

**RECEIVED**

**SEP 11 2018**

**PUBLIC DISCLOSURE COMMISSION**

## FORMAL COMPLAINT OF CAMPAIGN VIOLATION BY A CANDIDATE

September 11, 2018

Email: [briandrake170@gmail.com](mailto:briandrake170@gmail.com)

Brian K. Drake  
5248 Deerfield Park Ct NE  
Olympia, WA 98516  
Phone: 360-923-0674

**Respondent: Jon Tunheim, 2018 candidate for Thurston County Prosecutor (and incumbent)**

### Sections of Law Violated:

- RCW 42.17A.555 Use of public office or agency facilities in campaigns—Prohibition—Exceptions.
- RCW 42.17A.565 Solicitation of contributions by public officials or employees
- RCW 41.06.250 Political Activities

**What impact does the alleged violation have on the public?** The public pays its taxes, in part, for the purpose of employing people to work on its behalf. By law public employees are prohibited from conducting personal business or working for someone or something that is not connected to their employment. Government employees are specifically prohibited from engaging in political activities during their assigned work hours. The public has an absolute right to know that their tax dollars are being spent only for the public good and not for the benefit of one person, who in this case, was Jon Tunheim, a political candidate.

Jon Tunheim held his Thurston County Prosecutor campaign Kick-Off on Monday, May 14, 2018, during work hours, at St. Martin's University, a 15-minute drive from the Thurston County Prosecutor's office. Several people spoke at the event, including AG Bob Ferguson, Tunheim's Chief Deputy Lippert, and Lacey City Council member Rachel Young. Mr. Tunheim spoke for a half hour alone. The event lasted over an hour and the roundtrip drive between the prosecutor's office and St. Martin's and back is about 30 minutes.

Employees of the Thurston County Prosecutor's Office are free to contribute to Jon Tunheim's campaign. However, they cannot contribute while on duty, at work, and/or attending a political campaign rally for the benefit of and organized by Jon Tunheim, their boss.

In addition, according to RCW 42.17A.565 Jon Tunheim cannot solicit contributions from his employees during work hours. It does not matter that this was done at another location. The issue is that he solicited money from his employees and subordinates who were attending his campaign rally; these employees were on-duty and being paid by the tax payers of Thurston County.

**List of attached evidence or contact information where evidence may be found**

- Video of Jon Tunheim at his political campaign “kick-off” party at St. Martin’s University on May 14, 2018. In this video, at the 45 second mark, he acknowledges, “I have a number of deputy prosecutors in the room. Can I have all my deputy prosecutors stand up please?” At that point at least ten (10) people stood up to be acknowledged.
- Copies of emails of Thurston County prosecutor’s office employees who had requested time off on May 14, 2018. These documents were obtained via a public disclosure request by Brian Drake to the Thurston County Prosecutor’s office. They were delivered to me via email on August 7, 2018.
  - All but one of the leave requests were marked either for “annual leave” or were marked “sick”.
  - These are ALL of the employees who had requested time off on May 14, 2018, according to the Thurston County Prosecutor’s office in response to a public disclosure request. Only one person had appropriately requested time off before attending the event.
  - When Jon Tunheim asked his deputy prosecutors to stand at the opening of his speech, ten (10) people stood to be acknowledged. NONE of the leave requests for May 14 was for a “deputy prosecutor” leaving the fact that not one of the ten deputy prosecutors that stood to be acknowledged had appropriately taken any type of leave in order to attend Tunheim’s campaign party.
- Copies of PDC C3 filed by Tunheim campaign
  - These C3’s list the contributors for May 14, 2018 which was the day of the Tunheim Kick-off party
- Thurston County Prosecutor’s Office Personnel Policies
- RCW statutes covering violations
- Thurston County Human Resource Personnel Rules and Policies – EXCERPTS covering political activities.

**List of potential witnesses (attendees) with contact information to reach them**

- Bob Ferguson - Washington State Attorney General
- Sam Hunt – State Representative from Olympia
- John Snaza – Thurston County Sheriff
- Janine Gates
  - [https://janineslittlehollywood.blogspot.com/2018\\_06\\_02\\_archive.html](https://janineslittlehollywood.blogspot.com/2018_06_02_archive.html)
  - This blogger attended the May 14<sup>th</sup> event to report on it. She also took photos and possibly some video.
- Anyone else on the list of contributors from Tunheim’s C3 that covers contributions for 05/14/2018
- Deputy prosecutors who attended the kick-off, with or without taking leave, and their location history from their personal electronic devices for May 14, 2018.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that information provided with this complaint is true and correct to the best of my knowledge and belief.



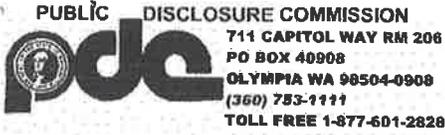
Brian K. Drake

September 11, 2018

**YELLOW HIGHLIGHTED** NAMES ARE CURRENT  
EMPLOYEES OF THE THURSTON COUNTY  
PROSECUTOR'S OFFICE AS OF 08162018







# CASH RECEIPTS MONETARY CONTRIBUTIONS

C3

(1/02)

THIS SPACE FOR OFFICE USE

100831644

05-21-2018

Candidate or Committee Name (Do not abbreviate. Use full name.)  
**JON J TUNHEIM (CITIZENS TO ELECT JON TUNHEIM)**

Mailing Address  
**PO BOX 13443**

City: **OLYMPIA, WA** Zip + 4: **98508-3443** Office Sought (candidates): **COUNTY PROSECUTOR** Election Date: **2018**

1. MONETARY CONTRIBUTIONS DEPOSITED IN ACCOUNT

Date Received		Amount	Total
	a. Anonymous .....		
	b. Candidate's personal funds deposited in the bank (include candidate loans in 1c).....		
	c. Loans, notes, security agreements. Attach Schedule L .....		
	d. Miscellaneous receipts (interest, refunds, auctions, other). Attach explanation .....		
05/14/18	e. Small contributions \$25.00 or less not itemized and number of persons giving _____ (persons)	\$145.00	

2. CONTRIBUTIONS OVER \$25.00

Date Received	Contributor's Name, Address, City, State, Zip	Contributions of more than \$100:* Employer's Name, City and State	P R I	G E N	Amount	Aggregate* Total
05/14/18	MIKE AUDERER 1303 4TH AVE E OLYMPIA, WA 98506		X		\$100.00	\$100.00
	Occupation					
05/14/18	JERRY BARNEY 414 W BAY DR NW OLYMPIA, WA 98502		X		\$100.00	\$100.00
	Occupation					
05/14/18	LAURIE BERRYMAN 8144 Todderjen Ln Olympia, WA 98512	Self Olympia, WA	X		\$250.00	\$750.00
	Occupation	MCDONALDS OWNER/OPERATOR				
05/14/18	WALTER BLAKE 5102 ARLINGTON CT SE OLYMPIA, WA 98501		X		\$50.00	\$50.00
	Occupation					
05/14/18	BRIAN CASSIDY P. O. BOX 95 TENINO, WA 98589		X		\$50.00	\$50.00
	Occupation					
	<input checked="" type="checkbox"/> Check here if additional pages are attached	Sub-total			\$695.00	*See reverse for details.
		Amount from attached pages			\$4,150.00	

3. TOTAL FUNDS RECEIVED AND DEPOSITED OR CREDITED TO ACCOUNT  
 Sum of parts 1 and 2 above. Enter this amount in line 1, Schedule A to C4.

