



***HOMEOWNERS
ASSOCIATION***

EMPLOYEE MANUAL

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SECTION 1

INTRODUCTION

This Manual is designed to acquaint you with Surfside Homeowners Association (herein referred to as SURFSIDE) and to provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this Manual applies to all employees of SURFSIDE. Following the policies described in this Manual is considered a condition of continued employment. However, nothing in this Manual alters an employee's status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract of employment between SURFSIDE and any of its employees. The Manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

1. CHANGES IN POLICY

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual. This Manual is not intended to be a complete description of SURFSIDE'S policies or practices, taking into account all applicable local, state, and federal laws.

However, since our business and our association are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by SURFSIDE, and after those dates all superseded policies will be null.

No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

2. EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

3. EMPLOYMENT RELATIONSHIP

You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, SURFSIDE is free to conclude its relationship with any employee at any time for any reason or no reason. Following the probationary period, employees are required to follow the Employment Termination Policy (See Section 3.13).

SECTION 2

DEFINITIONS OF EMPLOYEES STATUS

1. EMPLOYEE

An “employee” of SURFSIDE is a person who regularly works for SURFSIDE on an hourly or salary basis. As described below, an employee is either exempt or non-exempt, and either regular full-time, regular part-time, or temporary. All employees are subject to the control and direction of SURFSIDE in the performance of their duties.

2. EXEMPT

Applicable Federal and State law establish criteria for determining if an employee is categorized as exempt. SURFSIDE follows applicable law in determining if an employee is exempt.

3. NON-EXEMPT

Employees who do not meet the criteria of an exempt employee under applicable Federal and State law are categorized as non-exempt employees.

4. REGULAR FULL-TIME

Regular full-time employees are employees who have completed the 90-day probationary period and who are regularly scheduled to work 40 hours per week.

5. REGULAR PART-TIME

Regular part-time employees are employees who have completed the 90-day probationary period and who are regularly scheduled to work less than 40 hours per week.

6. TEMPORARY (FULL-TIME or PART-TIME)

Temporary employees may either be part-time or full-time. Temporary employees are employees who are hired to assist with a specific project to fill an interim need or for any other purpose as determined by SURFSIDE. Temporary employees are not eligible for any of the benefits in SURFSIDE’s benefits program. Employment beyond any initially stated period does not in any way imply or constitute a change in employment status. A temporary employee retains that status notified by SURFSIDE in writing of a change. Neither the fact that SURFSIDE has a “temporary” employment status for employees nor the fact that SURFSIDE employs employees on a temporary basis in any way affects or changes the fact that all SURFSIDE employees are at will employees.

7. PROBATIONARY PERIOD FOR NEW EMPLOYEES

A new employee whose performance is being evaluated to determine whether further employment in a specific position or with SURFSIDE is appropriate is considered on 90-day probationary period. When an employee completes the probationary period, the employee will be notified of his/her new status with SURFSIDE.

SECTION 3

EMPLOYMENT POLICIES

1. NON-DISCRIMINATION

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at SURFSIDE will be based on merit, qualifications, and abilities. SURFSIDE does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age, or disability.

SURFSIDE will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

2. NON-DISCLOSURE/CONFIDENTIALITY

The protection of confidential business information is vital to the interests and success of SURFSIDE. Such confidential information includes, but is not limited to, the following examples:

- Compensation data,
- Financial information,
- Pending projects and proposals,

- Proprietary production processes,
- Personnel/payroll records,
- Conversations between any persons associated with SURFSIDE, and
- Legal issues.

All employees are required to sign a non-disclosure agreement as a condition of employment.

Employees who improperly use or disclose confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

3. NEW EMPLOYEE ORIENTATION

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about SURFSIDE, and prepared for their position. New employee orientation is conducted by the Business Manager, and includes an overview of SURFSIDE history, an explanation of the SURFSIDE'S core values, goals and objectives. In addition, the new employee will be given an overview of benefits, tax, and legal issues, and will complete any necessary paperwork.

The new employee's supervisor shall then introduce the new hire to staff throughout SURFSIDE, review his/her job description and scope of position, explain SURFSIDE'S evaluation procedures, and help the new employee get started on specific functions. Employees are presented with all codes, keys, and procedures needed to navigate within the workplace.

4. PROBATIONARY PERIOD FOR NEW EMPLOYEES

The probationary period for regular full-time and regular part-time employees lasts up to 90 days from date of hire. During this time, employees have the opportunity to evaluate SURFSIDE as a place to work, and management has its first opportunity to evaluate the employee. During this introductory period, both the employee and SURFSIDE have the right to terminate employment with or without cause.

Upon satisfactory completion of the probationary period, a 90-day review will be given and benefits will begin as appropriate. All employees, regardless of classification or length of service, are expected to meet and maintain SURFSIDE'S standards for job performance and behavior (See Section 4, Standards of Conduct).

5. OFFICE HOURS

SURFSIDE'S Business Office is open for business from 9:00 a.m. to 5:00 p.m. Monday through Friday and 9:00 a.m. to 1:00 p.m. on Saturdays (during "summer hours"), except for

holidays (See Section 6.8, Holidays). Standard employee work hours are 8:00 a.m. to 5:00 p.m. Monday through Friday and 9:00 a.m. to 1:00 p.m. on Saturdays (during “summer hours”), although work hours may vary depending on the designated hours worked by each employee per week.

The standard workweek is 40 hours of work (see Section 5.3, Overtime). In the computation of various employee benefits, the employee workweek is considered to begin on Saturday at 8:00 a.m. through Friday ending at 5:00 p.m., unless the employee’s designated supervisor or Business Manager makes prior other arrangement with the employee.

Water/Field Services Department:

Work hours and days worked will be determined by the Water System Manager, but generally will be Monday through Friday with limited Saturday and Sunday coverage to perform necessary water testing or other required duties associated with the maintenance of the Surfside Water System. The Surfside Water Distribution System is maintained on a 24-hour-a-day, 7-day-a-week basis. Coverage as needed is determined by the Water System Manager.

Full-Time employees work forty (40) hours per week. Overtime hours may be worked at the direction of the Water System Manager.

Stand-by provisions are outlined in Section 5.3 (Overtime) and allowed under the direction of the Water System Manager as needed.

Sheriff Patrol:

Working hours of the Sheriff Patrol shall be determined by the deputy and the Business Manager taking into consideration the written contract between SURFSIDE and the Pacific County Sheriff’s Department. Hours and days worked per week may vary to provide adequate coverage.

6. LUNCH PERIODS

Employees are allowed a one-hour unpaid lunch break. Lunch breaks generally are taken between the hours of 11:00 a.m. and 2:00 p.m. on a staggered schedule so that the employee’s absence does not create a problem for co-workers or members. Each employee is also allowed two (2) paid 15-minute breaks per day. Break times per employee shall be coordinated with work force and daily project responsibilities.

7. PERSONNEL FILES

Employee personnel files include the following: job application, job description, resume, records of participation in training events, salary history, records of disciplinary action and documents related to employee performance reviews, coaching, and mentoring.

Personnel files are the property of SURFSIDE, and access to the information is restricted to the Business Manager and/or Board of Trustees. Management personnel and appropriate Board Members of SURFSIDE who have a legitimate reason to review the file are allowed to do so in coordination with the Business Manager.

Employees who wish to review their own file should contact their immediate supervisor or the Business Manager. With reasonable advance notice, the employee may review his/her personnel file in SURFSIDE'S office and in the presence of their supervisor or the Business Manager.

8. PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify their immediate supervisor and Business Manager of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- Name and number of dependents, and
- Individuals to be contacted in the event of an emergency.

9. INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt SURFSIDE operations. The decision to close the office will be made by the Business Manager in coordination with the Board President and/or Executive Board. Employees are expected to make every reasonable effort to report to work without endangering their personal safety.

An employee who is unable to get to work, arrives late to work, or leaves work early because of unusual weather conditions or other extreme circumstances shall charge the time missed to vacation or leave without pay. In some extreme cases a decision is made to close the office, employees will receive official notification from the President of the Board of Trustees or Business Manager.

Time off from scheduled work due to emergency closings by the Board of Trustees or Business Manager will be paid for all exempt and non-exempt employees. Staff may be given the opportunity to make up missed work time in the event vacation is not available.

10. EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS

Supervisors will conduct performance evaluations and planning sessions with all regular full-time and regular part-time employees at the end of the 90-day probation period, then annually thereafter. Supervisors may conduct informal performance evaluations and planning sessions more often if they choose.

Employee performance evaluations shall be performed yearly, in writing, with all job categories/responsibilities and other items related to employee performance being filled out by the evaluating supervisor using the format established by SURFSIDE management. Upon completion of the verbal review, the evaluation shall be signed by both the supervisor and employee. The employee's signature does not indicate agreement with the evaluation, but acknowledges that the evaluation has been shared with the employee. The employee may submit comments in response to the performance evaluation that will be part of the personnel file of the employee. This written evaluation shall then be placed in the employee's personnel file and a copy given to the employee. Completed employee evaluations will be made available to the Board of Trustees in a confidential report upon completion each year.

Performance evaluations and planning sessions are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills. The planning sessions are designed for the employee and his/her supervisor to make and agree on new goals, skills, and areas for improvement.

SURFSIDE directly links wage and salary increases with performance. Your performance evaluation and planning sessions will have a direct effect on any advancement in your compensation. For this reason among others, it is important to prepare for these evaluations carefully, and participate in them fully.

11. OUTSIDE EMPLOYMENT

Employees may hold outside jobs in non-related businesses or professions as long as the employee meets the performance standards of their job description with SURFSIDE. Unless an alternative work schedule has been approved by SURFSIDE, employees will be subject to SURFSIDE'S scheduling demands, regardless of any existing outside work assignments, provided the outside employment does not present a conflict of interest. SURFSIDE'S office space, equipment, and materials shall not be used for outside employment or personal use.

12. CORRECTIVE ACTION

SURFSIDE holds each of its employees to certain work rules and Standards of Conduct (see Section 4). When an employee deviates from these rules and standards, SURFSIDE expects the employee's supervisor to take corrective action.

