



Leavenworth Mosquito Control District

Employee Handbook
Updated: 2026

ABOUT LEAVENWORTH MOSQUITO CONTROL DISTRICT

Prior to the formation of the Leavenworth Mosquito Control District (“District”), the Lions Club of Leavenworth undertook the raising of funds for aerial spraying of mosquitoes.

In the late 90’s this practice became challenging and was eventually suspended in 2000 and 2001. Mosquito numbers in 2002 were high enough that the City of Leavenworth combined with the Leavenworth Chamber of Commerce took responsibility for a final aerial spray prior to the formation of the Leavenworth Mosquito Control District funded by the Lions Club.

In the Fall of 2002 voters overwhelmingly approved the formation of a Mosquito Control District, formally established as Chelan County Mosquito Control District #2. Once the District formation was approved by the voters, Chelan County Board of Commissioners began accepting applications for the initial Mosquito Control Board and appointed the initial 4 board members. President, Secretary, Treasurer and Board Member #1. Board Member #2 was appointed as the City of Leavenworth Representative to complete the new District’s 5 Member Board.

The District Board began meeting in early 2003, where it became apparent that activities should also include a larviciding program. A Program Manager position was created, and the mosquito control program started in earnest in May of 2003.

Leavenworth Mosquito Control Districts mission is:

Providing safe, economical and effective mosquito control for the protection of public health as well as the enhanced enjoyment of local outdoor activities by residents and visitors alike.

PURPOSE OF THIS HANDBOOK

This handbook has been written to serve as a guide for the employee/employer relationship and is intended to assist the District’s employees by providing an enhanced understanding of the mission, policies, and program procedures. All of the District’s employees are at-will employees.

Neither this handbook nor any other organization document confers any contractual right, either express or implied, to remain employed or guarantee any fixed terms and conditions of employment. Nor does it create enforceable rights for Leavenworth Mosquito Control District employees. The District may revoke, change, or supplement these guidelines at any time. Changes to the employee handbook will be provided to staff in writing immediately after Board resolution.

Employment with the District is at-will. Employment shall only continue for so long as the employer/employee relationship remains mutually satisfactory. Employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the organization, or employees may resign for any reason at any time.

This version of the handbook dated November 17, 2025, all policies and procedures contained herein supersede and replace all prior employee handbooks, prior practices, oral or written representations, or statements regarding the terms and conditions of employment with Leavenworth Mosquito Control.

ABBREVIATIONS USED IN THIS HANDBOOK

- BOD: Board of Directors
- POB: President of the Board
- District: Leavenworth Mosquito Control District

Table of Contents

EMPLOYEE CONDUCT

Conflict of Interest----- 4

Non-Harassment / Non-Discrimination----- 4

Reporting----- 5

Professional Conduct----- 5

Confidentiality ----- 6

Drug, Alcohol, and Smoke Free Workplace ----- 6

Online Communication Guidelines ----- 6

Dispute Resolution ----- 6

ORGANIZATIONAL PROPERTY

Mileage & Travel Expenses -----	7
Use of Personal Vehicles-----	8
Insurance Coverage -----	8

EMPLOYMENT

At-Will Employment-----	9
Background & Reference Checks-----	9
New Hire Orientation-----	9
Employee Classification & Status Categories -----	9
Employee Personnel Records -----	9
Position Descriptions -----	10
Salary Administration -----	10
Setting Base Wage or Salary for New Employees -----	10
Awarding Step Increases -----	10
Cost of Living Adjustments (COLA) -----	11
Time Reporting -----	11
Payment of Wages/Salary, Payroll Deductions & Tax Statements -----	11

ATTENDANCE

General Attendance & Remote Working-----	12
Work Hour Breaks for Meals and Rest -----	12

BENEFITS

Statutory Federal and State Insurances-----	12
Unemployment & Workers Compensation Insurance -----	12
Military Leave -----	13
Jury Duty/Court Appearance-----	13
Unauthorized Leave-----	13

WORK PERFORMANCE

Evaluation and Appraisal of Employee----- 13

WORKPLACE SAFETY & SECURITY

Emergency Procedures----- 14

Air Quality Considerations----- 14

SEPERATION OF EMPLOYMENT

Voluntary Resignation -----14

Termination -----15

Return of Organization Property -----15

Exit Interviews -----15

Rehire -----15

Employment References ----- 15

Employee Handbook Acknowledgment & Receipt -----16

EMPLOYEE CONDUCT

Conflict of Interest

Employees shall not engage in any activity or behavior, which would create a conflict, a potential conflict, or the appearance of a conflict in their ability to support the programs and projects of the District. Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of the District may conflict with the employee’s own personal interests.