\$4,845.00

4. Date of Deposit  
 05/16/18

I certify that this report is true and complete to the best of my knowledge

Treasurer's Signature

Date

MARCIA A TUNHEIM

05-21-2018

Treasurer's Daytime Telephone No.: (360) 791-1117

# RECEIPTS CONTINUATION SHEET (Attachment to C-3 Form)

Page 2

Candidate or Committee Name (Do not abbreviate. Use full name.)  
**JON J TUNHEIM (CITIZENS TO ELECT JON TUNHEIM)**

Deposit Date  
**05/16/18**

2. CONTRIBUTIONS OVER \$25.00

Date Received	Contributor's Name, Address, City, State, Zip	Contributions of more than \$100: Employer's Name, City and State	P R I	G E N	Amount	Aggregate Total*
05/14/18	ELIZABETH DAVIS 410 WEST BAY DR OLYMPIA, WA 98502	THURSTON COUNTY OLYMPIA, WA Occupation PUBLIC HEALTH EMPLOYEE	X		\$250.00	\$250.00
05/14/18	JEFF ENGLE 1923 WATER ST SW OLYMPIA, WA 98501	Occupation	X		\$50.00	\$50.00
05/14/18	BOB FERGUSON 8255 2ND AVE NE SEATTLE, WA 98115	Occupation	X		\$50.00	\$50.00
05/14/18	CHRISTINE FORREY 2415 SWECKER AVE NE OLYMPIA, WA 98501	Occupation	X		\$50.00	\$50.00
05/14/18	JEFFREY GADMAN 7304 38TH DR SE LACEY, WA 98503	Occupation	X		\$50.00	\$100.00
05/14/18	MATT HUOT 317 NINE BARK ST NW OLYMPIA, WA 98502	Occupation	X		\$50.00	\$50.00
05/14/18	BRYNN JOHNSON P. O. BOX 631 TENINO, WA 98589	Occupation	X		\$100.00	\$100.00
05/14/18	PAUL KNOX 3112 FRIENDLY GROVE RD NE OLYMPIA, WA 98506	SELF OLYMPIA, WA Occupation CONSULTANT	X		\$200.00	\$200.00
05/14/18	MIKE LEONARD 3315 BOULEVARD RD SE OLYMPIA, WA 98501	Occupation	X		\$50.00	\$100.00
05/14/18	JEFFERY LIPPERT 2227 FORREST ST DUPONT, WA 98327	THURSTON COUNTY OLYMPIA, WA Occupation ATTORNEY	X		\$100.00	\$200.00
05/14/18	RACHAEL LANGEN LUNDMARK 1824 LIBERTY ST. SW OLYMPIA, WA 98512	Occupation	X		\$100.00	\$100.00

Page Total \$1,050.00

# RECEIPTS CONTINUATION SHEET (Attachment to C-3 Form)

Page 3

Candidate or Committee Name (Do not abbreviate. Use full name.)  
**JON J TUNHEIM (CITIZENS TO ELECT JON TUNHEIM)**

Deposit Date  
 05/16/18

2. CONTRIBUTIONS OVER \$25.00

Date Received	Contributor's Name, Address, City, State, Zip	Contributions of more than \$100: <sup>4</sup> Employer's Name, City and State	P R I	G E N	Amount	Aggregate Total <sup>4</sup>
05/14/18	HANNAH MCDONALD 2922 MADRONA BEACH RD NW OLYMPIA, WA 98502	Occupation	X		\$100.00	\$100.00
05/14/18	ELIZABETH MCINTYRE 3548 HOLLYWOOD DR NE OLYMPIA, WA 98516	Occupation	X		\$75.00	\$75.00
05/14/18	OMEY NANDYAL 7235 NANITCH LN SE TENINO, WA 98589	SELF TENINO, WA Occupation BUSINESS OWNER	X		\$500.00	\$500.00
05/14/18	RANDI NANDYAL 7235 NANITCH LN SE TENINO, WA 98589	Occupation	X		\$50.00	\$50.00
05/14/18	MARJORIE PRICE 4251 ARMSTRONG AVE SE TUMWATER, WA 98501	Occupation	X		\$75.00	\$75.00
05/14/18	DAVID SCHAFFERT 7409 BYRON OLYMPIA, WA 98506	Occupation	X		\$100.00	\$100.00
05/14/18	NATALIE SKOVAN 302 Z STREET SE TUMWATER, WA 98501	Occupation	X		\$50.00	\$50.00
05/14/18	JOHN SNAZA 1201 E YELM AVE STE 400(PMB YELM, WA 98597	Occupation	X		\$50.00	\$100.00
05/14/18	JONATHAN SPROUFFSKE 14241 FINIAN RD SE RAINIER, WA 98576	Occupation	X		\$100.00	\$100.00
05/14/18	MICHAEL STEADMAN 7701 WHITWAY AVE NE LACEY, WA 98516	STEADMAN PROPERTIES LACEY, WA Occupation BUSINESS OWNER	X		\$1,000.00	\$1,000.00
05/14/18	MARIE SULLIVAN 2132 BEVERLY BEACH DR OLYMPIA, WA 98502	Occupation	X		\$100.00	\$100.00

Page Total \$2,200.00

# RECEIPTS CONTINUATION SHEET (Attachment to C-3 Form)

Page 4

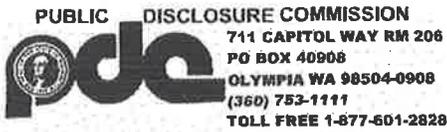
Candidate or Committee Name (Do not abbreviate. Use full name.)  
**JON J TUNHEIM (CITIZENS TO ELECT JON TUNHEIM)**