Corrective action at SURFSIDE is progressive. That is, the action taken in response to a rule, infraction, or violation of standards, typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes a verbal warning, a written warning, any disciplinary action needs, and finally termination of employment. In deciding which initial

corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, SURFSIDE considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to:

- Theft in any form;
- Insubordinate behavior;
- Vandalism or destruction of SURFSIDE property;
- Working on SURFSIDE property during non-business hours;
- The use of SURFSIDE equipment and/or SURFSIDE vehicles without prior authorization by the Board President or Business Manager;
- Untruthfulness about personal work history, skills, or training;
- Misrepresentations of SURFSIDE to a member, a prospective member, the general public, or an employee.

13. EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- **Resignation** – voluntary employment termination initiated by an employee.
- **Termination** – involuntary employment termination initiated by SURFSIDE.
- **Layoff** – involuntary employment termination initiated by SURFSIDE for reasons not related to an employee's performance but related to the needs of SURFSIDE.

All hourly/non-exempt employees should provide two (2) weeks' written notice of resignation. Exempt management employees shall provide four (4) weeks' notice. This time limit may be waived by the Business Manager or Board President after due consideration of any special circumstances brought forth by the employee.

Since employment with SURFSIDE is based on mutual consent, both the employee and SURFSIDE has the right to terminate employment at will, with or without cause.

Any employee who terminates employment with SURFSIDE shall return all files, records, keys, electronic data, and any other materials that are property of SURFSIDE. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items may be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to SURFSIDE may also be deducted from the employee's final check. No employee shall retain or use any of the above mentioned SURFSIDE property upon termination.

Employee's benefits will be affected by employment termination in the following manner: All accrued vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense (See Section 6, Benefits) if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations.

14. SAFETY

SURFSIDE has adopted an Accident Prevention Program (APP) in accordance with WAC 296-800-14005 and WAC 296-800-17005. All employees will become familiar with the APP and will follow all of the provisions outlined within. SURFSIDE will provide training and personal protection equipment as described in the APP.

Each employee is expected to obey all of the safety rules defined in the APP and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action up to and including termination of employment as provided in the APP.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify their direct supervisor immediately and follow all procedures for reporting accidents and injuries as provided for in the APP.

15. BUILDING SECURITY

All employees who are issued keys to the office or any secured SURFSIDE facility, are responsible for their safekeeping. The last employee, or a designated employee, who leaves any office or SURFSIDE facility at the end of any business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not permitted to work on SURFSIDE property after hours without prior authorization from the Business Manager in coordination with their immediate supervisor.

16. INSURANCE ON PERSONAL EFFECTS

All employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at the office. SURFSIDE assumes no risk for any loss or damage to personal property. Use of personal equipment or property shall not be used except in a special circumstance and upon approval of the Business Manager or Board President.

17. SUPPLIES, EXPENDITURES, OBLIGATING SURFSIDE

Only authorized employees may purchase materials, parts, or supplies for SURFSIDE. No unauthorized employee will be allowed to incur any expense on behalf of SURFSIDE or bind SURFSIDE by any promise or representation. (See policy for expenditures in the Surfside Operations Manual entitled Control of Association Funds)

18. EXPENSE REIMBURSEMENT

Expenses incurred by an employee must have prior approval by a supervisor. A Request for Reimbursement Form must be completed and returned to the Business Manager.

19. PARKING

Employees will park their cars in areas indicated and provided by the SURFSIDE.

20. VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, visitors, and the facilities at SURFSIDE, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors must enter through the main reception area at the front desk. Authorized visitors will be escorted to their destination and must be accompanied by an employee at all times. This does not include Board members, Committee members, or any other persons designated by the Business Manager or Board that are attending a scheduled meeting in the Community Room at the Business Office.

21. IMMIGRATION LAW COMPLIANCE

SURFSIDE employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with SURFSIDE within the past three years or if their previous I-9 is no longer retained or valid.

SECTION 4

STANDARDS OF CONDUCT

The work rules and standards of conduct for SURFSIDE are important, and SURFSIDE takes them seriously. All employees are required to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their jobs and conducting SURFSIDE'S business. Please note that any employee who deviates from these rules and standards will be subject to disciplinary action, up to and including termination of employment (see Section 3.12, Corrective Action).

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records (See Section 5.2, Timekeeping);
- Working under the influence of alcohol or illegal drugs (See Section 4.6, Substance Abuse);
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (See Section 4.6, Substance Abuse);
- Fighting or threatening violence in the workplace that constitutes a hostile work environment;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of SURFSIDE-owned or member-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace (See Section 4.7);
- Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment, Including Sexual Harassment);

- Excessive absenteeism or any absence without notice (See also, Section 4.1 Attendance/Punctuality and 4.2, Absence without Notice);
- Unauthorized use of telephones, or other SURFSIDE-owned equipment (See Section 4.4, Telephone Use);
- Inappropriate use of computers such as playing games on computers or other unapproved personal internet usage;
- Unauthorized disclosure of confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

1. ATTENDANCE/PUNCTUALITY

SURFSIDE expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on SURFSIDE.

If you are unable to report for work for any reason, notify your immediate supervisor on or before regular starting time. You are responsible for speaking directly with your supervisor about your absence. It is not acceptable to leave a message on a supervisor's voice mail, except in extreme emergencies. In the case of leaving a voice-mail message, a follow-up call must be made later that day. SURFSIDE'S phone number is (360) 665-4171.

Should undue tardiness become apparent, disciplinary action may be required.

If there comes a time when you see that you will need to work some hours other than those that make up your usual work week, notify your supervisor at least seven (7) working days in advance. Each request for special work hours will be considered separately, in light of the employee's needs and SURFSIDE'S needs. All requests shall be reviewed by the Business Manager or Water System Manager and may or may not be granted.

2. ABSENCE WITHOUT NOTICE

When you are unable to work due to illness or an accident, please notify your supervisor. This will allow SURFSIDE to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and SURFSIDE is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform your supervisor of the situation.

3. HARASSMENT, INCLUDING SEXUAL HARASSMENT

SURFSIDE is committed to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility, or other offenses that might interfere with work performance. Harassment of any sort, verbal, physical, visual will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Any employee who becomes aware of possible harassment should promptly advise their supervisor or the Business Manager.

At a minimum, SURFSIDE shall abide by the following procedures with regard to harassment or discrimination complaints:

- A clear and concise explanation of prohibited conduct.
- Assurance that employees who make complaints under the procedure, or who provide information related to any such complaint will be protected against retaliation.
- A clearly described complaint process that provides accessible avenues for complaints.
- Assurance that the employer will protect the confidentiality of any complaint made under the procedure, but only to the extent possible.
- A complaint process that provides a prompt, thorough and impartial investigation within a timely manner.
- Assurance that the employer will take immediate and appropriate corrective action when it determines that harassment and/or discrimination has occurred.

4. TELEPHONE USE

SURFSIDE telephones are intended for the use of serving our customers and in conducting SURFSIDE'S business.

Personal usage during business hours shall be kept to a minimum and shall not interrupt daily office activities. This does not include emergency calls related to an immediate emergency. Member service comes first in all cases.

To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours.

If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action (See Section 3.12, Corrective Action).

5. PUBLIC IMAGE

A professional appearance is important anytime that you come in contact with members or potential members. Employees should be well groomed and dressed appropriately for all business operations and specifically for their position and job responsibilities.

If management occasionally designates "casual days," appropriate guidelines will be provided to you.

Consult your supervisor if you have any questions about appropriate business or work attire.

6. SUBSTANCE ABUSE

SURFSIDE is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The rules apply during working hours to all SURFSIDE employees while they are on SURFSIDE premises or elsewhere on SURFSIDE business.

The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on SURFSIDE property is prohibited.

Being under the influence of illegal drugs, alcohol, or substances of abuse on SURFSIDE property is prohibited.

Working while under the influence of prescription drugs that impair performance is prohibited.

So that there is no question about what these rules signify, please note the following definitions:

- SURFSIDE property: All real estate owned or leased by SURFSIDE or vehicles owned by SURFSIDE.
- Controlled substance of abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.
- Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

- Drug paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.
- Illegal drug:
 - Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.
 - Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician.
 - Inhalants used illegally.
 - Under the influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.
 - Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment.
 - Working or reporting to work, conducting SURFSIDE business or being on SURFSIDE property while under the influence of an illegal drug or alcohol, or in an impaired condition.

Consistent with the rules listed above, any of the following actions constitutes a violation of SURFSIDE’S policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.

Prescription Drugs: No prescription drugs shall be brought onto SURFSIDE property by any person other than the person for whom the drug is prescribed and said drugs shall be used only in a manner, combination, or quantity prescribed. Any employee undergoing prescribed medical treatment, which may affect job performance, shall report such to their immediate supervisor, Business Manager or Water System Manager. In circumstances where job performance may be impaired, SURFSIDE reserves the right to change an employee’s assignment.

7. TOBACCO PRODUCTS

SURFSIDE considers the use of tobacco products to be inappropriate during working hours and expects all employees who use tobacco products to follow all laws of Washington State and to be considerate of others when using tobacco products. Allow the following statutes

relate to smoking tobacco only, SURFSIDE will apply the same prohibition to all tobacco use.

Employees will comply with RCW 70.160.030 – Smoking prohibited in public places and places of employment and RCW 70.160.075 – Smoking prohibited within twenty-five feet of public places or places of employment.

SURFSIDE will comply with RCW 70.160.050 – Owners, lessees to post signs prohibiting smoking.

8. INTERNET USE

SURFSIDE employees are allowed use of the internet and e-mail when necessary to serve our members and conduct SURFSIDE’S business.

Employees may use the internet when appropriate to access information needed to conduct SURFSIDE business. Employees may use e-mail when appropriate for SURFSIDE business correspondence.

Use of the internet must not disrupt operation of the computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the internet in a manner that is ethical and lawful.

Employees may access their personal email or use their SURFSIDE computer when on a break or at lunch if such use is kept to a minimum and does not impact business operations or other staff.

SURFSIDE reserves the right to access and monitor all files and messages on its systems.

SECTION 5

WAGE AND SALARY POLICIES

1. WAGE OR SALARY INCREASES

Each employee’s hourly wage or annual salary will be reviewed at least once each year. The employee’s job performance evaluation will be conducted once a year. Evaluations may be conducted more frequently for a newly created position, or based on a recent job classification.

