol Testing**

Possession or use of intoxicating beverages, unauthorized medical drugs and controlled substances on LLCC property or use of these substances in a manner that affects work will subject the employee to corrective discipline, up to and including discharge.

LLCC does not discriminate against individuals with drug and alcohol use problems. Rather, it will help employees who admit to such problems by referring them to appropriate treatment facilities and by giving them leaves of absence to obtain treatment.

LLCC managers are trained to identify job performance and on-the-job behavior that may reflect drug or alcohol use. When a manager concludes that declining job performance or erratic on-the-job behavior may be the product of a personal problem, the manager will refer the employee for testing.

To protect the safety of all concerned, LLCC reserves the right to ask the employee to take tests designed to determine the employee's compliance with LLCC's alcohol and drug policy. All testing will be conducted using reasonable procedural safeguards.

In addition, if compliance with LLCC's alcohol and drug policy is in question, LLCC may inspect its property that is under the employee's control (such as a locker or desk) and the employee's personal effects or automobile (while located on LLCC property).

Failure to submit to a test or inspection will result in termination of the employee who refuses.

If the employee has a drug or alcohol abuse problem and the employee needs help in addressing it, the employee should contact someone in management at once. LLCC will confidentially help the employee resolve the problem.

**References**

In order to protect the employee from being wrongly portrayed by LLCC to a subsequent or prospective employer, LLCC makes a practice of not providing letters of reference for former employees. Instead, upon the employee's termination from LLCC, whether voluntary or involuntary, LLCC will provide the employee with a letter stating that the employee was employed by LLCC and what type of job the employee held.

**Off-Duty Criminal Conduct**

Off-duty conduct will not impact an individual's employment with LLCC, unless it has a direct impact on their performance with LLCC.

**Monitoring**

The employee's work output, whether it is paperwork, computer files, products, customer calls or customer interaction, belongs to LLCC. As such, that work output is always subject to review by LLCC, whether it is stored electronically, on paper or in any other form. In addition, business equipment, including computers, desks and lockers belong to LLCC and are subject to search or investigation.





WASHINGTON STATE PARKS AND RECREATION COMMISSION  
VOLUNTEER PROGRAM

Return this form to:  
Washington State Parks  
Volunteer Program  
P O Box 42650  
Olympia, WA 98504-2650

**VOLUNTEER APPLICATION FOR INDIVIDUALS**

**Please Print**

NAME (1) LAST, FIRST, MIDDLE INITIAL		MR./MRS./MS./MISS:		NAME (2) LAST, FIRST, MIDDLE INITIAL		MR./MRS./MS./MISS:	
BIRTHDATE MONTH/DAY/YEAR (REQUIRED):		SS#:		BIRTHDATE MONTH/DAY/YEAR (REQUIRED):		SS#:	
MAILING ADDRESS, CITY, STATE, ZIP:							
TELEPHONE:		MESSAGE SERVICE:			E-MAIL:		
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you taken a defensive driving course? <input type="checkbox"/> Yes <input type="checkbox"/> No							
When? _____		State/Province _____		Drivers License Number(s) _____			
Have you been arrested or convicted of a misdemeanor or a felony? Yes No If yes, please attach explanation. If you have been convicted of a misdemeanor or felony, you may not be eligible for volunteer service, or you may be restricted from performing certain activities. Background checks will be done on all applicants.							
Type of camping unit?		Total length of campsite/moorage needed			RV Minimum hook-up necessary?		
<input type="checkbox"/> RV	<input type="checkbox"/> 5th Wheel	<input type="checkbox"/> TT	<input type="checkbox"/> 10'	<input type="checkbox"/> 20'	<input type="checkbox"/> 25'	<input type="checkbox"/> 30'	<input type="checkbox"/> 35'
<input type="checkbox"/> 40'	<input type="checkbox"/> Tent	<input type="checkbox"/> Moorage	<input type="checkbox"/> 45'	<input type="checkbox"/> 50'	<input type="checkbox"/> 55'	<input type="checkbox"/> 60'	<input type="checkbox"/> Water
<input type="checkbox"/> Sewer <input type="checkbox"/> Electricity							
If you have any work limitations, please explain:							
SKILLS AND INTERESTS VOLUNTEER 1				VOLUNTEER 2			
List any previous hosting or volunteer experience. Please list park, location, and dates.							
Check months you are available to volunteer:							
<input type="checkbox"/> All	<input type="checkbox"/> Jan	<input type="checkbox"/> Feb	<input type="checkbox"/> Mar	<input type="checkbox"/> Apr	<input type="checkbox"/> May	<input type="checkbox"/> Jun	<input type="checkbox"/> Jul
<input type="checkbox"/> Aug	<input type="checkbox"/> Sep	<input type="checkbox"/> Oct	<input type="checkbox"/> Nov	<input type="checkbox"/> Dec	Year _____		
List in preferential order the State Parks where you would like to host or volunteer (see reverse). If you would like to volunteer in any park within a certain geographical location, please indicate (i.e., ocean beaches, mountains, Puget Sound, lakes, desert, marine parks, etc).							
1 _____	2 _____	3 _____	4 _____	5 _____			
List the types of volunteer services you would like to provide (see reverse).							
1 _____	2 _____	3 _____	4 _____	5 _____			
If the parks you chose are full during the time you're available, would you be willing to host at other parks with openings?							
<input type="checkbox"/> Yes <input type="checkbox"/> No							
Would you be willing to assist/lead children in a Junior Ranger Program that includes nature walks, litter pick-up, activities, etc.?							
<input type="checkbox"/> Yes <input type="checkbox"/> No							
All answers and statements are true and complete to the best of my knowledge. I understand that the state may verify information and that untruthful or misleading answers are cause for rejection of this application. I further understand by signing this release I am stating that I have never been convicted of a misdemeanor or felony.							
SIGNATURE VOLUNTEER 1 (REQUIRED): _____				SIGNATURE VOLUNTEER 2 (REQUIRED): _____			
DATE: _____				DATE: _____			
How did you learn of our program? <input type="checkbox"/> Other Volunteer <input type="checkbox"/> Newspaper <input type="checkbox"/> Workamper News							
<input type="checkbox"/> NW State Park Ambassadors <input type="checkbox"/> Trade Show <input type="checkbox"/> Other							