Deposit Date  
**05/16/18**

2. CONTRIBUTIONS OVER \$25.00

Date Received	Contributor's Name, Address, City, State, Zip	Contributions of more than \$100: Employer's Name, City and State	P R I	G E N	Amount	Aggregate Total*
05/14/18	CHRISTIAN THARP 2038 BEVERLY BEACH DR NW OLYMPIA, WA 98502	Occupation	X		\$100.00	\$100.00
05/14/18	MARK THOMPSON P. O. BOX 11776 OLYMPIA, WA 98508	Occupation	X		\$50.00	\$100.00
05/14/18	CURT VANIMAN 5918 GLENMORE DR. SE OLYMPIA, WA 98501	Occupation	X		\$50.00	\$50.00
05/14/18	MEGHAN VU 8241 WILLOW DR. NE OLYMPIA, WA 98506	Occupation	X		\$50.00	\$50.00
05/14/18	JOANNA WEST 3104 COUNTRY CLUB LOOP NW OLYMPIA, WA 98502	Occupation	X		\$50.00	\$50.00
05/14/18	MOSIAH WEST 3104 COUNTRY CLUB LOOP NW OLYMPIA, WA 98502	Occupation	X		\$50.00	\$50.00
05/14/18	CAILEN WEVODAU P. O. BOX 2865 YELM, WA 98597	Occupation	X		\$100.00	\$100.00
05/14/18	SHELLY WILLIS 1202 BLACK LAKE BLVD #13 OLYMPIA, WA 98502	Occupation	X		\$100.00	\$100.00
05/14/18	MEGAN WINDER 3852 N. GOVE ST TACOMA, WA 98407	THURSTON COUNTY OLYMPIA, WA Occupation ATTORNEY	X		\$150.00	\$150.00
05/14/18	KIM WYMAN 6205 61ST LP SE LACEY, WA 98513	Occupation	X		\$100.00	\$100.00
05/14/18	CECELIA LOVELESS 6005 NORTHILL LP SW OLYMPIA, WA 98512	Occupation	X		\$100.00	\$100.00

Page Total \$900.00



# CASH RECEIPTS MONETARY CONTRIBUTIONS

**C3**  
(1/02)

THIS SPACE FOR OFFICE USE

100832851  
AMENDS  
100831640  
05-29-2018

Candidate or Committee Name (Do not abbreviate. Use full name.)  
**JON J TUNHEIM (CITIZENS TO ELECT JON TUNHEIM)**

Mailing Address  
**PO BOX 13443**

City: **OLYMPIA, WA** Zip + 4: **98508-3443** Office Sought (candidates): **COUNTY PROSECUTOR** Election Date: **2018**

1. MONETARY CONTRIBUTIONS DEPOSITED IN ACCOUNT

Date Received		Amount	Total
	a. Anonymous .....		\$28.00
05/14/18	b. Candidate's personal funds deposited in the bank (include candidate loans in 1c).....	\$500.00	\$500.00
	c. Loans, notes, security agreements. Attach Schedule L .....		
	d. Miscellaneous receipts (interest, refunds, auctions, other). Attach explanation .....		
05/14/18	e. Small contributions \$25.00 or less not itemized and number of persons giving <u>16</u> (persons)	\$951.00	

2. CONTRIBUTIONS OVER \$25.00

Date Received	Contributor's Name, Address, City, State, Zip	Contributions of more than \$100: * Employer's Name, City and State	P R I	G E N	Amount	Aggregate* Total
05/14/18	SHAWN BALL 307 W. H. STREET SHELTON, WA 98589		X		\$50.00	\$50.00
	Occupation					
05/14/18	ROBERT BRADLEY 1910 4TH AVE E #116 OLYMPIA, WA 98506		X		\$75.00	\$75.00
	Occupation					
05/14/18	TIM BRANIFF P. O. BOX 5163 LACEY, WA 98509		X		\$100.00	\$100.00
	Occupation					
05/14/18	MARGARET BROWN 19921 10TH DR SE BOTHELL, WA 98012		X		\$100.00	\$100.00
	Occupation					
05/14/18	JULIE CARIGNAN 3211 30TH AVE SE OLYMPIA, WA 98501-6624	LAW, LYMAN, DANIEL, KAMERRER & BOGDANOVICH, P.S., OLYMPIA, WA	X		\$75.00	\$125.00
	Occupation ATTORNEY					
	<input checked="" type="checkbox"/> Check here if additional pages are attached	Sub-total			\$1,851.00	*See reverse for details.
		Amount from attached pages			\$6,475.00	

3. TOTAL FUNDS RECEIVED AND DEPOSITED OR CREDITED TO ACCOUNT  
 Sum of parts 1 and 2 above. Enter this amount in line 1, Schedule A to C4.

\$8,326.00

4. Date of Deposit: **05/15/18**

Treasurer's Daytime Telephone No.: **(360) 791-1117**

I certify that this report is true and complete to the best of my knowledge

Treasurer's Signature: **MARCIA A TUNHEIM** Date: **05-29-2018**

# RECEIPTS CONTINUATION SHEET (Attachment to C-3 Form)

Page 2

Candidate or Committee Name (Do not abbreviate. Use full name.)  
**JON J TUNHEIM (CITIZENS TO ELECT JON TUNHEIM)**

Deposit Date  
**05/15/18**

2. CONTRIBUTIONS OVER \$25.00						
Date Received	Contributor's Name, Address, City, State, Zip	Contributions of more than \$100: Employer's Name, City and State	P R I	G E N	Amount	Aggregate Total*
05/14/18	CAROLYN CARUSO 2328 65TH CT SW OLYMPIA, WA 98512-7209	Occupation <b>RETIRED</b>	X		\$100.00	\$200.00
05/14/18	MICHAEL DORNFELD 3003 BOUNDARY ST SE OLYMPIA, WA 98501	State of Washington Olympia, WA Occupation <b>TRAFFIC SAFETY ENGINEER</b>	X		\$250.00	\$250.00
05/14/18	LINDA MYHRE ENLOW 8441 BAIRD RD NE OLYMPIA, WA 98516-9314	Occupation	X		\$50.00	\$100.00
05/14/18	JERRY FARMER 8102 DESCHUTES CT. SE TUMWATER, WA 98501	Occupation	X		\$100.00	\$100.00
05/14/18	JULIE FRANK 2949 QUINCE STREET SE OLYMPIA, WA 98501	Occupation	X		\$30.00	\$30.00
05/14/18	CHRISTINE GARST 6015 MARANTHA LN SW OLYMPIA, WA 98512	Occupation <b>RETIRED</b>	X		\$50.00	\$150.00
05/14/18	FRED GENTRY 516 DOVER PT NE OLYMPIA, WA 98506	Occupation	X		\$100.00	\$100.00
05/14/18	JAY A GOLDSTEIN 1800 COOPER POINT RD SW STE 8 OLYMPIA, WA 98502	<b>SELF-EMPLOYED</b> OLYMPIA, WA Occupation <b>ATTORNEY</b>	X		\$150.00	\$150.00
05/14/18	JON HALVORSON 5016 SHERIDAN DR. SE LACEY, WA 98503-7065	Occupation	X		\$50.00	\$100.00
05/14/18	PATRICIA HART 1372 BEL AIR RD UNIT 4 TACOMA, WA 98406	Occupation	X		\$50.00	\$50.00
05/14/18	SAM HUNT 4030 SAN MAR DR NE OLYMPIA, WA 98506	Occupation	X		\$50.00	\$50.00