Increases will be determined on the basis of performance, adherence to SURFSIDE’S policies and procedures, and the ability to meet or exceed job duties and achieve performance or certification/license goals (See Section 3.10, Performance Review/Planning Sessions).

. The Board of Trustees during the annual operations budget preparation and from time to time may grant merit pay increases to employees based on recommendations from the Business Manager and the Water System Manager. The Board of Trustees may, at their discretion, provide an annual across the board cost of living increases. Bonuses are merit related and are granted on a case by case basis at the discretion of the Board of Trustees.

2. TIMEKEEPING

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent on a job(s) performing assigned duties.

SURFSIDE does not pay for the lunch hour, extended breaks, or time spent on personal matters.

The time sheet is a legal instrument/document. Altering, falsifying, tampering with time records, or recording time on another employee's time record will result in disciplinary action, including termination of employment.

Supervisors will review time records each week. Any changes to an employee's time record must be approved by his/her supervisor. Questions regarding the timekeeping system or time cards should be directed to your supervisor.

Time Cards:

- Hourly/Non-exempt employees will be issued a time card on their first day of employment. The employee will be given thorough instructions on usage and instructions on what to do should a problem occur.
- Management Exempt/Salaried employees are not required to submit time cards except for documentation of time off such as vacation, sick leave, etc.

3. OVERTIME

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime is payable for all hours worked over 40 per week at a rate of one and one-half times (1 ½) the non-exempt employee's regular hourly rate. Time off for personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked. Overtime pay is not applicable to exempt employees. Overtime compensation for exempt employees may be provided based on emergency or special situations upon review by the Business Manager or Water System Manager and Board President.

All overtime work performed by an hourly employee shall receive prior authorization from his/her immediate supervisor. Overtime worked without prior authorization from the

supervisor may result in disciplinary action. The supervisor's signature on a timesheet is required to authorize pay for overtime hours worked.

On-Call Personnel – After Hours/Weekends/Holidays:

On-call personnel shall include only the employees of the Water Department, EXCEPT the Water System Manager. One employee shall be designated as the on-call person. This position shall rotate weekly. The Water System Manager shall retain a current list of the employees on the rotation list. Each employee designated on the rotation list shall receive 45 hours of personal time per year for the on-call duty. This personal time is in addition to the vacation, holiday or sick leave hours provided for each employee.

If the on-call employee is actually called out to work, after normal working hours, or on a weekend or holiday, the employee shall be paid the overtime hourly rate applicable to his/her position. A minimum of one (1) hour overtime shall be paid for being called out.

4. PAYDAYS

All employees are paid once a month, on the last working day of each month. In the event that a regularly scheduled payday falls on Saturday, Sunday, or a holiday, employees will receive pay on the last working day prior to the day.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his/her return from vacation, or dispersed per the employee's specific written direction.

If the employee is not at work when paychecks are distributed and does not receive the paycheck, the paycheck will be kept (in an envelope) in the business office vault through the rest of the payday. If the employee is unable to pick up his or her check on payday he or she will need to make arrangements with the SURFSIDE'S Financial Administrator or Business Manager.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization by the employee. The name(s) of those authorized to obtain the specific employee's paycheck shall be identified by name.

At the employee's written request, paychecks may also be mailed to the employee's address or deposited directly into an employee's bank account.

SECTION 6

BENEFITS AND SERVICES

The benefits in SURFSIDE's benefit program, as well as other services, are listed in this section. All regular full-time employees and all regular part-time employees regularly scheduled to work 32 or more hours per week are entitled to participate in all of the benefits listed in the benefit program in this section. Temporary employees are not entitled to participate in any of the benefits of SURFSIDE's benefit program.

1. GROUP INSURANCE BENEFIT

SURFSIDE offers the following health and life insurance programs for Regular Full-Time employees and Regular Part-Time employees who are scheduled to work 32 or more hours a week. SURFSIDE pays up to \$1,000.00 per month per month per staff person:

If any deductions are required to be made, the employee's portion of the premium deduction for health insurance begins on the pay period prior to coverage start date.

2. HEALTH INSURANCE BENEFIT

See Business Manager for a copy of the current plan.

3. LIFE INSURANCE BENEFIT

See Business Manager for a copy of the current plan.

4. COBRA BENEFIT

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under SURFSIDE'S health plan when a "qualified event" would normally result in loss of eligibility.

Some common qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee's hours or leave of absence, divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at SURFSIDE'S group rates plus an administration fee. SURFSIDE provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under SURFSIDE'S health insurance plan. The notice contains important information about the employee's rights and obligations.

5. SOCIAL SECURITY/MEDICARE

SURFSIDE withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

6. PENSION PLAN BENEFIT

The SURFSIDE PENSION PLAN offers eligible SURFSIDE employees a unique opportunity for savings, financial growth, and favorable tax treatment.

The current pension plan is administered through VALIC Retirement Services and managed internally by SURFSIDE. SURFSIDE contributes monthly into the VALIC fixed account plan for each eligible employee at a percentage rate determined by the Board of Trustees. Please see SURFSIDE'S Bookkeeper for the current percentage rate and a copy of the current pension plan.

Eligibility occurs after the 90-day probation.

7. VACATION BENEFIT

The vacation policy applies to all eligible employees, unless otherwise negotiated, and is earned as follows:

One year of continuous employment	1 week (5 days)
Two through four years	2 weeks (10 days)
Five through fourteen years	3 weeks (15 days)
Fifteen or more years	4 weeks (20 days)

Earned paid vacation leave becomes available on the employee's yearly anniversary date and should be used in the following 12 months of employment except when prevented by SURFSIDE imposed work requirements or work related problems beyond the employees' control. Exceptions must be authorized by the Business Manager upon concurrence with the President of the Board of Trustees.

A "Request for Leave" form must be completed by the employee and submitted to his/her immediate supervisor for approval at least two weeks prior to the vacation date(s) requested. Request for Leave made by the management staff shall be approved by the Business Manager.

Vacation may be taken in half-day increments of time.

Upon termination, unused earned vacation will be paid in a lump sum in the employee's

final paycheck.

A maximum of one week paid vacation may be carried over from one anniversary date to the next.

SURFSIDE encourages all employees to make the most of their vacation time. Regular breaks from daily work make everyone more productive.

8. SICK LEAVE BENEFIT

- Sick Leave is accrued at the rate of one-half day for each completed month of service.
- Sick Leave is cumulative, there is no upper limit. Sick Leave is NOT reimbursable upon termination.
- Sick Leave is accrued commencing with the first day of Regular Full-Time employment.
- Sick Leave is not granted during the probationary period.

Sick leave is provided for:

- A bona fide illness or accident, not job related (Except for time not covered by L&I Insurance)
- Scheduled medical, optical or dental appointments,
- Illness of employee, employee's spouse or dependent children.
- Illness or accident shall be reported to SURFSIDE'S business office on the first day of the occurrence.
- Abuse of sick leave privileges may be cause for disciplinary action.
- Paid sick leave shall be granted providing accrued employee sick leave hours are available. If time off for illness exceeds accumulated sick leave, accrued vacation time may be used, or leave without pay may be granted upon approval of the Business Manager.
- No sick leave shall be granted or paid for unless a "Request for Leave" has been properly completed and turned in to SURFSIDE'S business office.
- It shall be the employees responsibility to complete a "Request for Leave" form for all sick leave, secure his/her immediate supervisor's signature and return completed form to SURFSIDE'S business office.
- Sick leave not to exceed three (3) days shall be granted for

compassionate/bereavement for the loss of an “immediate family” member of the employee or the employees spouse.

Note: “Immediate Family” means the employee’s spouse, brother, sister, mother, father, stepmother, stepfather, child, stepchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent, grandparent-in-law, and any other resident member of the employee’s household unless otherwise specified.

9. **RECORD KEEPING**

SURFSIDE maintains files on vacation days accrued and used and provides this information to the Business Manager monthly. Each employee is responsible for verifying his/her pay stub to make sure the correct amount of hours appear. Each employee shall be responsible for correct and timely submission.

10. **HOLIDAYS BENEFIT**

SURFSIDE observes the following paid holidays per year for eligible employees:

- New Year’s Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Day

Holidays falling on a regular day off shall be celebrated on the work day preceding or following the designated holiday. This day shall be determined by SURFSIDE. No holiday pay shall be accrued.

Holidays shall be observed on the day on which they occur unless the Business Manager or the Water System Manager determines that it is in the best interest of SURFSIDE to maintain regular office/water/compactor hours on that holiday date.

Hourly rated employees required to work on a holiday shall be compensated at a rate of time and one-half (1 ½) their regular rate of pay.

11. JURY DUTY/MILITARY LEAVE BENEFIT

Eligible employees will be granted time off to serve on a jury or military leave and will receive wages for a period of up to three (3) days per year. All Regular employees both Full-time and Part-time will be kept on the active payroll until their civic duties have been completed. A copy of the jury duty summons and all other associated paperwork are required for the personnel file.

12. EDUCATIONAL ASSISTANCE BENEFIT

SURFSIDE recognizes that the skills and knowledge of its employees are critical to the success of SURFSIDE. SURFSIDE may offer educational assistance programs to improve job-related skills and enhance an employee's ability to compete for reasonably attainable jobs in SURFSIDE.

13. TRAINING AND PROFESSIONAL DEVELOPMENT BENEFIT

SURFSIDE recognizes the value of professional development and personal growth for employees. Therefore, SURFSIDE encourages its employees who are interested in continuing education and job specific training to research these further and get approval before signing up for the seminars or courses.

SECTION 7

EMPLOYEE COMMUNICATIONS

1. STAFF MEETINGS

Staff meetings will be held as determined by management, and typically before and after the regular monthly Board meeting. These informative meetings allow employees to be informed on recent SURFSIDE activities, Board actions, and workplace and staff changes. These meetings may also include a safety committee meeting following staff discussion.

2. BULLETIN BOARDS

Bulletin boards placed in designated areas provide employees access to important posted information and announcements. The employee is responsible for reading necessary information posted on the bulletin boards.

3. PROCEDURE FOR HANDLING COMPLAINTS

Under normal working conditions, employees who have a job-related problem, question or complaint should first discuss it with his/her immediate supervisor. At this level, employees usually reach the simplest, quickest, and most satisfactory solution. If the employee receives

no resolution at this level, the employee shall contact and request a meeting with the Business Manager.