# 2003 Volunteer Award Winners

Earlier this year, Washington State Parks recognized 15 outstanding individuals and nine groups who contributed their time and talents at our wonderful parks. Here is the list of the 2003 winners and a brief summary of what they did.

**Volunteer of the Year ~ Bob Brown, Nordland, WA.** Bob has volunteered at Fort Flagler since 1998. He has revamped many trails and historic sites in the park, coordinated a project involving renovating the flag pole and finding someone to donate a large flag--this project was estimated at \$2,500! Bob also gives tours and trains other volunteers on how to give tours. Runners-up: Richard Cassidy, Paul Moyers.

**Host of the Year ~ Sharon Stewart, Tumwater, WA.** Sharon has been hosting at Sacajawea since 2000. She volunteers in the interpretive center, recruits hosts and volunteers, and has saved staff time by answering telephones, and responding to written inquiries. In 2003, Sharon was instrumental in recruiting extra volunteers for Lewis & Clark Heritage Day; over 4,000 people attended! Runners-up: Hoby & Lexie Rawlins, Pam Doyle.

**Significant Volunteer Achievement ~ Lyman Grover, Tucson, AZ.** Lyman spent over 300 hours creating a historical booklet about Fort Flagler. He did extensive research to verify facts and bought his own publishing software to give the book a professional look. The Friends of Fort Flagler are currently selling the book. Runners-up: Richard and Tanya Fullmer, Bob and Mary Feiler.

**Special Mention ~ Julie Davis, Dallesport, WA.** Julie has been volunteering as an interpretive guide since 1993 at the Horsethief Lake Pictograph Trail. Runners-up: Charles and Shirley Rhoades, Richard and Sharon McKinley, Alan Lichter and Kate Agape-Lichter.

**Outstanding Contribution by an Individual ~ Steven Kobylk, Coupeville, WA** Steven is the resident expert of the forts at Fort Casey and Fort Ebey. During the summer months he provides interpretive programs to the public. During his programs he also has equipment original to the fort that the public can see and use. Runners-up: Bud Campbell, Eugene Moore.

**Lifetime Achievement ~ Carol Payne, Goldendale, WA** Carol started hosting at Maryhill State Park in 1987. Since that time, she has put in almost 9,000 hours providing information to visitors, trimming trees, raking leaves, and sprucing up the park. Carol also organized the fun things such as potlucks, birthdays, and going-away parties.

**Lifetime Achievement ~ Bob and Nina Golphene, Vancouver, WA** Bob and Nina have been hosts at Jarrels Cove for the past 13 years, putting in over 25,000 hours. Besides regular host duties, they also assisted with several improvement projects including trail maintenance, and installing new facilities.