Page Total \$980.00

# RECEIPTS CONTINUATION SHEET (Attachment to C-3 Form)

Page 3

Candidate or Committee Name (Do not abbreviate. Use full name.)  
**JON J TUNHEIM (CITIZENS TO ELECT JON TUNHEIM)**

Deposit Date  
 05/15/18

2. CONTRIBUTIONS OVER \$25.00

Date Received	Contributor's Name, Address, City, State, Zip	Contributions of more than \$100: <sup>*</sup> Employer's Name, City and State	P R I	G E N	Amount	Aggregate Total <sup>*</sup>
05/14/18	DALE KAMERRER PO BOX 11880 OLYMPIA, WA 98508	LAW, LYMAN, DANIEL, KAMERRER & OLYMPIA, WA Occupation ATTORNEY	X		\$200.00	\$450.00
05/14/18	DAVID KLUMPP 3007 LANGRIDGE LOOP NW OLYMPIA, WA 98502-4423	Occupation	X		\$50.00	\$100.00
05/14/18	NANCY KOPTUR 904 EAST BAY DR #B401 OLYMPIA, WA 98506	Occupation	X		\$100.00	\$100.00
05/14/18	REBECCA LARSEN 5039 LAURA ST. SE OLYMPIA, WA 98501	Occupation	X		\$50.00	\$50.00
05/14/18	JOHN MCILHENNEY 2432 TOLMIE AVE DUPONT, WA 98327	Occupation	X		\$75.00	\$75.00
05/14/18	ELIZABETH MCMULLEN 1637 KENNEDY PLACE DUPONT, WA 98327	Occupation	X		\$50.00	\$50.00
05/14/18	BRIAN MORGAN 6000 STOCKTON STREET SE LACEY, WA 98513	Occupation	X		\$100.00	\$100.00
05/14/18	LINDA OOSTERMAN 4714 DURHAM ST SE LACEY, WA 98503	Occupation	X		\$50.00	\$50.00
05/14/18	KATHRYN PERCIFUL 5434 SOUTH BAY TERRACE NE OLYMPIA, WA 98516	Occupation	X		\$100.00	\$100.00
05/14/18	MIZANUR RAHMAN 7522 38TH DR SE LACEY, WA 98503	Occupation	X		\$50.00	\$50.00
05/14/18	CHRIS RICHARDSON 2884 COVENTRY LN SW APT 2611 TUMWATER, WA 98512	Occupation	X		\$100.00	\$100.00

Page Total \$925.00

# RECEIPTS CONTINUATION SHEET (Attachment to C-3 Form)

Page 4

Candidate or Committee Name (Do not abbreviate. Use full name.)  
**JON J TUNHEIM (CITIZENS TO ELECT JON TUNHEIM)**

Deposit Date  
**05/15/18**

2. CONTRIBUTIONS OVER \$25.00						
Date Received	Contributor's Name, Address, City, State, Zip	Contributions of more than \$100: Employer's Name, City and State	P R I	G E N	Amount	Aggregate Total*
05/14/18	SUSAN ROSEN 7608 SHORE ACRES RD. NE OLYMPIA, WA 98506	Occupation	X		\$100.00	\$100.00
05/14/18	CORI ANN SCHUMACHER P. O. BOX 357 LITTLEROCK, WA 98556	Occupation	X		\$100.00	\$100.00
05/14/18	LESLIE SHAHAN 926 SAWYER ST. SE OLYMPIA, WA 98501	Occupation	X		\$50.00	\$50.00
05/14/18	EILEEN SWARTHOUT 3127 DELLROSE RD SW TUMWATER, WA 98512	Occupation	X		\$50.00	\$50.00
05/14/18	TODD THOMA P. O. BOX 1168 MCKENNA, WA 98558	Occupation	X		\$40.00	\$40.00
05/14/18	KIM WALLACE 3048 54TH AVE SE OLYMPIA, WA 98501	Occupation	X		\$100.00	\$100.00
05/14/18	TIMOTHY WARD 7020 ADLERWOOD CT SE LACEY, WA 98503	Occupation	X		\$50.00	\$50.00
05/14/18	RACHEL YOUNG 6301 STOCKTON LN SE #8 LACEY, WA 98513	Occupation	X		\$50.00	\$50.00
05/14/18	NANCY SNYDER 5220 PUGET RD NE OLYMPIA, WA 98516	Occupation	X		\$30.00	\$30.00
05/14/18	MARCIA TUNHEIM 4210 79th Ave NW OLYMPIA, WA 98502	SELF-EMPLOYED Olympia, WA Occupation <b>ATTORNEY</b>	X		\$500.00	\$500.00
05/14/18	STEPHEN HENDERSON P. O. BOX 11069 OLYMPIA, WA 98508	Occupation	X		\$50.00	\$50.00

Page Total \$1,120.00

# RECEIPTS CONTINUATION SHEET (Attachment to C-3 Form)

Page 5

Candidate or Committee Name (Do not abbreviate. Use full name.)  
**JON J TUNHEIM (CITIZENS TO ELECT JON TUNHEIM)**

Deposit Date  
**05/15/18**

2. CONTRIBUTIONS OVER \$25.00						
Date Received	Contributor's Name, Address, City, State, Zip	Contributions of more than \$100: Employer's Name, City and State	P R I	G E N	Amount	Aggregate Total*
05/14/18	MARNY BRIGHT 521 BULLDOG ST SE OLYMPIA, WA 98503	Occupation	X		\$100.00	\$100.00
05/14/18	MIKE MORGAN 209 QUINCE ST NE OLYMPIA, WA 98506	Occupation	X		\$75.00	\$75.00
05/14/18	KAMELA JAMES 209 Quince Street NE OLYMPIA, WA 98506	Occupation	X		\$75.00	\$75.00
05/14/18	MARGARET BROST 1800 COOPER POINT RD SW #18 OLYMPIA, WA 98502	Occupation	X		\$50.00	\$50.00
05/14/18	JOSHUA J GEISE 9912 138TH AVE SE RAINIER, WA 98576	Occupation	X		\$60.00	\$60.00
05/14/18	BILL MCGREGOR 6402 SIERRA DR SE LACEY, WA 98503	Occupation	X		\$100.00	\$100.00
05/14/18	BECKY WAITE P. O. BOX 2107 SHELTON, WA 98584	Occupation	X		\$40.00	\$40.00
05/14/18	ALBERT WEINNIG 1801 GALLAGHER CT NW OLYMPIA, WA 98502	Occupation	X		\$100.00	\$100.00
05/14/18	ALEXIS MILLER 1660 Lana Ln SW Tumwater, WA 98512	Occupation	X		\$50.00	\$50.00
05/14/18	LORI BAME 855 TROSPER RD SW TUMWATER, WA 98512	Occupation	X		\$37.50	\$37.50
05/14/18	NORBERT BAME 855 TROSPER RD SW TUMWATER, WA 98512	Occupation	X		\$37.50	\$37.50