Appendices:

A. Statement of Understanding

B. Job Description

Appendix A

Statement of Understanding

I certify that I have received, read, and understand the Surfside Homeowners Association Employee Manual, dated _____, a copy of which has been provided to me. I also understand that the statements and/or policies contained in the Employee Manual are not a contract and that my employment with Surfside Homeowners Association is “at-will”, which SURFSIDE or I can terminate at any time for any reason, with or without notice. I also understand the Employee Manual may be changed by SURFSIDE at any time, and that any prior Employee Manuals/Handbooks issued by Surfside Homeowners Association are no longer in effect. No one at SURFSIDE has the authority to change the “at-will” nature of the employment relationship unless in writing and signed by the Surfside Homeowners Association’s Board of Trustees.

Employee Name: _____

Employee Signature: _____

Date of Signature: _____

Appendix B

Job Descriptions

List:

Business Manager

Bookkeeper

Secretary to the Board

Office Assistant

Covenant Compliance Officer

Water System Manager

Field Superintendent

Crew Leader

Treatment Plant Operator

Water/Field Technician II

Water/Field Technician I

Landscape Maintenance Specialist

Compactor Attendant

Sheriff Patrol/Deputy

POSITION DESCRIPTION

BUSINESS MANAGER

CLASSIFICATION: Management/Exempt
REPORTS TO: Board of Trustees

POSITION CONTROL AND AUTHORITY:

This position is authorized by the Board of Trustees. The Business Manager shall report to and receive direction and guidance from the Board of Trustees and shall follow the guidelines set forth in the Surfside Homeowners Association Articles of Incorporation, Bylaws, Restrictive Covenants, Employee Manual and Operations Manual in all decisions regarding the operation of the Surfside Business Office, Board of Trustee assignments and a variety of others as assigned.

BASIC ASSIGNMENT:

This position has the primary responsibility for the organization, coordination, and implementation of all Surfside Association Business Office operations, procedures, Board policies and resources to facilitate organization effectiveness and efficiency. The Business Manager shall work in close coordination daily with the Water System Manager and Field Superintendent in all association operations, policies and procedures and shall provide specific information or documentation as needed to the Board of Trustees.

GENERAL RESPONSIBILITIES:

- Ability to work efficiently and respectfully with co-workers, management, Surfside members and the Surfside Board of Trustees.
- Take direction from the Board of Trustees, both verbally and written.
- Possess effective communication skills
- Positive participation in daily association operations, both in the field and in an office setting.
- Be reliable and trustworthy; maintain good attendance.
- Represent SURFSIDE in a positive manner at all times.
- Practice safety measures to prevent endangerment to self and others.
- Take care in use of SURFSIDE'S equipment, machinery and resources.
- Use appropriate safety equipment necessary to perform specific job duties.

JOB POSITION DUTIES:

- This position is the first contact for all SURFSIDE inquiries, questions and comments to the Board of Trustees. This position acts as a liaison between the Board and the various SURFSIDE committees.
- Work in close coordination daily with the Water System Manager and Field Superintendent and determine jointly plan of action on issues.
- Work in close coordination with SURFSIDE'S Financial Administrator daily on all financial operations.
- Possess the ability to develop and implement office/Board policies and procedures for business and field operations.
- Work closely with SURFSIDE'S attorney on legal matters as needed related to SURFSIDE.
- Assist in the preparation of the yearly budget of SURFSIDE, working with the Budget Committee, Board Treasurer and Financial Administrator.
- Work in coordination and assist the contract auditor on the development of the annual audit with regard to yearly financial operations and financial controls/records.
- Ensure office/Board policies and operation procedures are up to date and implemented.
- Analyze and monitor internal Business Office operations
- Ensure security and confidential of all financial and legal documents.
- Establish procedures for accurate record keeping.
- Coordinate office staff activities to ensure maximum efficiency and performance.
- Attend and participate in all monthly Board meetings; Review Board packets with Secretary to the Board and Financial Administrator before distribution to Board of Trustees. Prepare the monthly meeting (Regular and Special Board Meetings) agenda for the Board President's review and approval.
- Provide all confidential documents for Board review as requested.
- Evaluate and manage office staff performance yearly. Prepare an employee evaluation for each staff member yearly (December). Responsible for disciplinary actions, as well as hiring/firing of all designated Business Office staff. This includes the Financial Administrator, Secretary to the Board, Covenant Compliance Officer and Sheriff Patrol positions.
- Other duties and assignments as determined by the Board of Trustees.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- Possess a high school diploma or GED and a minimum five (5) years of increasingly responsible office management/executive secretarial experience in the field similar to a public agency or homeowner association, OR, any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.
- Possess computer skills and knowledge of computer programs such as WORD, EXCEL, Publisher and other similar office software.
- Knowledge of human resource management practices and procedures.
- Knowledge of basic clerical, accounting, budgeting and administrative management practices and procedures.
- Experience in management of employees in an office and/or field setting.

SALARY SCHEDULE:

MINIMUM WAGE: \$40,000

MAXIMUM WAGE: \$60,000

The Board of Trustees will set the starting salary based on the applicant's qualifications.

POSITION DESCRIPTION

BOOKKEEPER

CLASSIFICATION: Non-Management

REPORTS TO: Business Manager

POSITION CONTROL AND AUTHORITY:

This position is authorized by the Board of Trustees. The Bookkeeper shall report to and receive direction and guidance from the Business Manager and the Board Treasurer. The Bookkeeper will follow the guidelines set out in the Surfside Homeowners Association Articles of Incorporation, Bylaws, Covenants and Operations Manual in all decisions regarding the operations of the business office or other assigned duties.

BASIC ASSIGNMENT:

Primary responsibility to maintain all financial operations of the Surfside Homeowners Association (except for the responsibilities assigned to the Board Treasurer).

Work in coordination with the Business Manager in the overall financial management and operation of the Surfside Homeowners Association Business Office to ensure all financial controls are in place and maintained.

GENERAL RESPONSIBILITIES: Each employee shall possess the following skills:

- Ability to work efficiently and respectfully with co-workers, management, Surfside Members and Surfside Board of Trustees
- Take direction from supervisor and/or management, both verbally and written
- Effective communication skills
- Positive participation in daily association operations
- Be reliable and trustworthy; good attendance
- Represent SURFSIDE in a positive manner
- Practice safety measures to prevent endangerment to self and others
- Take care in the use of SURFSIDE'S equipment, machinery and resources
- Use appropriate safety equipment necessary to perform job duties.

JOB POSITION DUTIES:

- Invoice the Surfside members in December of each year for the annual membership dues and assessments pursuant to the current budget mandate, the Articles of Incorporation, Bylaws and covenants.
- Collect all revenues affiliated with SURFSIDE business, deposit per policy and procedures and post to appropriate general ledger accounts.
- Pay all invoices for goods and services rendered to SURFSIDE, with proper authorization.
- Maintain all accounting records pertinent to SURFSIDE'S financial operations. Ledgers for accounts receivable and payroll and reconcile accounts to maintain ledger accuracy and validity.

- Prepare a monthly report of invoices paid and provide copy to the Business Manager for review
- Prepare monthly a written Statement of Revenues and Expenses, with budget comparisons, for presentation to the Board of Trustees as well as the Treasurer's report and any financial motions necessary.
- Maintain a payroll system, in accordance with the Surfside Policies and Procedures and all federal and state standards and mandates and process payroll monthly as well as all monthly & quarterly payroll taxes and pension. Track all employee vacation and sick time.
- Assist the Board Treasurer in investing and safeguarding funds.
- Invoice the past due members as of March 1st and each subsequent month through July.
- Annually in August send intent to lien letters to all past due members and place liens on accounts that are not brought current by September.
- Annually send intent to foreclose letters to all members that have been past due for two (2) years. Send information on all accounts that are not brought current by stated date to the attorney to start the foreclosure process.
- Monthly reconcile all SURFSIDE bank accounts.
- Member of the Audit and Budget Committees.
- Keep current the master membership listing.
- Keep current the RV Storage area spreadsheet.
- Other duties as requested.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- Possess advanced knowledge of accounting principles and methods with a minimum five (5) years experience in an accounting/bookkeeping job classification. A College degree in Business Administration (Accounting, Finance) is preferred,
- Demonstrate computer literacy in word processing, databases, spread sheets and accounting programs.
- Must be bondable.

MINIMUM PAY RATE: \$18.00

MAXIMUM PAY RATE: \$24.00

POSITION DESCRIPTION

SECRETARY TO THE BOARD

CLASSIFICATION: Hourly/Non-exempt
REPORTS TO: Business Manager

POSITION CONTROL AND AUTHORITY:

This position is authorized by the Board of Trustees. The Secretary to the Board shall report to and receive direction and guidance from the Business Manager, Field Superintendent and the Board President. The Secretary to the Board shall follow the guidelines set forth in the Surfside Homeowners Association Articles of Incorporation, Bylaws, Covenants, Employee Manual and Operational Manual in all decisions regarding the operation of the Business Office, Board of Trustees and other assigned duties.

BASIC ASSIGNMENT:

This position has the primary responsibility to coordinate and maintain all executive files associated the Surfside Board of Trustees and the Business Manager. The Secretary to the Board shall work in conjunction with the Business Manager and Field Superintendent in a variety of office operations and procedures specific to Board requests, actions and meetings.

GENERAL RESPONSIBILITIES: Each employee shall possess the following skills:

- Ability to work efficiently and respectfully with co-workers, management, Surfside members and Surfside Board of Trustees
- Take direction from supervisor and/or management, both verbally and written
- Effective communication skills
- Positive participation in daily association operations
- Be reliable and trustworthy; good attendance
- Represent the association in a positive manner
- Practice safety measures to prevent endangerment to self and others
- Take care in the use of association equipment, machinery and resources
- Use appropriate safety equipment necessary to perform job duties.

JOB POSITION DUTIES:

- Prepare agenda for all Board meetings. Coordinate with the Business Manager in the preparation of the final monthly and annual Board meeting agendas.
- Prepare notebooks for all Board members and Business Manager for reference at all Board meetings. Gather and assemble all information to be included in notebooks, including one for public review.