All interactions concerning the District’s funds shall be conducted in such a way that there is no conflict of interest between purchaser and vendor. Any questions about fairness or the appearance of fairness of a situation should be directed to the BOD.

Non-Harassment / Non-Discrimination

Individuals have the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including harassment. Violations of this policy will not be tolerated.

The District is an equal opportunity employer and does not discriminate against employees or applicants for employment based on an individual’s race, color, religion, age, gender, sexual orientation, gender identity, national origin, genetic information, marital status, and veteran status, hereafter referred to as protected characteristics.

This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

The District prohibits discrimination or harassment, including sexual harassment, as defined by the Equal Employment Opportunity Commission¹. Employees are required to familiarize themselves with the definitions of harassment and discrimination and are prohibited from engaging in discriminatory or harassing conduct.

Reporting

Individuals who believe they have been the victims of conduct prohibited by this policy or who believe they have witnessed such conduct should discuss their concerns with the POB and/or BOD. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, and resolved appropriately by the BOD

The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is prohibited. Acts of retaliation should be reported immediately to the POB and/or the BOD as applicable and resolved appropriately by the BOD.

Professional Conduct

- Employees are to adhere to a standard of professional conduct and integrity in all aspects of their work. Guidelines of professionalism include, but are not limited to:
- Complying with all Employee Handbook requirements and guidelines.
- Maintaining respectful communication with clients², employees and community members.
- Satisfactory performance of job duties.
- Avoiding gross misconduct (e.g., abuse, neglect, falsification of documentation, harassment or retaliation, use of intoxicants while on the job, etc.).
- Being respectful, courteous, and mindful of others' feelings and needs.
- Maintaining general cooperation between coworkers and supervisor/leads.
- Practicing good personal hygiene and dressing appropriately for your individual work responsibilities, work environment and position.

Individuals who act in an unprofessional manner may be subject to disciplinary action, including, but not limited to termination of employment.

¹ See www.eeoc.gov

² Clients includes any entity with whom Leavenworth Mosquito Control is working (e.g., partners, collaborators, contractors)

Confidentiality

Our employees may provide personal information for purposes of employment and external parties may entrust the District with important information relating to their businesses. All information will be considered confidential will not be externally or internally disclosed without a “need to know.” If an employee questions whether certain information is considered confidential, they should first check with their immediate supervisor/lead.

All inquiries from the media must be referred to the POB and/or the BOD immediately.

Drug, Alcohol, and Smoke Free Workplace

Employees are prohibited from unlawfully consuming, distributing, possessing, selling, using, or being under the influence of controlled substances while at work, on organization premises or engaged in organization business. Prescription drugs or over-the counter medications, taken as prescribed, are an exception to this policy. Employees using such medications should report to work free of adverse effects that might impair their ability and/or discuss reasonable accommodations with their supervisor/lead.

A limited exception to this policy may be made, solely at POB’s discretion, for social events held off site for District employees. Employee attendance at an event where alcohol may be served is optional. Employees shall be under no obligation to consume alcohol, and furthermore employees electing to consume alcohol are advised to do so in moderation.

Anyone violating the Drug Free/Alcohol Free/Smoke Free Workplace policy may be subject to disciplinary action, including termination.

Online Communication Guidelines

Online communications and social media networks³ provide useful ways of communication and promoting the District. The District supports open communication, and employees are permitted to tell others about their work. The following guidelines should be observed:

- Principles of integrity, professionalism, privacy/confidentiality, and impartiality should be observed by employees whenever posting online.
- Employees should assume that their professional life and personal life will merge online regardless of care in separating them.
- Employees will not post any information that is considered confidential, discriminatory, harassing, or defamatory with regard toward the District, Board Members, employees or clients, in any way.