Page Total \$725.00

# RECEIPTS CONTINUATION SHEET (Attachment to C-3 Form)

Page 6

Candidate or Committee Name (Do not abbreviate. Use full name.)  
**JON J TUNHEIM (CITIZENS TO ELECT JON TUNHEIM)**

Deposit Date  
**05/15/18**

2. CONTRIBUTIONS OVER \$25.00

Date Received	Contributor's Name, Address, City, State, Zip	Contributions of more than \$100: Employer's Name, City and State	P R I	G E N	Amount	Aggregate Total*
05/14/18	MICHEAL BRACHER 808 11TH AVE. MILTON, WA 98354	Occupation	X		\$50.00	\$50.00
05/14/18	SUZANNE BRACHER 808 11TH AVE. MILTON, WA 98354	Occupation	X		\$50.00	\$50.00
05/14/18	DONALD DANIEL 1666 VISTA LOOP SW TUMWATER, WA 98512-0406	LAW, LYMAN, DANIEL, KAMERRER & OLYMPIA, WA Occupation ATTORNEY	X		\$25.00	\$150.00
05/14/18	SUSAN DANIEL 1666 VISTA LOOP SW TUMWATER, WA 98512-0406	Mason General Hospital Shelton, WA Occupation REVENUE ANALYST	X		\$25.00	\$150.00
05/14/18	JOSEPH DOWNING 2806 33RD TRL NE OLYMPIA, WA 98506	Occupation	X		\$50.00	\$50.00
05/14/18	MYRA WALL DOWNING 2806 33RD TRL NE OLYMPIA, WA 98506	Occupation	X		\$50.00	\$50.00
05/14/18	STEVEN DREW 8729 FERNWOOD ST NE OLYMPIA, WA 98516	Occupation	X		\$50.00	\$50.00
05/14/18	KATHLEEN DREW 8729 FERNWOOD ST NE OLYMPIA, WA 98516	Occupation	X		\$50.00	\$50.00
05/14/18	DAVID ELLIOTT 4141 BISCAY ST. NW OLYMPIA, WA 98502	Occupation	X		\$50.00	\$50.00
05/14/18	CLAIRE ELLIOTT 4141 BISCAY ST. NW OLYMPIA, WA 98502	Occupation	X		\$50.00	\$50.00
05/14/18	JENNIFER FORSTER 2513 FIR ST SE OLYMPIA, WA 98501	Occupation	X		\$50.00	\$50.00

Page Total \$500.00

# RECEIPTS CONTINUATION SHEET (Attachment to C-3 Form)

Candidate or Committee Name (Do not abbreviate. Use full name.)  
**JON J TUNHEIM (CITIZENS TO ELECT JON TUNHEIM)**

Deposit Date  
**05/15/18**

2. CONTRIBUTIONS OVER \$25.00

Date Received	Contributor's Name, Address, City, State, Zip	Contributions of more than \$100: Employer's Name, City and State	P R I	G E N	Amount	Aggregate Total*
05/14/18	DAVID FORSTER 2513 FIR ST SE OLYMPIA, WA 98501	Occupation	X		\$50.00	\$50.00
05/14/18	JOHN HALL 10445 MULLEN RD SW OLYMPIA, WA 98513	Occupation	X		\$50.00	\$50.00
05/14/18	MARY HALL 10445 MULLEN RD SW OLYMPIA, WA 98513	Occupation	X		\$50.00	\$50.00
05/14/18	THOMAS HERGERT PO BOX 12452 OLYMPIA, WA 98508	Occupation	X		\$50.00	\$50.00
05/14/18	BRANDI ARCHER-HERGERT PO BOX 12452 OLYMPIA, WA 98508	Occupation	X		\$50.00	\$50.00
05/14/18	NEAL HOROWITZ 2126 LAKEWOOD DR SE OLYMPIA, WA 98501	Occupation	X		\$37.50	\$37.50
05/14/18	KAREN ALEXANDER 2126 LAKEWOOD DR SE OLYMPIA, WA 98501	Occupation	X		\$37.50	\$37.50
05/14/18	WENDY IRELAND 23 LAPSLEY DR DUPONT, WA 98327	Occupation	X		\$50.00	\$50.00
05/14/18	MICHAEL IRELAND 23 LAPSLEY DR DUPONT, WA 98327	Occupation	X		\$50.00	\$50.00
05/14/18	LISA JUSTICE 10802 MAYA LANE SE OLYMPIA, WA 98501	Occupation	X		\$50.00	\$50.00
05/14/18	JOHN JUSTICE 10802 MAYA LANE SE OLYMPIA, WA 98501	Occupation	X		\$50.00	\$50.00

*NO - error*

# RECEIPTS CONTINUATION SHEET (Attachment to C-3 Form)

Candidate or Committee Name (Do not abbreviate. Use full name.)  
**JON J TUNHEIM (CITIZENS TO ELECT JON TUNHEIM)**

Deposit Date  
**05/15/18**

2. CONTRIBUTIONS OVER \$25.00

Date Received	Contributor's Name, Address, City, State, Zip	Contributions of more than \$100: Employer's Name, City and State	P R I		G E N		Amount	Aggregate Total*
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
05/14/18	GORDON KIRKEMO 725 FOX RUN DR NW OLYMPIA, WA 98502	Occupation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$50.00	\$50.00
05/14/18	JANE RAGLAND-KIRKEMO 725 FOX RUN DR NW OLYMPIA, WA 98502	Occupation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$50.00	\$50.00
05/14/18	MARIE LANESE 8328 LIBBY ROAD NE OLYMPIA, WA 98506	Occupation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$50.00	\$50.00
05/14/18	LANCE LANESE 8328 LIBBY ROAD NE OLYMPIA, WA 98506	Occupation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$50.00	\$50.00
05/14/18	ELIZABETH PETRICH 4722 BOSTON HARBOR OLYMPIA, WA 98506	THURSTON COUNTY OLYMPIA, WA Occupation ATTORNEY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$50.00	\$300.00
05/14/18	ALLEN PLEUS 4722 BOSTON HARBOR OLYMPIA, WA 98506	Occupation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$50.00	\$50.00
05/14/18	GORDON PHILLIPS P. O. BOX 5612 LACEY, WA 98509	Occupation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$50.00	\$50.00
05/14/18	L. ADEL PHILLIPS P. O. BOX 5612 LACEY, WA 98509	Occupation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$50.00	\$50.00
05/14/18	STEPHANIE STOCKER 2812 FOREST HILL CIR SE OLYMPIA, WA 98501	Henderson Law Group, PLLC Olympia, WA Occupation ATTORNEY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$250.00	\$250.00
05/14/18	SIMON STOCKER 2812 FOREST HILL CIR SE OLYMPIA, WA 98501	Henderson Law Group, PLLC Olympia, WA Occupation ATTORNEY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$250.00	\$250.00
05/14/18	BRENT WALZ 2327 LOG CABIN RD SE OLYMPIA, WA 98501	Occupation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$50.00	\$50.00