- Maintain a file of all Board meeting minutes and agenda along with original documents/reports in minutes notebooks in the vault.
- Attend all Board meetings. Set up room, record and take minutes. Prepare minutes and submit to the Business Manager for review as soon as possible following the meeting.
- Make reservations needed for any off-site meetings. Coordinate room layout, payment of monies, etc.
- Annual meeting – order name plates if needed, update all paperwork with any new Board member information.
- Order refreshments or meals for meetings if requested or assist others performing this duty as needed.
- Assist the Business Manager, staff and committees in the preparation of invitations for special events such as the annual volunteer recognition dinner and the annual meeting.
- Log in all official incoming and outgoing correspondence both written and email for the Board meetings and file accordingly.
- Answer phones, provide customer service and perform other daily office duties as needed. Be knowledgeable and provide assistance on restrictive covenants and other association procedures and operations.
- Update new member guest packets as needed.
- Attend and take minutes for Architecture Committee, Tree Committee and other committees as needed. Assist in application intake and processing with all applicable committees.
- Prepare the Weekender for weekly publication. Obtain material for the weekender publication. Format and design into the electronic publication weekly. Mail out to all on established email list and post to the Surfside website. Provide hard copies for member drop-ins. Maintain labels for newsletter for mailing twice yearly.
- Assist in special projects, including projects or issues that may require confidentiality as requested and directed by the Business Manager.
- Take minutes at staff meetings and distribute to all staff following the meeting.
- Maintain committee data base. Update as needed.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- Possess a high school diploma or G.E.D. and a minimum three years of increasingly responsible secretarial experience OR, any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job.
- Possess computer skills and knowledge of computer programs such as Word, Excel, and other similar office software.
- Must be bondable

HOURLY RATE SCHEDULE:

MINIMUM PAY RATE: \$11.00
 MAXIMUM PAY RATE: \$15.00

POSITION DESCRIPTION

OFFICE ASSISTANT

CLASSIFICATION: Hourly/Non-exempt
REPORTS TO: Business Manager

POSITION CONTROL AND AUTHORITY:

This position is authorized by the Board of Trustees. The Office Assistant shall report to and receive direction and guidance from the Business Manager. The Office Assistant will follow the guidelines set out in the Surfside Homeowners Association Articles of Incorporation, Bylaws, Covenants, Employee Manual and Operations Manual in all decisions regarding the operations of the business office or other assigned duties.

BASIC ASSIGNMENT: This position is responsible for Surfside Homeowners Association Business Office daily functions, acting as the primary phone and front counter contact for all incoming calls, member inquiries and requests.

GENERAL RESPONSIBILITIES: Each employee shall possess the following skills:

- Ability to work efficiently and respectfully with co-workers, management, Surfside members and Surfside Board of Trustees
- Take direction from supervisor and/or management, both verbally and written
- Effective communication skills
- Positive participation in daily association operations
- Be reliable and trustworthy; good attendance
- Represent the association in a positive manner
- Practice safety measures to prevent endangerment to self and others
- Take care in the use of association equipment, machinery and resources
- Use appropriate safety equipment necessary to perform job duties

JOB POSITION DUTIES:

- Answers phones and assists customers with inquiries and requests for information or assistance, including RV permits and compactor passes.
- Assist the Financial Administrator in preparation of billings, payroll and deposits as needed.
- Answer questions from membership. Have knowledge about covenants and other association procedures and operations.
- Update racks at front counter with copies of handouts, applications, covenants and other Surfside documents as needed.
- Prepare the architectural application submission packets for the Architectural Committee weekly meetings. Ensure all applications are complete.
- Perform special projects as required by the Business Manager. Must maintain ability to follow verbal and written instructions.

- Act as backup to Secretary to the Board in his/her absence. Assist in performing all duties of the Secretary to the Board as needed.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- A high school diploma or G.E.D. and a minimum of two (2) years increasingly responsible secretarial work experience is desired.
- General knowledge of computer programs such as Word, Excel and other similar office software and programs.
- Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.
- Must be Bondable.

HOURLY RATE SCHEDULE:

MINIMUM PAY RATE: \$10.00

MAXIMUM PAY RATE: \$14.00

POSITION DESCRIPTION
COVENANT COMPLIANCE OFFICER (CURRENTLY INACTIVE)

CLASSIFICATION: Hourly/Non-Exempt

REPORTS TO: Business Manager

POSITION CONTROL AND AUTHORITY:

This position is authorized by the Board of Trustees. The Covenant Compliance Officer shall enforce all Surfside Homeowners Association Articles of Incorporation, Bylaws, Covenants, and Operations Manual in all matters relating to this position.

BASIC ASSIGNMENT:

This position has the responsibility to manage all aspects of member compliance with the SURFSIDE covenants, working in close cooperation with the Board, Business Manager, staff, and committees.

GENERAL RESPONSIBILITIES: Each employee shall possess the following skills:

- Ability to work efficiently and respectfully with co-workers, management, Surfside members and Surfside Board of Trustees
- Take direction from supervisor and/or management, both verbally and written
- Effective communication skills
- Positive participation in daily SURFSIDE operations
- Be reliable and trustworthy; good attendance
- Represent SURFSIDE in a positive manner
- Practice safety measures to prevent endangerment to self and others
- Take care in the use of SURFSIDE'S equipment, machinery and resources
- Use appropriate safety equipment necessary to perform job duties.

JOB POSITION DUTIES:

- Facilitate, encourage, or negotiate voluntary compliance to SURFSIDE covenants;
- Receive all complaints and letters relating to enforcement of covenants, and refer them to appropriate committees or departments;
- Attend meetings of the Board of Trustees, Architectural Committee, Tree Committee, RV Compliance Committee, and other committees as needed or assigned to by the Business Manager in order to provide support on compliance issues;

- Coordinate complaints given to Business Office and Deputy Sheriff, and provide support to them on compliance issues;
- Initiate enforcement procedures when appropriate;
- Prepare and maintain form letters as needed for all complaint investigating committees & staff departments; Send out letters to those out of compliance;
- Prepare and send acknowledgement letters to those filing notification of non-compliance;
- Prepare referrals to SURFSIDE attorney for Business Manager's signature
- Conduct field investigations and troubleshoot issues as requested by investigatory committees and staff departments;
- Report results of investigations to investigatory committees and staff department
- Evaluate and recommend action as the result of investigations;
- Interpret covenants for members, committees, and the Board;
- Take appropriate action (stop work orders, fines, etc.) in emergency situations; notify relevant staff, board, or community members; apprise non-complying members of processes and or appeals needed to achieve compliance;
- Maintain databases and related records of all complaints and their status and disposition;
- Prepare monthly and annual summary reports to Board of all complaints, their status and disposition;
- Prepare and present recommendations to the Business Manager for improvements in the processes for handling complaints and enforcement of covenants;
- Support the annual assessment of the effectiveness of covenant compliance efforts by the appropriate committees and staff groups, and make recommendations to the Board, through the Business Manager, on any needed changes to the By-Laws, Covenants, Board Policies, Committee Charters, Position Descriptions or Operating Procedures relating to covenant compliance matters;
- Carry out other duties as assigned by the Business Manager.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- Technical skills in the areas of enforcement, building trades, recreational vehicles, vegetation management, and/or nuisance abatement are highly desirable;
- Must have verbal, writing, mediation, and negotiating skills to effectively communicate with members, volunteers, trustees, regulatory officials, and employees;
- Computer knowledge such as word processing, spreadsheets, database, presentation graphics, email, and internet use;
- Knowledge of governances, mediation, & legal matters highly desirable.
- Possess and maintain a current and valid Washington State drivers license;

HOURLY RATE SCHEDULE:

MINIMUM PAY RATE: \$12.00
 MAXIMUM PAY RATE: \$16.00

JOB DESCRIPTION

WATER SYSTEM MANAGER

Position: Management Exempt (currently inactive)

Reports To: Board of Trustees

DEFINITION

This position is authorized by and reports directly to the Board of Trustees. The Board of Trustees will communicate with the Water System Manager through the Water/Field Trustee and/or the President of the Board of Trustees.

This position is responsible to supervise, operate, and maintain Surfside's Public Water System which consists of the distribution system, water treatment plant, and well field. Oversee and supervise all maintenance, operations, repair, and improvement of the water system in compliance with local, State and Federal laws. Acts as lead liaison for Surfside with local, State, and federal regulating agencies concerning the public water system.

This position requires some physical outdoor activities and activities mostly in an office setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed by the Water Treatment Plant Operator and incumbents may expect to perform other assigned duties.

- Supervise the Water Department employees. Schedule, distribute, and assign work daily assignments, including being on-call; explain work activities or procedures; estimate project costs, equipment and material needs; project management; prioritize assignments and projects and schedules.
- Make recommendations to the Board of Trustees on changes to the board policies, job descriptions or operating procedures within the jurisdiction of the Water Department.
- Develop short and long-range capital improvement projects for Water System. Provide a monthly report to the Board of Trustees.
- Develop and implement a preventative maintenance program for the water system and machinery associated with the Water Department.
- Supervise the preparation Surfside Homeowners Association's Water System Plan. Supervises and oversees construction projects, operation and maintenance activities. Track and document costs and provide financial information for billing purposes.
- Ensures compliance with all applicable local, state, and federal regulations in regards to construction activities, maintaining water quality standards and safety practices.
- Ensure public safety through safe working conditions, inspections and training programs.
- Authorize and approve purchases of tools, materials and supplies for water operations.
- Responds to inquiries and concerns from the members regarding the Water Department.
- Perform and review engineering and feasibility studies; review and approve plans and specifications; prepares correspondence and technical reports.

QUALIFICATIONS FOR EMPLOYMENT

Education:

- Possess a bachelor's degree in public administration, business administration civil engineering, or related field, or
- A minimum of 10 years' experience in progressively responsible professional water utility administration at managerial level.

Experience:

- A minimum of two (2) years of employment as a Water System Manager, or equivalent position, with a public water system of similar size and structure to Surfside's public water system.

Knowledge, Skills and Abilities:

Knowledge of:

- Water system management and planning; and
- Water system operation and maintenance; and
- Water filtration and disinfection; and
- Water system design and construction; and
- Water rights law and business law as applies to public water systems; and
- Business management as applies to public water systems; and
- Financial planning, budgeting, and rate setting as applies to public water systems.