**Lifetime Achievement ~ Bill and Ellen Schirmer, Spokane, WA.** Since 1994, Bill and Ellen have put in over 15,000 hours at several state parks. They were very involved with the Junior Ranger Program and were always willing to help out wherever needed.

**Lifetime Achievement ~ Janice Parsons, Bridgeport, WA.** Janice has put in over 15,000 hours at Bridgeport State Park since 1992. She was "a volunteer for all seasons." She mowed lawns, assisted with registration, helped repair irrigation systems, raked leaves and assisted with snow removal. Janice also provided interpretation of the local area to visitors.

**Lifetime Achievement ~ Dick and Pat Harris, Yakima, WA.** Dick and Pat have put in over 6,700 hours at Brooks Memorial and Maryhill State Parks since 1996.



**Lifetime Achievement ~ Vern and Beverly Bailey, Bremerton, WA.** Vern and Beverly have been hosting at Kanaskat Palmer and Saltwater State Parks since 1995. They were instrumental in assisting with much of the refurbishing of the concession building. They also assisted with the renovation of the office restroom.

**Group of the Year ~ TIE - Friends of Centennial Trail, Spokane, WA.** The Friends of Centennial Trail's mission is to assist and encourage the development and maintenance of the Centennial Trail. The group recently secured a donation of \$172,000 that was combined with an additional \$40,000 from the group itself to help with the Centennial High Bridge project.

**Group of the Year ~ TIE - Friends of Old Fort Townsend, Port Townsend, WA.** The Friends of Old Fort Townsend have assisted with support for grant applications, started a fund raising campaign for a shelter, constructed boardwalks and have continued repairing damaged areas on the trails.

Runners-up: King County Housing Authority Americorps and Federal Way School District Americorps

**Significant Volunteer Achievement - Group ~ Boeing Commercial Airplane Group, Seattle, WA.** The group rebuilt one of the bridges and distributed several yards of gravel throughout the trail system at Saltwater State park

**Significant Volunteer Achievement - Youth Group ~ Eagle Scout Scott Bartle and Troop 245, Gig Harbor, WA.** This group built a stairway along approximately 300 feet of trail at Cape Disappointment State Park.

**Special Mention - Group ~ Fort Flagler Association** repaired restrooms at Camp Richmond, replaced lights in the theater, replaced a porch at Camp Wilson, organized a compost area, replaced the Camp Hoskins utility sink, cleaned up areas around the Camp Richmond fire pits and painted throughout the ELC.

**Special Mention - Group ~ Camp Wooten Association** provided an overall clean-up of the grounds including raking and burning leaves and pine needles, cut, hauled, and stacked firewood, repaired the archery range, worked on the interpretive trail, and cleaned the canoe shed, cabins, mess hall, and classroom buildings.

**Special Mention - Group ~ Millersylvania Association** repaired cabin floors and plumbing in the restrooms, repaired roof and shower stalls, and worked on lodge maintenance.

**Special Mention - Group ~ Cornet Bay Association** completed trail maintenance and did an overall clean-up of the grounds and facilities.

### Emergency Host / Mailing List Form

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_

**Emergency Host:**

Yes, I would like to be considered for emergency hosting for the months circled.  
All Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec Yr \_\_\_\_\_

I can be available for:

Any Park       Eastern Washington Parks       Western Washington Parks  
 Only the parks listed: \_\_\_\_\_

**Mailing List:**

I am no longer able to host. Please take my name off the mailing list.

In an effort to keep our mailing costs down, your name will automatically be dropped from our mailing list if you have not hosted with Washington State Parks in the past two years.



# HOST DUTIES AND INFORMATION

*Be sure to ask for the complete Host Orientation Guide at your first assigned park.*

Volunteer hosts assist park staff with routine visitor services such as greeting guests, answering questions, and dispensing information in exchange for free camping or boat moorage. Hosts are used in campgrounds, marine parks, interpretive centers and programs and Environmental Learning Centers.

## **Expectations of Hosts**

Hosts are expected to maintain clean, orderly campsites.

Hosts may sell only Washington State Parks approved items in the parks.

You must check with the manager before adding any additional structures or storage containers at your site. All plants or gardens must be grown in portable containers

Do not perform vehicle maintenance at your site.

State equipment shall not be used for personal benefit.

Only camping and recreational equipment may be in public view; all other equipment must be stored out of sight.

It is not appropriate to consume alcohol or use tobacco while on active duty. Please confine use of either to your campsite during off-duty hours.