# RECEIPTS CONTINUATION SHEET (Attachment to C-3 Form)

Page 9

Candidate or Committee Name (Do not abbreviate. Use full name.)  
**JON J TUNHEIM (CITIZENS TO ELECT JON TUNHEIM)**

Deposit Date  
**05/15/18**

2. CONTRIBUTIONS OVER \$25.00

Date Received	Contributor's Name, Address, City, State, Zip	Contributions of more than \$100: Employer's Name, City and State	P R I	G E N	Amount	Aggregate Total*
05/14/18	MICHELLE WALZ 2327 LOG CABIN RD SE OLYMPIA, WA 98501	Occupation	X		\$50.00	\$50.00
05/14/18	GARY WARNOCK 314 COUNTRY ESTATES DR W RAINIER, WA 98576	THURSTON COUNTY OLYMPIA, WA Occupation CORONER	X		\$50.00	\$150.00
05/14/18	CHRIS WARNOCK 314 COUNTRY ESTATES DR W RAINIER, WA 98576	Occupation	X		\$50.00	\$50.00
05/14/18	BRENDA WILLIAMS 2103 HARRISON AVE NW # 2-871 OLYMPIA, WA 98502	TAGS - Awards & Specialties Olympia, WA Occupation SELF	X		\$125.00	\$125.00
05/14/18	MICHAEL WILLIAMS 2103 HARRISON AVE NW # 2-871 OLYMPIA, WA 98502	TAGS - Awards & Specialties Olympia, WA Occupation SELF	X		\$125.00	\$125.00
05/14/18	BRYAN WYLLIE P. O. BOX 12775 OLYMPIA, WA 98508	Occupation	X		\$50.00	\$50.00
05/14/18	REBECCA WYLLIE P. O. BOX 12775 OLYMPIA, WA 98508	Occupation	X		\$50.00	\$50.00
05/14/18	OLIVIA ZHOU 1809 GALLAGHER CT. NW OLYMPIA, WA 98502	Occupation	X		\$75.00	\$75.00
05/14/18	PAUL MASIELLO 1809 GALLAGHER CT. NW OLYMPIA, WA 98502	Occupation	X		\$75.00	\$75.00
05/14/18	LINDA KLEINGARTNER 2812 LANGRIDGE LOOP NW OLYMPIA, WA 98502	Occupation	X		\$50.00	\$50.00
05/14/18	JEFF KLEINGARTNER 2812 LANGRIDGE LOOP NW OLYMPIA, WA 98502	Occupation	X		\$50.00	\$50.00

Page Total \$750.00



THURSTON COUNTY  
WASHINGTON  
SINCE 1852

Jon Tunheim  
PROSECUTING ATTORNEY

August 16, 2018

Brian Drake  
5248 Deerfield Park Ct NE  
Olympia, WA 98516  
[briandrake170@gmail.com](mailto:briandrake170@gmail.com)

Dear Mr. Drake:

In accordance with the Public Records Act (PRA), RCW 42.56.520, this letter acknowledges receipt of your PRA request, submitted to and received by the Thurston County Prosecuting Attorney's Office on August 13, 2018.

This request has been assigned tracking number 4647. Please use this number in any communications concerning this request. Specifically, you requested:

Can you provide me with the current authorized FTE's and the current list of employees please?

Please find attached an Excel Spreadsheet showing the name, title, and FTE percentage for all Prosecuting Attorney's Office employees. Additionally, the adopted budget showing FTEs by department may be found online at <https://www.thurstoncountywa.gov/bocc/boccbudgetdocuments/2018-adopted-budget.pdf>

We have made no redactions nor withheld any records in response to this request.

This is the final and definitive response to your records request; this request is now closed. Please let us know if you believe we have misunderstood your records request, or have omitted records that you believe your request covered.

If you have any questions you may contact me at (360) 754-4998.

Very truly yours,

JON TUNHEIM  
PROSECUTING ATTORNEY

Michael Fulmer  
Paralegal I

CURRENT TC PAO EMPLOYEES AS OF 08/16/2018

PRA# 4647

Last Name	First name
PETTERSEN	CHRISTINE
ROOK	LISA
ABID	ALI
ARCHER	BRANDI
BARBIERI	KRISTINE
BURNS	TRAVIS
CARROLL	KIMBERLY
CLAASSEN	SHARON
COTA	ALEXIS
CREIGHTON	ELI
CUNNINGHAM	KIM
CUSHING	SCOTT
EGOLF	ALEXIS
FANCHER	JEFFREY
FOSTER	CLAY
FULMER	MICHAEL
FUTTERMAN	JANE
GALVIN	CATHERINE
GOODWIN	LORI
GRAHAM	WAYNE
GREEN	JENA
HEWITSON	ROSEMARY
HORLACHER	JAMES
HOROWITZ	KAREN
IRELAND	WENDY
JACKSON	JOSEPH
JACKSON	LISA
JACKSON	SCOTT
JARRETT	ISAAC
JENKINS	CARMEN
JONES	CAROL
JONES	CAROLINE
JONES-HEGG	NANCY
JURIS	CRAIG
KESERICH	JAMIE
KNUDSEN	JESSIE
KUHNS	TRAVIS
LIPPERT	JEFFERY
LORD	JENNIFER
MAGNUSON	AMY
MAIAVA	TONYA
MCCLELLAN	CHAD
MCMULLEN	ELIZABETH
MCNEIL	KERRI
MILLAR	LINDSEY
MITTAN	ROBERT
NELSON	PEGGY
OLSEN	LINDA
PETERS	CHRISTEN
PETERS JR	DONALD
PETRICH	ELIZABETH
PHILLIPS	STANLEY
PINKSTON	BRYANNA
POWERS	JAMES
PRIHODA	HEIDI
PROCHNAU	JUDITH

REILLY	ANNETTE
SALO	NADINE
SIM	KORTNEY
SPENCER	KENDALL
SPRADLEY	CHRISTINE
ST GEORGE	PENNY
STONE	HEATHER
STRONG	SUSAN
THOMPSON	MARK
TORRES	NICOLE
TUNHEIM	JON
TURNER	KAITLYN
VOLKHARDT	FRANCES
WALL	MICHELLE
WEVODAU	CAILEN
WHEELER	JOSEPH
WINDER	MEGAN
WRIGHT	CYNTHIA
ZHOU	OLIVIA
75	



Photo by Janine Gates/Little Hollywood Media



by Janine Gates/Little Hollywood Media



**Jon Tunheim**  
PROSECUTING ATTORNEY

June 25, 2018

Brian Drake  
5248 Deerfield Park Ct. NE  
Olympia, WA 98516  
[briandrake170@gmail.com](mailto:briandrake170@gmail.com)

Dear Mr. Drake:

This communication is in regard to your Public Records Request, #4154.