Ability to:

- Ability to analyze and develop comprehensive plans for the operation, maintenance and improvement of Surfside's public water system; and
- Ability to work efficiently and respectfully with co-workers, management; Surfside members and Surfside Board of Trustees; and
- Ability to prepare and operate within a budget;
- Ability to oversee the procurement and inventory of materials, equipment and supplies;
- Ability to create and maintain accurate lists of inventory both parts and materials and water department assets;
- Ability to prepare specifications and administer contracts for equipment and outside services; monitors contract performance;
- Manage engineering projects and contracts effectively;
- Respond to emergencies on a 24 hour basis;
- Maintain an up-to-date "As Built" plan of the Surfside HOA water system, which shows all aspects of the water delivery system (Mains, valves, standpipes, hydrants, wells, pumps, reservoirs, etc.);
- Ability to Effective communicate both verbally and written;
- Ability to have positive participation in daily operations;
- To be reliable and trustworthy and have good attendance;
- Ability to represent SURFSIDE in a positive and professional manner;

- Ability to supervise the use of SURFSIDE equipment, machinery and resources in an economically responsibly manner;
- To promote, by word and example, safety as the highest priority.

Other Requirements:

- Possess a Washington State driver's license with a satisfactory driving record; and
- Possess ability to tactfully communicate with the general public; and
- Possess, or ability to possess a valid State of Washington Department of Health Water Distribution Manager II certification within six (6) months of employment, and
- Possess, or ability to possess a valid State of Washington Department of Health Water Treatment Plant Operator I certification within six (6) months of employment, and
- Possess, or ability to possess a valid State of Washington Department of Health Cross Connection Specialist certification within six (6) months of employment, and
- Possess or obtain a CPR/First Aid Certificate within six (6) months of employment.
- Possess or ability to obtain, a valid State of Washington Flaggers Certification Card within six (6) months of employment.

MINIMUM PAY RATE: \$50,000

MAXIMUM PAY RATE: \$80,000

The Board of Trustees will set the starting annual salary based on the applicant's qualifications.

JOB DESCRIPTION

FIELD SUPERINTENDANT

Position: Management Non-Exempt

Reports To: Board of Trustees

DEFINITION

This position is authorized by the Board of Trustees, reports directly to the Board of Trustees, and receives direction from the Water System Manager. The Board of Trustees will communicate with the Field Superintendent through the Lands and Buildings Trustee or the President of the Board of Trustees. This position provides supervision, administration, and technical support for the operations of the Surfside Fields Services Department in coordination with the Business Manager.

Responsible to supervise, develop, operate, and maintain the Surfside Homeowners Association owned buildings and lands. Provide field support for Covenant Enforcement. Oversee and supervise Field Services Department operations. Supervise the Water Department operations under the direction of the Water System Manager. Acts as a field safety officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed by the Water Treatment Plant Operator and incumbents may expect to perform other assigned duties.

- Field Superintendent will have duties and responsibilities in the Water Department, Field Services Department, and the Covenant Enforcement Department.
- Assist Business Manager in covenant compliance enforcement field work.
- Supervise the Water Department staff on water system maintenance, operation, and projects under the direction of the Water System Manager.
- Serve as back-up Water System Manager.
- Supervise the Field Services and Water Department staff. Schedule and assign tasks, estimate project equipment, and material needs, and oversee completion of work.
- Annually assess Surfside's lands and buildings for repairs and maintenance needs.
 - Prepare and implement a preventative maintenance schedule for all equipment, lands, and buildings.
 - Prepare an annual capital improvements report for Surfside's lands and buildings.
 - Prepare a report on recommended amendments or additions to the by-laws, covenants, board policies, committee charters, position descriptions, or operating procedures within the jurisdiction of the Field Services Department.
 - Present reports to the Business Manager on June 1st of each year.
- Maintain all Surfside lands and buildings in accordance with the approved maintenance and operations plans.
- Provide a monthly report on activities of the Field Services Department to the Board of Trustees.

- Oversee safety in all of Surfside's crew's activities.
- Authorize and approve, in accordance with Surfside purchasing policies, purchases of equipment, materials, and supplies for the Field Services Department and Water Department under the direction of the Water System Manager.
- Authorize and approve, in accordance with Surfside contracting policies, contracting of small works contractors for the Field Services Department and Water Department under the direction of the Water System Manager.
- Respond to inquiries and concerns from Surfside members regarding operation and maintenance of the lands and buildings.
- Perform other related duties as assigned by the Business Manager or Water System Manager.

QUALIFICATIONS FOR EMPLOYMENT

Education:

- Possess a bachelor's degree in resort management, civil engineering, or related field.
- In lieu of education the minimum qualification would be five years of progressively responsible management and supervisory experience in public works operations and maintenance function and demonstrate they have the required knowledge, experience and skills required to perform the job satisfactorily.

Experience:

- A minimum of two (2) years of employment as a Public Works or Resort Management Supervisor, or equivalent position.

Knowledge, Skills and Abilities:

Knowledge of:

- Water system operation and maintenance; and
- Water main installation, repair, and maintenance; and
- Building and Grounds maintenance and repair; and
- Surfside's Covenants, Rules and Regulations.

Ability to:

- Ability to work effectively and respectfully with co-workers, management, Surfside members, and Surfside's Board of Trustees
- Ability to provide appropriate supervision and direction to subordinates
- Ability to effectively communicate with others
- Be reliable and trustworthy, good attendance
- Ability to manage safety through example and ability to teach subordinates
- Ability to coordinate with the Business Manager and Water System Manager to prepare and monitor an assigned operating budget
- Ability to allocate authorized resources in accordance with Surfside's policies and procedures to accomplish programs, goals, and objectives

Other Requirements:

- Possess a Washington State driver's license with a satisfactory driving record; and
- Possess ability to tactfully communicate with the general public; and

- Possess, or ability to possess a valid State of Washington Department of Health Water Distribution Manager I certification within six (6) months of employment, and
- Possess, or ability to possess a valid State of Washington Department of Health Water Treatment Plant Operator I certification within six (6) months of employment, and
- Possess, or ability to possess a valid State of Washington Department of Health Cross Connection Specialist certification within six (6) months of employment, and
- Possess or obtain a CPR/First Aid Certificate within six (6) months of employment.
- Possess or ability to obtain, a valid State of Washington Flaggers Certification Card within six (6) months of employment.

MINIMUM PAY RATE: \$20.00

MAXIMUM PAY RATE: \$25.50

JOB DESCRIPTION

CREW LEADER

Position: Field Non-Exempt
Reports To: Field Superintendent

DEFINITION

Under general supervision of the Field Superintendent, performs a variety of skilled and semi-skilled tasks required in the installation repair and maintenance of facilities within the boundaries of Surfside. Provides the knowledge, leadership, and direction for field operations when working as a member of a crew. The duties of this classification involve work which is primarily physical in nature, but also requires leadership ability, independent judgment and initiative. Responsibilities include the direction of a crew as a working crew member, and operation of various vehicles and equipment in the performance of field assignments. Trains and develops other crew members for the performance of their duties wherever possible.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed by the Water Treatment Plant Operator and incumbents may expect to perform other assigned duties.

- Locates and repairs leaks and breaks in water mains, services, hydrants, and related facilities on either a routine or specific assignment basis.
- Relocates and installs facilities described from plans and specifications. Interprets street atlases, standard detail drawings, engineering drawings, construction drawings & improvement plans.
- Has a working knowledge of Surfside's infrastructure and how to use maps in connection with water main shutdowns. Routines valves; shuts down pipelines; repairs hydrant.
- Operates and utilizes various air, electric, gasoline and hydraulic powered equipment, compressors, jack hammers, generators, pumps, tampers, pipe cutters, saws, boring machines, tapping machines, chipping guns, etc. in the performance of assigned tasks.
- Operates pipe and valve locators in order to locate distribution system facilities. Flushes hydrants and mains as required.
- Installs many different types of industrial connections such as mechanical joints, flanged joints, solvent weld joints, flared joints, ring tight joints, etc.; disinfects pipelines and water services as required.
- Keeps written records of work performed. Makes as-builts of installations made in the field.
- Requisitions and draws supplies from storeroom. Determines, as necessary, which fittings, materials, and equipment are required for any specific job.
- Ensures that public and employee safety hazards are minimized by assuring that traffic channeling devices, warning devices, and barricades are effectively placed and maintained.

Responsible for the immediate availability of personal safety gear, operating condition of equipment, first aid and fire equipment, and the enforcement of safety rules on any work assignment.

- Makes repairs to asphalt and concrete sidewalks and driveways.
- Directs other crew members and their equipment including backhoe, track hoe, dump truck, etc.
- Performs other related work as required/assigned.

QUALIFICATIONS FOR EMPLOYMENT

Education:

- Completion of twelfth grade or its equivalent.

Experience:

- A minimum of two years of employment within the last five years as a member of a crew.
- A minimum of two years employment as an equipment operator. (i.e. backhoe, track hoe, loader)

Knowledge, Skills and Abilities:

Knowledge of:

- Surfside's water system components, operations, policies and procedures.
- The identification, use and operation of construction equipment such as backhoes, track hoes, dump trucks, and common construction hand and power tools.
- Materials and method of pump operation, maintenance and repair.
- Materials and methods of pipeline construction.
- Materials and methods of pipeline repair.
- Materials and methods of pipeline tapping.
- Materials and methods of fire hydrant installation and maintenance.
- Materials and methods of building maintenance and repair.
- Materials and methods of irrigation/sprinkler installation, maintenance and repair.
- Materials and methods of hardscaping and landscaping.

Ability to:

- Provide leadership to a crew.
- Perform physical work requiring manual dexterity, agility, and physical coordination.
- Train lesser-skilled employees.
- Determine work methods and materials for assigned jobs.
- Make mathematical calculations accurately.
- Work overtime as required.
- Read, write and speak English.
- Understand and carry out verbal and written instructions.
- Operate construction equipment effectively and with economy.
- Perform all duties in a safe manner.

Other Requirements:

- Possess a Washington State Department of Health Water Distribution Manager level I certification.
- Possess a Washington State Department of Health Water Treatment Plant Operator in training certification.
- Possess a Washington State driver's license with a satisfactory driving record; and
- Possess ability to tactfully communicate with the general public; and
- Be in good physical condition for doing strenuous outdoor work under a variety of climatic and geographic conditions; and
- Be able to perform stand-by, and/or work outside of normal working hours as required.