Dispute Resolution

The following process does not in any way alter the employee’s at-will employment status. In the event of a conflict or misunderstanding, employees should first try to resolve the problem with the other person(s) involved. If a situation persists that an employee believes is detrimental to them or the District they should bring the matter to the attention of the POB and/or BOD. If the matter is not resolved to the employee’s satisfaction, the employee may follow the following formal grievance procedure:

³ Broadly defined to include email, blogs, wikis, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites that permit users to share information with others

- 1) Submit the grievance in writing to the POB and/or BOD within ten business days of any perceived grievous action. Generally, employees should receive a response from the POB/BOD within ten (10) working days of receiving the written complaint.
- 2) If submitted solely to the POB and a satisfactory resolution to the problem has not occurred within 10 days, or the grievance involves the POB in some manner, the employee may request a review by the BOD. The outcome of this review will serve as a final determination of the BOD's action.

ORGANIZATIONAL PROPERTY

Employees must use and care for the District's property in a responsible and sustainable manner. Any damage should be reported to the appropriate supervisor/lead. Upon termination, employees are required to surrender any organization property they possess.

Office equipment and services (e.g., cell phones, computers, software, internet, and emails) are intended for work-related use. Personal use should not place a burden upon other employees and should be at no additional cost to the organization. Files or software programs stored on organization computers may not be copied for personal use. Employees should not open suspicious emails, pop-ups, or downloads.

Employees and employers share a relationship based on trust and mutual respect. However, the organization retains the right to access all organization property including computers, desks, file cabinets, storage facilities, and files and folders, electronic or otherwise, at any time.

All documents, files, voicemails, and electronic information created, received, or maintained on or through organization property are the property of the District's and are part of official records. These are therefore potentially subject to disclosure to appropriate third parties for legal reasons including public records requests.

Mileage & Travel Expenses

The following policies apply for mileage reimbursement:

- a) Commuting mileage to and from the employee's duty station shall not be reimbursed.
- b) Duty Station is currently defined as the Leavenworth Storage Unit.
 - i If or when a stop at the storage unit is not required, start and stop locations would be defined depending on which end of town the employee is coming from.
 - ii The storage unit when coming from Plain/Chumstick area, Safeway if coming from US2 westbound, or Hwy 2 at Icicle Rd if coming eastbound on Hwy 2.
 - iii. If home base is within town limits, mileage would begin there as the starting point.
- c) Once at a regular work site and until work that day is finished, any required on-the-job driving is reimbursed.
- d) Mileage driven to take care of personal business while on a break or lunchtime is not paid.
- e) Miles driven on the job are reimbursed at the Washington State Office of Financial Management (OFM) rate.
- f) Reimbursement for mileage is paid each pay period for miles accrued during that reimbursement period. Mileage reimbursement may not be considered if the mileage accrual exceeds two months' worth of accrued mileage.
- g) If employees start work or stop work somewhere other than their regular job sites, the following also applies:

- If work starts or stops somewhere between home and the regular work site, defined as any work-related mileage under the normal commute to the regular work site, the District will not pay for mileage to/from home.
- If work starts or stops beyond the regular job site, the District will pay mileage from the regular job site to the place where work starts/stops.
- If work starts/stops in a different direction from an employee's house than their regular job site is, the District will pay for the mileage from the house to the place work starts/stops.

Other travel expenses (e.g., ferry tolls, meals, motel costs) must be pre-approved by the POB or by BOD's direction.

Use of Personal Vehicles

Employees who drive a personal vehicle on agency business shall have a valid driver's license and their own vehicle insurance. Current copies of insurance coverage must be maintained in the employee's personnel file, non-compliance may result in mileage reimbursement being withheld or denied.

If the District insurance carrier determines that an employee's driving record does not meet the minimum criteria for coverage under the District's insurance policy, that employee cannot drive during or while conducting work for the District or receive mileage reimbursement. This may or may not affect an employee's condition of employment with the District as determined by the POB or BOD.

Insurance Coverage

The District purchases General and Professional Liability insurance coverage with the intent of protecting the agency and all employees for negligent acts or omissions (failure to act) that result in bodily injury or property damage to a third party.

This insurance policy also provides liability coverage for the agency for the use of non-agency owned autos. This insurance policy is meant to be in excess of the employee's automobile insurance. Once the limits of liability of the employee's auto insurance policy are exhausted, the organization's insurance policy will provide coverage to the agency, not the employee.

Organization-owned auto insurance does not cover physical damage to an employee's vehicle while they are driving on behalf of the agency. It is the responsibility of the employee to provide physical damage coverage on their personal auto policy if this type of protection is desired. Employees should carefully review their individual auto insurance coverage with their insurance agent prior to driving on organization business to ensure that they are adequately covered.