Attached you will find the first installment of records responsive to your request. We have made no redactions to this installment of responsive records.

We reasonably believe that a second installment of public records (if any) responsive to this request will be available on or before August 10, 2018. If public records become available in advance of this estimate we will contact you promptly. Conversely, if the County encounters a need to extend our estimate, we will contact you with a revised estimated date. We will communicate with you and keep you informed of any updates regarding collecting and obtaining the responsive records as we move through the process.

If you have any questions, you may contact me at (360) 754-4998.

Very truly yours,

JON TUNHEIM  
PROSECUTING ATTORNEY

Michael Fulmer  
Paralegal I

## Cathy & Brian

---

**From:** Wendy Ireland  
**Sent:** Thursday, March 29, 2018 3:53 PM  
**To:** Alexis Cota  
**Cc:** PAO\_Leave\_Calendar  
**Subject:** RE: ALEXIS COTA - SICK LEAVE REQUEST 05/14/18

Approved. --Wendy

**From:** Alexis Cota  
**Sent:** Thursday, March 29, 2018 12:45 PM  
**To:** Wendy Ireland ; Scott Jackson  
**Cc:** Jena Green ; Cynthia Wright  
**Subject:** ALEXIS COTA - SICK LEAVE REQUEST 05/14/18

**What kind of leave:** Sick Leave  
**When:** 05/14/18  
**Why:** Dr. Appt. for mom in Seattle  
**Total hours of leave:** 8 hours  
**Coverage:** TBD

*Alexis Cota*

Thurston County Prosecuting Attorney's Office  
General Felony Unit  
2000 Lakeridge Dr. SW  
Olympia, WA 98502  
(360)754-6251

## Cathy & Brian

---

**From:** Scott Cushing  
**Sent:** Tuesday, January 30, 2018 3:45 PM  
**To:** Catherine Galvin; PAO\_Leave\_Calendar  
**Cc:** Elizabeth Petrich  
**Subject:** RE: Catherine Galvin - DPA Admin Leave, Floating Holiday & Annual Leave May 7-15, 2018

Approved

**From:** Catherine Galvin  
**Sent:** Monday, January 29, 2018 8:37 AM  
**To:** Scott Cushing  
**Subject:** Catherine Galvin - DPA Admin Leave, Floating Holiday & Annual Leave May 7-15, 2018

Type of Leave: DPA Admin Leave  
Floating Holiday  
Annual Leave

When: May 7-15, 2018

Why: Leave

Total Hours: 56.0

DPA Admin Leave (24.0)

Floating Holiday ( 8.0)  
Floating Holiday 20 yrs (8.0)  
Floating Holiday 25 yrs (8.0)  
Annual Leave ( 8.0)

## Cathy & Brian

---

**From:** Jeffrey Fancher <jgfancher@wapa-sep.wa.gov>  
**Sent:** Tuesday, May 15, 2018 11:03 AM  
**To:** Clay Foster  
**Cc:** PAO\_Leave\_Calendar  
**Subject:** Re: Clay Foster - 5-14-18 - Community Svc Day

Approved

**Please Note:** Your email is important to us. Our email system uses an aggressive SPAM Filter. If you have not received a reply to your email, please call our office and we will add you to our SPAM Filter. Thank you.

>>> Clay Foster 5/15/2018 10:12 AM >>>  
What Kind of Leave: Community Svc Day

When: Monday, May 14, 2018, from 8am to 5pm

Why: community svc

Total Hours of Leave: 8 hrs Community Svc

Coverage: I did not have any hearings scheduled for that day

## Cathy & Brian

---

**From:** Craig Juris  
**Sent:** Monday, April 30, 2018 12:56 PM  
**To:** Caroline Jones  
**Cc:** PAO\_Leave\_Calendar  
**Subject:** RE: JONES, CAROLINE SICK LEAVE 05/14/18

Approved.

**From:** Caroline Jones  
**Sent:** Monday, April 30, 2018 10:32 AM  
**To:** Craig Juris  
**Subject:** JONES, CAROLINE SICK LEAVE 05/14/18

What kind of leave: SICK  
Time: 10:30 TO 4:30  
Why: appt for mother in Federal Way

Total hours of leave: 5 hours (lunch is in there somewhere)

Coverage: none

What Examples:

***Caroline M. Jones***  
Paralegal, Special Victims Team  
2000 Lakeridge Dr SW, #2  
Olympia, WA 98502  
P: 360-786-5460  
F: 360-754-3358

## Cathy & Brian

---

**From:** Christen Peters  
**Sent:** Monday, May 14, 2018 2:43 PM  
**To:** Judith Prochnau; PAO\_Leave\_Calendar  
**Subject:** RE: Judy Prochnau AWW 5/14/18

AWW is approved for week of 5/14/18.

*Christen Anton Peters*

Christen Anton Peters  
Chief of Staff  
Thurston County Prosecuting Attorney's Office  
2000 Lakeridge Drive SW, Olympia, WA 98502  
360-786-5540  
[petersc@co.thurston.wa.us](mailto:petersc@co.thurston.wa.us)

**From:** Judith Prochnau  
**Sent:** Monday, May 14, 2018 2:07 PM  
**To:** Christen Peters  
**Cc:** Kim Carroll ; Jennifer Lord  
**Subject:** Judy Prochnau AL 5/14/18

Monday, May 14, 2018, 8 AM – 5:30 PM with .5 hour lunch  
9 hours

Tuesday, May 15, 2018, 8 AM – 5:30 PM with .5 hour lunch  
9 hours

Wednesday, May 16, 2018, 8 AM – 5:30 PM with .5 hour lunch  
9 hours

Thursday, May 17, 2018, 7 AM – 10:30 AM  
3.5 hours

Friday, May 18, 2018, 7:30 AM – 5:30 PM with .5 hour lunch  
9.5 hours

Adjustment to accommodate Thursday doctor appointment.

Coverage for any post –prelim calls, and a 1:30 PM Criminal Misc After Sentencing Calendar Hearing. A Petition was filed by victim who is def's wife Candice Mack requesting modification of the order to allow mail, email, phone calls, and video visits while the def is in custody.

thanks

*Judy Prochnau*  
Victim Advocate  
Thurston County Prosecutor's Office  
(360) 709-3047

## Cathy & Brian

---

**From:** Christen Peters  
**Sent:** Monday, May 14, 2018 11:00 AM  
**To:** Kendall Spencer; PAO\_Leave\_Calendar  
**Subject:** RE: Kendall Spencer WA PSL Leave Request 5/14/18

Approved.