MINIMUM PAY RATE: \$17.00

MAXIMUM PAY RATE: \$22.50

JOB DESCRIPTION

TREATMENT PLANT OPERATOR

Position: **Field Non-Exempt**
Reports To: **Water System Manager**

DEFINITION

Under general supervision of the Water System Manager, performs daily activities for the safe and optimal operation of Surfside's filtration and treatment plant in compliance Washington State Department of Health regulations. Perform preventative maintenance on plant equipment. Collect water samples and test sample and record sample results. Make adjustments to chemical feed pumps and filtration equipment to maintain optimal performance of equipment and water quality. Perform other duties as assigned by the Water System Manager or the Field Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed by the Water Treatment Plant Operator and incumbents may expect to perform other assigned duties.

- Daily activities and operations of Surfside's Water filtration and treatment plant in compliance with all applicable rules and regulations under the direction of the Water System Manager.
- Authorizes plant startups, shut downs, and emergency repairs in the absence of the Water System Manger or the Field Superintendent.
- Collects distribution, treatment plant and raw water samples and tests and records samples.
- Collects and ships and records all distribution, treatment plant and raw water samples for analysis at a certified laboratory.
- Leads and participates in the preventative maintenance of plant equipment.
- Leads and participates in the repair and replacement of plant equipment.
- Inspects, operates, and, maintains a variety of equipment and makes adjustments as needed.
- Maintains and operates chemical feed systems including making adjustments as necessary.
- Checks and records and logs meters, gauges, and equipment operation data.
- Reads and records all AMR member and commercial water use meter readings.
- Prepares and reviews and submits on time water system operations reports.
- Assists in the preparation of Surfside's Consumer Confidence Report.
- Test Surfside's backflow assemblies and record and file all test results.
- Assist the Field Superintendent in administering the Cross Connection Control Program.
- Maintains Surfside assigned vehicle specifically daily checking vital fluids, daily safety checks, and weekly washing both inside and outside.
- Participates in Surfside safety meetings.
- Performs other related duties as assigned.

QUALIFICATIONS FOR EMPLOYMENT

Education:

- Completion of twelfth grade or its equivalent.

Experience:

- A minimum of two years of progressively responsible experience in the operation of water treatment plants and water distribution systems.

Knowledge, Skills and Abilities:

Knowledge of:

- Surfside's water system infrastructure and operation policies and procedures.
- Water analysis equipment and procedures.
- Water sample collection techniques and chlorination, potassium permanganate equipment operation, use, and maintenance.
- Surfside's procedures, related to water production, service, treatment, and repairs.
- Cross connection control theory and application to public water systems.
- Back flow assembly testing theory and application.
- Modern office procedures, methods and equipment including computers and various software applications.
- Safe work practices.

Ability to:

- Inspect, operate, diagnose problems and perform preventative maintenance and repair work on water filtration treatment plant and equipment.
- Compile, evaluate, and analyze operational data and perform appropriate actions.
- Independently perform complex, skilled, and responsible aspects of water production and treatment work.
- Train lesser-skilled employees.
- Determine work methods and materials for assigned jobs.
- Make mathematical calculations accurately.
- Maintain accurate records and files.
- Read and interpret a variety of charts, gauges, meters and other data collection equipment.
- Perform physical work requiring manual dexterity, agility and physical coordination.
- Work overtime as required.
- Read, write and speak English.
- Understand and carry out verbal and written instructions.
- Drive a vehicle with a manual transmission.
- Perform all duties in a safe manner.

Other Requirements:

- Possess a Washington State driver's license with a satisfactory driving record; and
- Possess ability to tactfully communicate with the general public; and

- Be in good physical condition for doing strenuous outdoor work under a variety of climatic and geographic conditions; and
- Be able to perform stand- by, and/or work outside of normal working hours as required.
- Possess a Washington State Department of Health Water Distribution Manager Level I certification.
- Possess a Washington State Department of Health Basic Treatment Operator or Water Treatment Plant Operator In-Training certification.

MINIMUM PAY RATE: \$14.00

MAXIMUM PAY RATE: \$19.50

JOB DESCRIPTION

WATER/FIELD TECHNICIAN II

Position: **Field Non-Exempt**
Reports To: **Field Superintendent**

DEFINITION

This position is authorized by the Board of Trustees and reports directly to the Field Superintendent. In the absence of the Water/Field Services Superintendent, the position shall report to the Water System Manager.

This position requires minimal supervision and performs skilled technical functions related to the operations, installation and maintenance of the Surfside Homeowners Association water distribution system. May serve as lead worker to provide direction to assigned personnel, plans and assist in work assignments and training of personnel as needed. Subject to 24 hour call back for emergency conditions and participation in the on-call duty rotation with other trained staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed by the Water Treatment Plant Operator and incumbents may expect to perform other assigned duties.

- Locates and repairs leaks and breaks in water mains, services, hydrants, and related facilities on either a routine or specific assignment basis.
- Relocates and installs facilities described from plans and specifications. Interprets street atlases, standard detail drawings, engineering drawings, construction drawings & improvement plans.
- Has a working knowledge of Surfside's infrastructure and how to use maps in connection with water main shutdowns. Routines valves; shuts down pipelines; repairs hydrant.
- Operates and utilizes various air, electric, gasoline and hydraulic powered equipment, compressors, jack hammers, generators, pumps, tampers, pipe cutters, saws, boring machines, tapping machines, chipping guns, etc. in the performance of assigned tasks.
- Operates pipe and valve locators in order to locate distribution system facilities. Flushes hydrants and mains as required.
- Installs many different types of industrial connections such as mechanical joints, flanged joints, solvent weld joints, flared joints, ring tight joints, etc.; disinfects pipelines and water services as required.
- Keeps written records of work performed. Makes as-builts of installations made in the field.
- Requisitions and draws supplies from storeroom. Determines, as necessary, which fittings, materials, and equipment are required for any specific job.
- Ensures that public and employee safety hazards are minimized by assuring that traffic channeling devices, warning devices, and barricades are effectively placed and maintained. Responsible for the immediate availability of personal safety gear, operating condition of

equipment, first aid and fire equipment, and the enforcement of safety rules on any work assignment.

- Makes repairs to asphalt and concrete sidewalks and driveways.
- Directs other crew members and their equipment including backhoe, track hoe, dump truck, etc.
- Performs other related work as required/assigned.

QUALIFICATIONS FOR EMPLOYMENT

Education:

- Completion of twelfth grade or its equivalent.

Experience:

- A minimum of two years of employment as a Water/Field Technician or equivalent position.

Knowledge, Skills and Abilities:

Knowledge of:

- Surfside's water system components, operations, policies and procedures.
- The identification, use and operation of construction equipment such as backhoes, track hoes, dump trucks, and common construction hand and power tools.
- Materials and method of pump operation, maintenance and repair.
- Materials and methods of pipeline construction.
- Materials and methods of pipeline repair.
- Materials and methods of pipeline tapping.
- Materials and methods of fire hydrant installation and maintenance.
- Materials and methods of building maintenance and repair.
- Materials and methods of irrigation/sprinkler installation, maintenance and repair.
- Materials and methods of hardscaping and landscaping.

Ability to:

- Provide leadership to a crew.
- Perform physical work requiring manual dexterity, agility, and physical coordination.
- Train lesser-skilled employees.
- Determine work methods and materials for assigned jobs.
- Make mathematical calculations accurately.
- Work overtime as required.
- Read, write and speak English.
- Understand and carry out verbal and written instructions.
- Operate construction equipment effectively and with economy.
- Perform all duties in a safe manner.

Other Requirements:

- Possess a Washington State driver's license with a satisfactory driving record; and
- Possess ability to tactfully communicate with the general public; and
- Be in good physical condition for doing strenuous outdoor work under a variety of climatic and geographic conditions; and

- Be able to perform stand-by, and/or work outside of normal working hours as required.

MINIMUM PAY RATE: \$14.00

MAXIMUM PAY RATE: \$19.50

JOB DESCRIPTION

WATER/FIELD TECHNICIAN I

Position: **Field Non-Exempt**
Reports To: **Field Superintendent**

DEFINITION

This position is authorized by the Board of Trustees and reports directly to the Field Superintendent. In the absence of the Water/Field Services Superintendent, the position shall report to the Water System Manager.

This position is entry level and requires supervision to perform technical functions related to the operations, installation and maintenance of the Surfside's water system and other infrastructure and assets. Subject to 24 hour call back for emergency conditions and participation in the on-call duty rotation with other trained staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed by the Water Treatment Plant Operator and incumbents may expect to perform other assigned duties.

- Assists in the location and repair of leaks and breaks in water mains, services, hydrants, and related facilities on either a routine or specific assignment basis.
- Assists in the installation of facilities described from plans and specifications.
- Operates and utilizes various air, electric, gasoline and hydraulic powered equipment, compressors, jack hammers, generators, pumps, tampers, pipe cutters, saws, boring machines, tapping machines, chipping guns, etc. in the performance of assigned tasks.
- Operates pipe and valve locators in order to locate distribution system facilities. Flushes hydrants and mains as required.
- Assists in the installation of many different types of industrial connections such as mechanical joints, flanged joints, solvent weld joints, flared joints, ring tight joints, etc.; disinfects pipelines and water services as required.
- Keeps written records of work performed. Makes as-builts of installations made in the field.
- Requisitions and draws supplies from storeroom.
- Ensures that public and employee safety hazards are minimized by assuring that traffic channeling devices, warning devices, and barricades are effectively placed and maintained. Responsible for the immediate availability of personal safety gear, operating condition of equipment, first aid and fire equipment, and the enforcement of safety rules on any work assignment.
- Assists in the repairs to asphalt and concrete sidewalks and driveways.
- Performs other related work as required/assigned.

QUALIFICATIONS FOR EMPLOYMENT

Education:

- Completion of twelfth grade or its equivalent.

Experience:

- No prior experience required.

Knowledge, Skills and Abilities:

Knowledge of:

- Surfside's water system components, operations, policies and procedures.
- The identification, use and operation of common construction hand and power tools.

Ability to:

- Take direction from supervisors in a willing and cooperative manner.
- Perform physical work requiring manual dexterity, agility, and physical coordination.
- Be trained to perform new tasks and learn new skills.
- Make mathematical calculations accurately.
- Work overtime as required.
- Read, write and speak English.
- Understand and carry out verbal and written instructions.
- Perform all duties in a safe manner.