EMPLOYMENT

At-Will Employment

Employment with the District is at-will. Employment shall only continue for so long as the employer/employee relationship remains mutually satisfactory. This at-will employment relationship exists regardless of any statements by office personnel to the contrary.

Background & Reference Checks

The District will conduct pre-employment background and reference checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume, cover letter and/or application form and may include a criminal record check⁴. If information obtained in a criminal record background check could lead the District to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy.

New Hire Orientation

New employees will be provided with orientation session(s) designed to introduce new employees to the District and expand their understanding of their role with the organization. At minimum, this orientation will include the employee handbook with discussion of key policies, required employment forms and timekeeping procedures, and the management and reporting structures.

Employee Classification & Status Categories

All District employees are designated as temporary and nonexempt under state and federal wage and hour laws.

- Non-exempt employees are those eligible for overtime pay of 1.5 times the regular hourly rate of pay for all hours worked over 40 per work week. **All overtime must be approved by the POB or BOD in advance.**
- Seasonal/Temporary: Employees whose service is intended and specified to be of limited duration.
- Seasonal/Temporary employees may work either part-time or full-time. Temporary employees who remain on duty past the scheduled termination remain classified as temporary unless otherwise agreed to in writing by the BOD and the employee.
- Not eligible for employer-sponsored benefits. Not eligible for holiday pay or sick leave. Are paid an hourly wage according to job title and/or responsibilities.

Contractors, consultants and other such independent providers of services or individuals supplied under contract by an external party are not employees of the District.

Employee Personnel Records

The District may maintain a personnel file for each employee. These records are the property of the District and are kept confidential to the extent possible.

- Only the BOD has access to personnel file information.
- Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information on a need-to-know basis only.

⁴ a criminal conviction does not automatically bar an applicant from employment and all background checks will be done in compliance with applicable state and federal laws and regulations.

The confidentiality of some material(s) obtained for employment purposes are specifically protected by State and/or Federal law. To assure the highest level of confidentiality, the District may maintain secondary filing system(s) for each employee which may hold information of any of the following types:

- Information pertaining to medical conditions: including but not limited to HIV/AIDS, HEP B, documentation which pertains to any reasonable accommodation requests, disability benefits/leave, medical leave, and all other related confidential medical information.
- Employment Security benefits: including but not limited to unemployment filing claims, employer responses, claimant statements, appeal documents, correspondence, and benefit determinations.
- Worker Compensation Claims: including but not limited to occupational injury reports, the State Fund Labor & Industries claim forms, medical records, and correspondence. USCIS I-9 form and supporting documentation (filed separate from primary personnel records to facilitate an inspection request).
- Driver's Abstract or MVR and/or proof of eligibility to drive for organizational business.

Employees are expected to inform the organization of any change in name, address, home phone number, home address, revocation of driver's license, change in banking payment status, or emergency contact information.

Position Descriptions

The District may use job or position descriptions to aid in hiring, wage/salary administration, training, and to facilitate communication about job responsibilities. However, position descriptions are only guidelines and should be expected to change over time; additional duties may be taken on temporarily that will not affect an employee's pay rate. In the case that additional duties are assigned to an employee over a prolonged period, it may be appropriate for the BOD to review the salary range of those duties in relation to pay rate for a possible adjustment.

Salary Administration

The District recognizes that individual and team performance contribute to its success. The District strives to provide a compensation framework that includes wages that are competitive as to satisfy the goals of attracting, developing, and retaining the qualified employees necessary to fulfill its mission.

No statement, written or oral, about the District's compensation policy provides any guarantee of future promotions, step increases, salary preservation, or any other salary adjustments.

Setting Base Wage or Salary for New Employees

The District's BOD is responsible for offering and negotiating the base salary. The BOD will set the base wage or salary for other employees within the organization considering the same factors.

Awarding Step Increases

Step increases are designed to recognize an employee's contributions to the organization predicated on the development of skills and experience acquired over time; related to the tasks performed. Step increases for employees are not automatic and must be approved by the BOD. Step increases must be provided equitably and fairly among all eligible employees.

The BOD may approve out of cycle step increases for employees in situations where it is in the organization's best interest to adjust salary. Any change in salary (out of cycle or otherwise) requires approval from the BOD under a formal Resolution submitted to Chelan County Auditor's office.

