

**WEST SOUND UTILITY DISTRICT  
RESOLUTION 418-13**

**A RESOLUTION OF THE  
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS  
APPROVING REVISIONS TO THE DISTRICT'S  
PERSONNEL MANUAL**

**WHEREAS**, West Sound Utility District's Personnel Policies which pertains to "employment of relatives" is in need of being updated; **NOW, THEREFORE**,

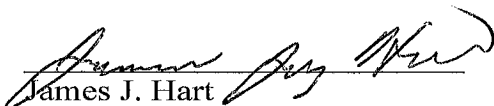
**THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT  
HEREBY RESOLVES:**

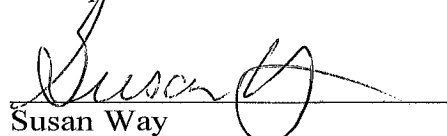
Section 1. Section 2.3 ("Employment of Relatives") of the West Sound Utility District's Personnel Policies (Resolution 237-10) is hereby amended to read as follows:

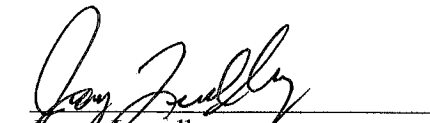
"Individuals related by blood, adoption or marriage to a current District employee or District Commissioner will not be considered for employment if the relationship involves any of the following relationships: spouse, child, step-child, grandchild, parent, grandparent or first cousin. An in-law of an employee and a co-habitant living with an employee shall also not be considered for employment by the District. If two employees in positions in close proximity to one another become related to one another during the course of their employment with the District, one should transfer to another position where the reporting, auditing, and/or conflict with sensitive information or supervisory relationship would not exist. If a transfer cannot be accomplished due to the unavailability of an open position, or if the proposed transferee is not qualified to fill any alternate open position, and if one of the affected employees does not transfer or resign within 30 days of becoming related to the other affected employees, the General Manger shall determine which employee will transfer to which position or resign, based on the best interests of the District. In addition, a District Commissioner shall not serve on the SKWRF sewer advisory board if SKWRF is staffed by an employee who is related to the District Commissioner."

**APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District** at a Board meeting scheduled on February 19, 2013.

WEST SOUND UTILITY DISTRICT  
Kitsap County, Washington

  
James J. Hart  
Chairperson

  
Susan Way  
Secretary

  
Jerry Lundberg  
Vice Chairperson

  
Jeannie Screws  
Commissioner