Other Requirements:

- Possess a Washington State driver's license with a satisfactory driving record; and
- Possess ability to tactfully communicate with the general public; and
- Be in good physical condition for doing strenuous outdoor work under a variety of climatic and geographic conditions; and
- Be able to perform stand-by, and/or work outside of normal working hours as required.

MINIMUM PAY RATE: \$10.00

MAXIMUM PAY RATE: \$15.50

JOB DESCRIPTION

LANDSCAPE MAINTENANCE SPECIALIST

Position: Field Non-Exempt

Reports To: Field Superintendent

DEFINITION

Under general supervision of the Field Superintendent, to perform a variety of landscape maintenance and gardening duties; to perform routine building maintenance work; to keep assigned areas, Surfside structures and buildings in a clean and orderly condition; to perform routine maintenance to Surfside equipment; and to perform related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed by the Water Treatment Plant Operator and incumbents may expect to perform other assigned duties.

- Performs a variety of grounds maintenance and gardening duties; trims, plants transplants, irrigates, cultivates, and maintains trees, shrubs, flowers and turf.
- Plants, weeds, and maintains bedded shrubs and flowers; designs, installs, operates, maintains, and repairs irrigation systems; utilizes conservation methods and techniques.
- Uses hand and power tools; mows, edges and maintains grass and turf areas.
- Rakes, gathers, loads, and hauls leaves and refuses; insures that grass and turf areas have a clean and neat appearance.
- Applies herbicides, aquatic herbicides, pesticides and fertilizers; maintains monthly use reports for compliance with regulatory agencies.
- Cleans grounds adjacent to Surfside structures and buildings.
- Requisitions materials and supplies.
- Observes and reports needed repairs to Field Superintendent.
- Performs a variety of general building maintenance and custodial duties; performs graffiti removal; paints Surfside's buildings and structures; performs plumbing on Surfside's facilities restrooms.
- Performs minor servicing and maintenance of assigned tools and equipment; maintains records of work performed and materials used.
- Works with maintenance crews performing regular maintenance duties of all Surfside's facilities.
- Maintains assigned Surfside vehicle including servicing and periodic safety checks.
- Participates in Surfside safety meetings.
- Performs other related duties, as assigned.

QUALIFICATIONS FOR EMPLOYMENT

Education:

- Completion of twelfth grade or its equivalent.

Experience:

- A minimum of one (1) year of progressively responsible experience in landscaping maintenance, irrigation design and installation, and building custodial work.
- A minimum of one (1) year of progressively responsible experience in application of pesticides, herbicides, aquatic herbicides, and fertilizers.

Knowledge, Skills and Abilities:

Knowledge of:

- Uses and purposes of common construction and maintenance tools and equipment.
- General methods and techniques in landscape maintenance irrigation design, and conservation.
- Proper use and application of pesticides, herbicides, aquatic herbicides, and fertilizers.
- Basic records keeping methods.
- Safe work practices.

Ability to:

- Take direction from supervisors in a willing and cooperative manner.
- Perform physical work requiring manual dexterity, agility, and physical coordination.
- Be trained to perform new tasks and learn new skills.
- Operate motor vehicles observing legal and defensive driving practices.
- Perform a variety of semi-skilled tasks in landscape, facility maintenance and building maintenance.
- Work overtime as required.
- Read, write and speak English.
- Understand and carry out verbal and written instructions.
- Perform all duties in a safe manner.

Other Requirements:

- Possess a Washington State driver's license with a satisfactory driving record; and
- Possess ability to tactfully communicate with the general public; and
- Be in good physical condition for doing strenuous outdoor work under a variety of climatic and geographic conditions; and
- Be able to perform stand-by, and/or work outside of normal working hours as required.
- Possess or ability to possess a Washington State Department of Agriculture license for the application of restricted use herbicides and pesticides on Surfside's lands and water ways within 6 months of hire date.

MINIMUM PAY RATE: \$10.00

MAXIMUM PAY RATE: \$15.50

JOB DESCRIPTION

COMPACTOR ATTENDANT

Position: **Hourly Non-Exempt – Part Time**

Reports To: **Field Superintendent**

DEFINITION

This position is authorized by the Board of Trustees. The Compactor Attendant shall report to and receive direction and guidance from the Field Superintendent.

Compactor Attendant will open compactor area on the days directed by the Business Manager. Holiday schedule will be determined at the start of each year by the Business Manager. Attendant shall follow the adopted Board Policy on Disposal of Refuse and Recycling Program. The Compactor Attendant shall also monitor the RV Storage Lot.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed by the Compactor Attendant and incumbents may expect to perform other assigned duties.

- Monitor each visitor to the area and assure that only Surfside members are leaving material at the site and displaying a current compactor decal.
- Encourage all members to participate in our recycling program.
- Monitor compactor containers, drop box, and recycling bins and direct emptying of the same as needed.
- Attendant will not accept refuse and materials not allowed in Board Policy on Disposal of Refuse.
- Prepare report for monthly Board meeting.
- Perform routine inspection, cleaning, and maintenance of the RV storage area as directed by the Field Superintendent.
- Report equipment failure and damage to Field Superintendent or Business Manager.
- Attend scheduled safety meetings.
- Monitor RV storage area for damage, hazards, fluid leak, or anything unusual and report it to the Field Superintendent or Business Manager.

QUALIFICATIONS FOR EMPLOYMENT

Education:

- Completion of twelfth grade or its equivalent.

Experience:

- No previous experience required.

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Knowledge, Skills, and Abilities: Knowledge of:

- Basic record keeping methods.
- Safe work practices.

Ability to:

- Take direction from supervisors in a willing and cooperative manner.
- Perform physical work requiring manual dexterity, agility, and physical coordination.
- Read, write, and speak English.
- Understand and carry out verbal and written instructions.
- Perform all duties in a safe manner.

Other Requirements:

- Possess a Washington State driver's license with a satisfactory driving record; and
- Possess ability to tactfully communicate with the general public; and
- Be in good physical condition for doing strenuous outdoor work under a variety of climatic and geographic conditions; and
- Be able to perform stand-by, and/or work outside of normal working hours as required.
- Possess or ability to possess within 6 months of hire date a Washington State Department of Agriculture license for the application of restricted use herbicides and pesticides on Surfside's lands and waterways.

Compensation:

- Compensation is based on a step pay scale. The step pay scale will be provided to the employee on their hire date. The pay scale has twelve steps starting with the introductory pay rate for the position and ending with the top pay for the position.
- Normally the employee will start at step one on the scale although the Board of Trustees may start the employee at any step on the scale based on their evaluation of the employee's level of experience. The pay scale will be reviewed from time to time by the Board of Trustees for cost of living adjustments. Cost of living adjustments will be at the Board of Trustees' discretion.
- On the anniversary of hire date and a satisfactory employee evaluation, the employee will advance one step.
- Pay raises after achieving Step 12 will be at the discretion of the Board of Trustees.

MINIMUM: \$10.00

MAXIMUM: \$13.75

POSITION DESCRIPTION

SHERIFF PATROL/DEPUTY

CLASSIFICATION: Non-Management/Exempt
REPORTS TO: Business Manager/Designated Board Trustee

POSITION CONTROL AND AUTHORITY:

This position is authorized by the Board of Trustees. The Sheriff Patrol/Deputy shall report to and receive direction and guidance from the Business Manager and Designated Board Trustee.

BASIC ASSIGNMENT:

The basic assignment of this position shall be to patrol and police the areas designated in the written contract between the Surfside Homeowners Association and the Pacific County Sheriff's Office.

GENERAL RESPONSIBILITIES: Each employee shall possess the following skills:

- Ability to work efficiently and respectfully with co-workers, management, Surfside members and Surfside Board of Trustees
- Take direction from supervisor and/or management, both orally and written
- Effective communication skills
- Positive participation in daily association operations
- Be reliable and trustworthy; good attendance
- Represent SURFSIDE in a positive manner
- Practice safety measures to prevent endangerment to self and others
- Take care in the use of association equipment, machinery and resources
- Use appropriate safety equipment necessary to perform job duties

JOB POSITION DUTIES:

- The Patrol Deputy is responsible to the Business Manager, and shall provide the Business Manager with a schedule of days, nights and hours to be worked. This shall be done prior to the beginning of each month. Any changes shall be cleared or explained to the Business Manager.
- The Patrol Deputy shall make himself/herself familiar with the Articles of Incorporation, By-Laws, Covenants and Operations Manual of the Surfside Homeowners Association.
- The Patrol Deputy shall make himself/herself familiar with all terms and conditions of the written contract between Surfside and Pacific County and the Pacific County Sheriff's Office.
- Maintain contact with the Surfside Homeowners Association business office daily.
- Shall patrol all the roads of SURFSIDE'S general membership areas at least once per shift. The balance of the shift shall be spent:

- Random cruising
- Enforcing traffic regulations
- Observing any out of the ordinary situations within the patrol area
- All laws pertaining to traffic control shall be strictly enforced.
- Report to the respective County Agency concerning missing or damaged traffic signs, or hazardous road conditions.
- Monitor and maintain visual inspections of all Patrol Request Forms submitted by Surfside residents.
- Recommend to the Business Manager and his/her Designated Trustee any additional security measures that need to be implemented.
- Maintain a daily log with mileage, all activities during the shift, including any time spent outside the assigned patrol area. Review this log with the Business Manager upon request.
- Maintain a complete set of division maps, or computerized area map, and a current list of property owners and renters.
- Provide a written, condensed monthly report at the monthly meeting of the Board of Trustees.

REQUIREMENTS/QUALIFICATIONS:

- Shall be a commissioned regular or reserve Deputy of Pacific County Washington, Sheriff’s Department;
- Shall possess and maintain a VALID State of Washington Driver’s License,
- Shall possess and maintain a CURRENT CPR/First Aid Certification,
- Shall possess writing and verbal skills to communicate with Trustees, the Business Manager and members,
- Shall understand and abide by all terms and conditions of the contract between Surfside and the Sheriff’s Office of Pacific County,
- Shall be in uniform as required by Pacific County while on duty.

MINIMUM WAGE: \$40,800

MAXIMUM WAGE: \$52,000