COWLITZ 911
Police • Fire • Medical

RESOLUTION 2025-008

A RESOLUTION APPROVING AND ADOPTING THE COWLITZ 911 EMPLOYEE HANDBOOK

WHEREAS, on March 13, 2018, the Cowlitz County Board of Commissioners adopted Cowlitz County Ordinance 18-014 which created the Cowlitz 911 Public Authority and approved an initial Charter; and,

WHEREAS, Cowlitz 911 (the "Authority") is a public corporation organized pursuant to RCW 35.21.730 through 35.21.754; and,

WHEREAS, the Board of Directors recognizes the importance of maintaining clear, current, and compliant personnel policies that reflect organizational values, operational requirements, and applicable state and federal laws; and

WHEREAS, the Executive Director and HR Administrator/Executive Assistant have completed a comprehensive review and consolidation of existing personnel policies to align with current practices and to ensure consistency across all administrative areas; and

WHEREAS, the updated **Cowlitz 911 Employee Handbook** integrates all existing personnel policies and board-approved procedures into a single cohesive document, providing improved clarity, accessibility, and alignment with Washington State law and public-sector best practices; and

WHEREAS, the new Employee Handbook fully incorporates and **supersedes** the following previously adopted policies, which shall be rendered **void** upon adoption of this resolution:

- Policy 004 – Paid Family and Medical Leave (PFMLA)
- Policy 009 – Payroll Administration Policy
- Policy 013 – Vacation Buyback for Non-Represented Employees
- Policy 014 – Travel Policy
- Policy 015 – Employee Recognition Policy
- Policy 016 – Purchase Card Policy

NOW, THEREFORE, BE IT RESOLVED by the Cowlitz 911 Board of Directors as follows:

That the Board of Directors of Cowlitz 911 hereby approves and adopts the **Cowlitz 911 Employee Handbook**, effective upon the date of this resolution, as the governing personnel policy document for all Cowlitz 911 employees.

BE IT FURTHER RESOLVED that all previously adopted policies and resolutions listed above are hereby repealed, and that this handbook **supersedes all prior versions of the Cowlitz 911 Employee Handbook** in their entirety.

COWLITZ 911
Police • Fire • Medical

BE IT FURTHER RESOLVED that the Executive Director is authorized to implement the handbook and make non-substantive or administrative updates as necessary to maintain compliance, consistency, and readability.

ADOPTED in regular session this 23rd day of October, 2025.

COWLITZ 911 BOARD OF DIRECTORS

Chair of the Board, Robert Huhta

ATTEST:

Clerk of the Board, Briana Graham

APPROVED AS TO FORM:

General Counsel

RECOMMENDED FOR APPROVAL:

Darr Kirk, Executive Director