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| Section: | 200 EMPLOYMENT PRACTICES-PERSONNEL | Revision Date: | 12/2025 |
| Policy: | RECRUITMENT, HIRING & APPOINTMENT | Policy No. | 201 |
| Approver: | COMMISSION | Resolution | No |

POLICY

It is the Port of Olympia’s (Port) policy to ensure that the hiring process is equitable, transparent, consistent and provides each job seeker access and opportunity. All appointments to positions at the Port will be based on qualifications as articulated in the job description.

In compliance with the Immigration Reform Act, all employment offers will be contingent on applicants’ submitting acceptable proof of identity and authorization to work in the United States. The Port is a drug, alcohol, and smoke-free employer. A pre-employment drug test and criminal background check may be required for positions that have state or federal compliance requirements dictating such.

The Port selection and employment procedures are designed to comply with the Americans with Disabilities Act.

The Port hires employees to meet specific needs and to fill discrete positions. Some of these positions are for a specific project or need that is defined in a work plan, some positions are temporary in duration, some are temporary but recurring (such as summer maintenance help), and some are regular full-time, reduced hour or part-time positions.

Benefits

The Port will provide employee benefits to all full-time employees, or elected commissioners, commencing on their hire date, or as defined by the benefit provider. The Washington State Health Care Authority maintains that an employee is eligible for medical and life insurance benefits when they work an average of at least 80 hours per month and at least eight hours in each month for more than six consecutive months. Reduced-hour employee benefits will be adjusted by using their scheduled work time converted to a percentage of full-time, and all benefits that are time dependent (e.g.: vacation time, sick accrual, and holiday pay) will be provided in the same ratio as the reduced-hour schedule bears to full-time employment, *except for* medical, life insurance, and PERS benefits, which shall be provided in full to all reduced hour and full-time employees. Part-time employees (under 50%) of the Port are not eligible for benefits except as defined by the Dept. of Retirement Systems for position eligibility and under WA State Initiative 1433 that provides employees must accrue paid sick leave at a minimum rate of one hour of paid sick leave for every 40 hours worked.

The Port will provide all employee benefits to temporary and project positions beginning with the first day of their 6th consecutive month of more than 80 hours per month of service after their hire date. If a person filling a temporary or project position is hired for a period longer than six months, the benefits will be provided commencing on their hire date. The benefits begin for a temporary or project employee when the decision is made to exceed the six-month requirement. No benefits are retroactive after the decision has been made.