Hosts are official representatives of the Washington State Parks and Recreation Commission, therefore:

- Dress appropriately
- Avoid offensive language or conduct.
- Avoid displaying signs, decals, bumper stickers, posters that express political or religious viewpoints. Please check with your manager.

All dogs must be kept on a leash and have current rabies certificates.

## **Tips for Hosts**

Read the Washington State Parks Host Orientation Manual (provided at the park).

Spend some time getting familiar with the local area. Visit the chamber of commerce to obtain information.

If possible, arrive a day before the previous hosts leave so you have an opportunity to ask them questions and discuss any special considerations. Be sure to check with the manager ahead of time if you plan to stay at the campground, especially in the summer.

During the orientation session with park staff, don't hesitate to ask questions, clarify responsibilities, or bring up concerns.

Remember: safety first, always. Know your physical limitations and discuss any specific medical problems – allergies, surgeries, diabetes, etc. – with your park contact. It is beneficial if you have a current CPR rating, especially in the more remote areas.

Ask for feedback on your performance. You are entitled to receive an evaluation of your host experience by park staff and in turn, you will be given the opportunity to give your feedback.

If you get asked a question by a member of the public and you don't know the answer, tell them you'll find the answer and get back to them. When asked for a recommendation on a restaurant or an activity, try to find out about the visitor's tastes before giving an answer. Give more than one recommendation if possible.

## **Application, Agreement, and Timesheet**

Application packets are available at State Parks Headquarters in Olympia. You may pick one up in person or by contacting the Volunteer Programs by mail, telephone or E-mail. Once your application is received and reviewed it is then forwarded on to the parks that you chose or parks that meet your specific criteria.

Although Washington State Parks is always in need of new hosts, it may be easier to get a first time hosting position if you are willing to be flexible in your location choices. Even though the application form has space for five choices, you are welcome to add more parks or indicate that you are interested in any parks within a certain area (i.e., any park in the Puget Sound area, lakes, mountains, etc).

After your application is received at the park, a member of the park staff will contact you either by phone or mail if host openings are still available. You will receive an explanation of your specific duties and responsibilities, and may be interviewed over the phone. You and the ranger will make arrangements regarding required duties, location and dates. Once you arrive for your assignment, you will receive further training and orientation.

Park staff accept new applications year round and most begin making contacts for the next season's hosts in November/December, but some will wait until late winter or even early spring before making contact. Remember, you are always welcome to make contact with the parks to inquire about their host status.

Before you begin your volunteer service, you will be asked to fill out and sign a number of forms including the Volunteer Service Agreement. Each of the forms has a specific purpose, such as to ensure that you understand your job duties, that you are properly trained, and that you understand the rules and regulations under which you volunteer. Park staff will explain the purpose of each of the forms if you have any questions.

Timesheets must be completed and submitted to your supervisor at the end of your service or at the end of each month in which you volunteer to ensure that you are covered for medical industrial insurance and liability protection during the time you are volunteering.

## **What You get in Return**

With a 30 day commitment (28 hours per week per site) in parks with hookups or two weeks in a park without hookups, you will receive:

- Free camping and hookups (where available)
- A "Host" sign for your campsite
- A baseball cap or visor, vest and nametag

## **Insurance Coverage**

**Medical:** State Parks provides medical industrial insurance for volunteers through the Department of Labor and Industries. By submitting your timesheet, you will receive the cost of medical treatment needed for a service-related injury or illness. You are NOT covered for loss of employment time due to the injury or illness, nor for a lasting disability or death. If you suffer an on-the-job injury, your supervisor will assist you in obtaining and completing the proper forms to submit for processing.

**Tort Liability:** As a volunteer host, you are acting as an agent of State Parks. Therefore, when you are acting within *the accepted limits and scope of your assigned job responsibilities*, State Parks can choose to assume responsibility for tort liability claims on your behalf. All situations will be considered on a case-by-case basis. Of course, any tort claim resulting from criminal activity on a volunteers part will not be covered by the agency.

**Personal Property:** A volunteers personal belongings are not covered by State Parks. It is advisable that you carry your own insurance to cover damage to personal belongings which may occur as a result of natural disasters such as earthquakes, storms, ice, fire, flooding, high winds, etc.

**Vehicle Insurance:** You may be asked to show proof of vehicle insurance if you use your own vehicle on the job.

If special equipment or tools are required to perform your volunteer duties, you will be issued what you need and trained in their use. State Parks equipment is not to be used for personal use. It is not recommended that you use your personal equipment to perform your volunteer duties. If you do, State Parks is not responsible for damage, replacement or repair to such equipment.