Cost of Living Adjustments (COLA)

The District may give employees cost of living adjustment (COLA) increases based on the Consumer Price Index (CPI)⁵. Salaries throughout the organization will be adjusted accordingly. COLAs are not guaranteed and are evaluated annually and awarded at the BOD discretion based on factors including financial health of the organization.

Time Reporting

Work hours should be recorded to the nearest quarter-hour. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The work week covers seven consecutive days beginning on Sunday and ending on Saturday.

The full-time work week period is based on 40 hours. Overtime is defined as hours worked by an hourly or nonexempt employee in excess of 40 hours in a workweek. Overtime must be approved in advance; failure to do so may result in forfeiture of overtime pay.

The part-time work week is based on the employee's specific contract/agreement and typically between 20 and 30 hours worked per week. Any overtime would be in excess of 40 hours worked in a given week and must be pre-approved by a direct supervisor/lead or BOD.

Employees will submit their hours worked monthly, using the method provided by District's Treasurer. It is the employee's responsibility to accurately record dates and hours worked, including the description of time spent. Review and approval from the designated supervisor/lead and be submitted to District's Treasurer by the designated deadline. Employees who fail to submit a completed and approved timesheet by the deadline risk delaying receipt of their paycheck until the following month's payroll.

Payment of Wages/Salary, Payroll Deductions & Tax Statements

Salary and wage payments are made monthly and processed via Chelan County Auditor's office.

The District offers direct deposit into the bank account(s) of an employee's choice. If an employee elects this option, the employee will pay any applicable fee(s). Any changes to a bank account must be made in writing and verbally verified to the Treasurer. Employees should notify the Treasurer if the paycheck appears to be inaccurate in any way.

Paychecks include salary or wages earned less any mandatory or elected deductions. Deductions are summarized on the payroll stub and may include tax withholdings, employee paid portion benefits and Paid Family & Medical Leave Act (paidleave.wa.gov) or PFMLA, authorized charges, and/or direct deposits.

Wage and tax statement (W-2) will be mailed no later than January 31 each year to the address listed on an employee's W-4.

⁵ Bureau of Labor's West Urban All Urban Consumers CPI

ATTENDANCE

General Attendance & Remote Working

Prompt and regular attendance is required of employees. Employees should arrive at any designated work location (including trainings, meetings, or other activities) as scheduled or agreed upon on time and prepared to begin work activities. Excessive absenteeism (including tardiness and early departures), regardless of the reason, may result in discipline, including termination of employment.

If an employee is going to be late on previously agreed upon meetings or be absent from expected/scheduled tasks for any reason, they must notify their immediate supervisor/lead or POB as soon as possible. An employee who fails to report for work as scheduled or properly report their absence to the POB is subject to disciplinary action, including termination. Employees who are absent from work for three consecutive days without notification will be considered to have voluntarily resigned from employment with the District.

Work Hour Breaks for Meals and Rest

Employees who work at least four consecutive hours will be provided with a meal break which is not compensated.

- The District authorizes employees to determine the best time and duration of lunch breaks dependent upon the best utilization of their time.
- Employees are required to use their best judgement in taking the necessary breaks and hydrating requirements to remain utmost personal safety while working outdoors.

Nonexempt employees are entitled to one 15-minute break for every 4 hours worked; this break is compensated.

The scheduling of meal and rest periods may be set at the employee's discretion unless otherwise scheduled by the employee's immediate supervisor/lead with the goal of providing the least possible disruption during special business events.

BENEFITS

Statutory Federal and State Insurances

The District provides coverage for all employees under State Fund Unemployment Insurance and Workers' Compensation.

Unemployment & Workers Compensation Insurance

The District provides coverage for all employees under State Fund Unemployment Insurance and Workers' Compensation.

Workers Compensation: Workers Compensation insurance provides benefits to employees who experience an injury or illness in connection with a work-related incident. L&I benefit entitlements are determined by state law. Any employee who is injured or becomes ill on the job, regardless of severity, must:

1. Notify their supervisor/lead or POB immediately.
2. Complete an "Occupational Injury/Illness" report form⁶ immediately. This report must be sent to the POB within 2 days of the work-related incident.

⁶ Forms can be found on the Washington Department of Labor and Industries website

Military Leave

All employees of the District who are members of the United States Armed Forces or the commissioned corps of the Public Health Service are eligible for military leave for active duty, training, inactive duty training, full-time National Guard duty, or absence to determine the employee's fitness to serve in the Armed Forces.