For your protection, you should not offer park visitors a ride in your personal vehicle. Taxi service is not one of your volunteer job duties.

### **Appearance/Identification**

As a Volunteer Host, you will be asked to wear a green vest (to be returned at the end of your service) and a baseball cap or visor (yours to keep) with the Washington State Parks and Recreation Commission logo, which will identify you as a Volunteer Host to park visitors. Please wear your vest and hat with pride and respect while you are on duty. If you wear your hat or visor when you are not on duty, please use your discretion where you wear it since people will recognize you as a representative of State Parks. Name tags (yours to keep) will also be provided and should be worn on your vest.

### **Background Checks**

As a volunteer, you will be acting as an agent of State Parks. For certain volunteer positions which may have access to money or unsupervised access to children under sixteen years of age, developmentally disabled persons or vulnerable adults, you may be required to undergo a conviction or background record check. The expense of such check will be borne by State Parks.

For your protection, you should never accept responsibility for supervising park visitors □ children. Babysitting is not one of your volunteer job duties.

### **Interacting with Visitors**

The following tips will help you become an effective Volunteer Host when greeting and assisting park visitors:

#### **DO**

- ☺ Be a good listener.
- ☺ Be polite and friendly, with a desire to be helpful.
- ☺ Be positive about the park, staff, and rules.
- ☺ Be a good neighbor. Set a good example by obeying the park rules yourself.
- ☺ Be familiar with park rules and regulations so you can explain them when asked or when you see a violation. Hand out an appropriate brochure if available. If the violation continues, report it to the park manager.
- ☺ Give out accurate information. If you can't answer a question, check with park staff or refer the visitor to the Information Center.
- ☺ Refer campers with complaints to the park manager or your supervisor.
- ☺ Wave as you walk by and SMILE!

## **DON'T**

- ☹ Don't try to enforce rules.
- ☹ Don't argue, scold or "chew out" the visitor.
- ☹ Don't be harsh, sharp, abrupt, hurried, or impatient.
- ☹ Don't act like a know-it-all or be self-righteous.
- ☹ Don't be a busybody. Respect campers' privacy and their right to "get away" from it all.
- ☹ Don't be the park bartender--use common sense and discretion when consuming alcohol. Keep beverages in your campsite, and please don't over do it. As a Volunteer Host you want to be alert and at your best.

## **Providing Information**

The more you know, the more confident you will feel as you perform your host duties and the more helpful you can be to park visitors. But please don't think we expect you to know the answer to every question you will be asked. (Even the rangers get asked questions they can't answer!) Never be embarrassed to admit to a visitor that you don't know the answer to a question. Tell them you will try to find the answer and get back to them. If the answer is not in your host packet, check with your supervisor.

If visitors would like additional information beyond what you can provide (such as campsite availability in other parks), you may refer them to the State Parks Information Center at (360) 902-8844 (or Telephone Relay Service for the hearing impaired: 1-800-833-6388). The Information Center can provide current information about campsite availability, camping rates, or amenities of a specific park.

Your supervisor or the local chamber of commerce or visitor information bureau can provide you with additional information on local attractions and events. Additional copies of brochures may be available for distribution at your park. Check with your supervisor for availability.

## **Campsite Reservations**

Reservations may be made at certain parks for camping between May 15 and Sept 15 by calling (888) CAMPOUT or (888) 226-7688 year-round or visit [www.parks.wa.gov](http://www.parks.wa.gov).

Exceptions: Some parks are first-come, first-served. Reservations are accepted for year-round camping at Deception Pass State Park for campsites; at Cape Disappointment (formally Fort Canby) State Park for cabins, yurts and campsites; at Battle Ground Lake State Park for cabins; at Dosewallips State Park for platform tents; at most group camps in reservation parks; and at Fort Worden State Park Conference Center, which has its own reservation system for campsites and houses. For conference center accommodations or vacation houses, call Fort Worden directly at (360) 344-4400 or use the Telephone Device for the Deaf at (360) 379-9385. Fort Worden campground takes reservations by mail, in person, by fax or online at [www.olympus.net/ftworden](http://www.olympus.net/ftworden).

## **Business Enterprises**

Conducting business, such as selling items/products or performing services for pay, within the park is not allowed except by separate contract with Washington State Parks.