Employees called to service may be eligible to receive time off under the Uniformed Services Employment and Reemployment Rights Act of 1994. Employees (or an appropriate officer of the uniformed service) must provide notice and a copy of their report orders to the POB. Military leave is granted on an unpaid basis. Upon return, an employee may be entitled to reinstatement, and any applicable job benefits they would have received if present, to the extent provided by law.

Jury Duty/Court Appearance

Time off for mandatory jury duty or court ordered/subpoenaed appearances is excused when it directly conflicts with the employee's schedule.

Unauthorized Leave

The District will consider any employee who is absent for three (3) consecutive days without authorization to have de facto resigned.

WORK PERFORMANCE

Evaluation and Appraisal of Employee

Performance evaluations may be conducted annually. Written evaluations may also be made at any time to advise employees of unacceptable performance. All evaluations become part of the employee personnel file.

The BOD will be responsible for completing annual performance evaluations and determining eligibility for pay increases via executive session. A wage increase is not a predetermined outcome of the evaluation process.

WORKPLACE SAFETY & SECURITY

Employees should use all safety and protective equipment provided to them and maintain work areas in a safe and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to a supervisor/lead immediately.

Employees are prohibited from making threats against anyone in connection with his/her work or engaging in violent activities while in the employ of the organization. Any questions regarding safety and safe practices should be directed to the supervisor/lead or POB.

Employees are required to report any injury, regardless of how minor, to a supervisor/lead immediately. Physical discomfort caused by repetitive tasks must also be reported. For more information about on-the-job injuries/illness, refer to the worker's compensation section of this handbook.

Employees must be alert and be aware of any potential dangers to themselves or their coworkers. "Site" visitors should be escorted at all times and maintain safe distance from any chemical application efforts. Employees should report any suspicious activity to a supervisor/lead immediately.

Emergency Procedures

In the event of an emergency, dial 911 immediately. It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination.

Air Quality Considerations

District employees are expected to monitor air quality standards⁷ and take responsibility for their health when working outdoors.

- The District will provide employees with appropriate personal protective equipment such as N95 respirator masks.
- If at any time District staff feel their health is in jeopardy from wildfire smoke, they should take reasonable action for their own personal safety.

SEPERATION OF EMPLOYMENT

The District encourages all employees desiring to terminate their employment relationship with The District to notify their direct supervisor/lead of their resignation in writing at least two weeks in advance of their intended termination date.

Voluntary Resignation

Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization.

If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances.

⁷ <https://www.airnow.gov/aqi/aqi-basics/>

Termination

Employees of the District are employed on an at-will basis, and the organization retains the right to terminate an employee at any time.

Return of Organization Property

The separating employee must return all organization property at the time of separation. Failure to return some items may result in deductions from the final paycheck. An employee will be required to sign the Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck.

Exit Interviews

An exit interview may be conducted when employees leave the District. During this exit interview, any final benefit designations are reviewed, and reasons for leaving are explored. The exit process also includes the return of all District property, reporting of computer and telephone pass codes, confirmation from the finance department that no money is owed to the District, and any other relevant matters.

Rehire

Former employees who leave the District voluntarily, while in good standing, may be considered for reemployment. An application must be submitted, and the applicant must meet all minimum qualifications and requirements of the position. The BOD must provide approval prior to rehiring a former employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefit except where specifically noted.

Employment References

The District will limit the information given in response to public requests about past or current employees to (1) acknowledgment of employment, job description, and length of employment.

Employee Handbook Acknowledgment & Receipt

The Employee Handbook describes important information about the Leavenworth Mosquito Control District (District), and I understand that I should consult the President of the Board (POB) or Board of Directors (BOD) regarding any questions not answered in the handbook. I have entered my employment relationship with the District voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the District can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Leavenworth Mosquito Control District Employee Employment Acknowledgment

I understand and agree that other than the BOD, no supervisor/lead or other representative of the District has any authority to enter into any agreement for employment other than at-will, and then only in writing and with approval of the BOD.

This handbook and the policies and procedures contained herein supersede any prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with the District. By distributing this handbook, the organization expressly revokes all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any policies and practices may be changed at any time by the District, and the organization reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at the District is employment at-will, which may be terminated at the-will of either the District or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by the District or myself.

I have received the handbook. I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date

A photocopy of this acknowledgment shall be accepted as an original. A copy of this acknowledgment will become part of the employee's permanent personnel record.