## **Selling Firewood**

At some parks, concessionaires sell firewood to park visitors. Selling firewood for a concessionaire is not part of a volunteer's duties. You may, however, with park manager approval, choose to sell

firewood for a concessionaire. In this case, you would work *for and under agreement with* the concessionaire. Time spent working for the concessionaire selling firewood must be separate from and in addition to your host services.

Remember that during the time when you are working for the concessionaire you will not be acting in your capacity as a volunteer host, and, therefore, will not be covered by the industrial insurance provided by State Parks. The concessionaire should provide similar coverage, but you should clarify this with the concessionaire.

## **Evaluating Your Host Experience**

As a volunteer host serving in Washington State Parks, you will be asked to evaluate your hosting experience, park staff and the facilities, plus comment on additional training or information needed to assist you in the performance of your duties. We appreciate your honest assessment of your experience as a way to help us identify needed improvements such as providing additional information or training. The park manager, or your supervisor, will complete the bottom section of the evaluation form.

## **Host Duties**

Your application packet includes your Volunteer Duties and Job Description, which you will complete with your supervisor. Some of the duties may include:

- Greeting and assisting visitors, informing them of common park and facility rules, answering questions and receiving comments about the park, facility and surrounding area.
- Distributing maps, brochures, and facility information to individuals and groups.
- Replenishing restroom and facility supplies when park staff are not present. Hosts may be requested to help make sure restroom facilities have adequate toilet paper and paper towels in the dispensers, floors are picked up or swept, or light bulbs are functioning and replaced when needed. Some parks may have the Host assist in stocking the restroom storage areas.
- Promoting care of the park or facility by keeping a clean site and performing minor maintenance tasks such as picking up litter or light duties as outlined by the park manager. Clean facilities and grounds actually help prevent the spread of litter, in addition to providing a welcome sight to visitors.
- Being a visible representative of the park or facility with a sufficient and comfortable knowledge of park and facility rules and surrounding area activities so you can explain rules plus provide information to visitors.
- Being observant for activities within the park or facility requiring immediate attention. Contacting park personnel and/or law enforcement when emergencies occur. **Remember:** You are not responsible for enforcing park rules.

Size, location, facilities and use not only determine park staffing and operation, but also what duties the park manager will be requesting you to perform. A host in one park may be asked to pick up litter and weed areas, plus greet visitors, while another host may be asked to provide surveillance, check restrooms, take meter readings, take down flags and close gates in the evenings.

Examples of general park and facility tasks:

- Picking up litter in and around campsites or facilities
- Cleaning garbage and ash out of firepits
- Stacking burnable wood next to firepits
- Raking sites and driving areas smooth
- Pulling nails from tables, posts, trees
- Removing strings and rope from trees, bushes



- Sweeping or brushing off picnic tables
- Clipping brush out of the way
- Reporting any damaged tables, trees, firepits, or posts to supervisor
- Turning on and off water system for park or facility

Examples of some possible minor tasks:

- Checking and moving sprinklers
- Checking traffic meters
- Opening and/or closing park gates or other facilities
- Putting up and/or taking down flags
- Moving or cleaning up around garbage cans
- Raking or sweeping gravel
- Sweeping cobwebs off buildings
- Straightening site posts
- Keeping bulletin board information up-to-date
- Hosing down buildings and signs
- Pruning shrubs and trees
- Trimming or weeding grass
- Minor repairs to picnic tables, buildings, ramp and docks
- Checking facility kitchen; opening shelters; posting Group Reservation signs
- Fixing fences

### **Camper Registration Duties**

As Host, you may be asked to help with the following camper registration duties that do not involve handling park funds:

- Keeping track of occupied and vacant campsites.
- Directing campers to vacant sites.
- Reminding campers to register at booth or self-registration stations.
- Assisting park staff in redirecting traffic if camp area is full.
- Posting "Camp Area Full" sign.
- Letting registration personnel know who needs presto fuel.
- Keeping track of campers and number of nights in park.
- Filling out registration sheet.
- Pulling old tags off campsite posts.
- Under direct supervision, assisting park staff with camper reservations.
- Informing incoming campers where family or friends are located.
- Directing picnickers to day-use area.
- Answering questions on registration procedures in your park that may include:
  - Where and when do campers pay?
  - Can campers pay for more than one night at a time?
  - Are travelers checks, Canadian money, or personal checks accepted?
  - Where and when can firewood be purchased?
  - Once registered, can a camper leave the park and return if the gate is closed?
  - How do you get a park pass?
  - Does the park give refunds?
  - Can I pay for my friend's site?
  - Do you charge a surcharge?