*Christen Anton Peters*

Christen Anton Peters  
Chief of Staff  
Thurston County Prosecuting Attorney's Office  
2000 Lakeridge Drive SW, Olympia, WA 98502  
360-786-5540  
[petersc@co.thurston.wa.us](mailto:petersc@co.thurston.wa.us)

**From:** Kendall Spencer  
**Sent:** Monday, May 14, 2018 10:51 AM  
**To:** Christen Peters  
**Cc:** Kaitlyn Turner ; Stanley Phillips  
**Subject:** Kendall Spencer WA PSL Leave Request 5/14/18

What kind of leave: WA PSL

When:

Monday, May 14, 2018

Total hours of leave: 4 (worked 8am-12pm)

Coverage: Kaitlyn Turner & Stanley Phillips

Kendall Spencer  
Victim Advocate  
Crime Victims Advocacy Network  
360.709.3045

## Cathy & Brian

---

**From:** Christen Peters  
**Sent:** Friday, June 1, 2018 12:16 PM  
**To:** Kim Carroll; PAO\_Leave\_Calendar  
**Subject:** RE: Kim Carroll Adjust work week/OT Week of May 14-18

Approved for 2.0 hours OT.

-Christy

*Christen Anton Peters*

Christen Anton Peters  
Chief of Staff  
Thurston County Prosecuting Attorney's Office  
2000 Lakeridge Drive SW, Olympia, WA 98502  
360-786-5540  
[petersc@co.thurston.wa.us](mailto:petersc@co.thurston.wa.us)

**From:** Kim Carroll  
**Sent:** Friday, June 01, 2018 12:03 PM  
**To:** Christen Peters  
**Subject:** Kim Carroll Adjust work week/OT Week of May 14-18

5/14: 8:00-5:00, 8 hours worked

5/15: 8:00-5:00, 8 hours worked

5/16: Out at 5:30. 30 min lunch.. Kerri out sick, Judy on special assignment. 9 hours worked

5/17: 8:00-5:30. 30 min lunch, Marshal take your Child to work day event. Out at 5:30 returning prelim calls, returning urgent emails and messages (stuck in COPAS' until 4:45). Judy on special assignment and out of the office @ 10:30. 9 hours worked

5/18: 8:00-5:00. 8 hours worked (6 reg. hrs, 2 OT)

Respectfully requesting 2 hours of overtime.

Kim H. Carroll  
Senior Victim Advocate  
Thurston County Prosecutor's Office  
Domestic Violence Team  
2000 Lakeridge Dr. SW  
Olympia WA 98502  
Ph. **360-786-5540 ext. 3033 or 360-709-3033**  
Fax. 360-586-0217

## Cathy & Brian

---

**From:** Jeffrey Fancher <jgfancher@wapa-sep.wa.gov>  
**Sent:** Monday, May 14, 2018 5:01 PM  
**To:** Nikki Torres  
**Cc:** PAO\_Leave\_Calendar  
**Subject:** Re: N. Torres sick leave request 5/14/18

Approved

**Please Note:** Your email is important to us. Our email system uses an aggressive SPAM Filter. If you have not received a reply to your email, please call our office and we will add you to our SPAM Filter. Thank you.

>>> Nikki Torres 5/14/2018 4:21 PM >>>

When: 5/14/2018- 2:00pm-3:15pm

Why: dr. appt.

Total hours/type of leave: 1.25 hours sick leave

Coverage: Family Support

Thanks!

## Cathy & Brian

---

**From:** Jeffrey Fancher <jgfancher@wapa-sep.wa.gov>  
**Sent:** Monday, May 14, 2018 8:36 AM  
**To:** Nadine Salo  
**Cc:** PAO\_Leave\_Calendar  
**Subject:** Re: Nadine Salo, Traditional Leave Request, 05/14/18

Approved

**Please Note:** Your email is important to us. Our email system uses an aggressive SPAM Filter. If you have not received a reply to your email, please call our office and we will add you to our SPAM Filter. Thank you.

>>> Nadine Salo 5/14/2018 8:22 AM >>>

**What kind of leave:** Traditional Leave

**When:** Monday, May 14, 2018, from 1-5

**Why:** Vacation

**Total hours of leave:** 4 hours

**Coverage:** No Appointments - Family Support general coverage

## Cathy & Brian

---

**From:** Christen Peters  
**Sent:** Thursday, May 3, 2018 11:31 AM  
**To:** Annette Reilly; Scott Jackson; PAO\_Leave\_Calendar  
**Cc:** Wayne Graham  
**Subject:** RE: Reilly, Annette - Adjusted Schedule 05/07/18 ~ 05/29/18

Approved.

*Christen Anton Peters*

Christen Anton Peters  
Chief of Staff  
Thurston County Prosecuting Attorney's Office  
2000 Lakeridge Drive SW, Olympia, WA 98502  
360-786-5540  
[petersc@co.thurston.wa.us](mailto:petersc@co.thurston.wa.us)

**From:** Annette Reilly  
**Sent:** Thursday, May 03, 2018 9:44 AM  
**To:** Scott Jackson  
**Cc:** Christen Peters  
**Subject:** Reilly, Annette - Adjusted Schedule 05/07/18 ~ 05/29/18

I would like to request a temporary adjustment to my regular schedule to work 7:00 a.m. to 4:00 p.m. so I can attend my granddaughter's baseball games in Centralia/Chehalis on the following days:

Monday, May 7, 2018  
Wednesday, May 9, 2018  
Monday, May 14, 2018  
Wednesday, May 21, 2018  
Wednesday, May 23, 2018  
Tuesday, May 29, 2018

Annette Reilly  
Legal Assistant II  
Thurston County Prosecutor's Office  
2000 Lakeridge Drive SW  
Olympia, WA 98502  
Phone: (360) 786-5540, option 1, ext. 5537  
Fax: (360) 754-3358

## Cathy & Brian

---

**From:** Jennifer Lord  
**Sent:** Tuesday, March 20, 2018 2:00 PM  
**To:** Tonya Maiava  
**Cc:** PAO\_Leave\_Calendar  
**Subject:** RE: Tonya Maiava, AL, 5/7/18-5/18/18

Approved

**From:** Tonya Maiava  
**Sent:** Tuesday, March 20, 2018 1:01 PM  
**To:** Jennifer Lord  
**Subject:** Tonya Maiava, AL, 5/7/18-5/18/18

What kind of leave: AL

When: 5/7/18 – 5/18/18

Why: Vacation

Total hours of leave: 80

Coverage: Michelle/Paralegals

Tonya Maiava, Paralegal  
Thurston County Prosecutor's Office  
Domestic Violence Team  
2000 Lakeridge Dr, SW, Bldg 2  
Olympia, WA 98502  
(360) 709-3035  
(360) 918-8953 fax

## Cathy & Brian

---

**From:** Jeffery Lippert  
**Sent:** Thursday, May 10, 2018 1:32 PM  
**To:** Wendy Ireland  
**Cc:** PAO\_Leave\_Calendar  
**Subject:** RE: Wendy Ireland - Partial Day Exempt/Adjusted Schedule 5/14/18

Approved, of course! JDL

-----Original Message-----

**From:** Wendy Ireland  
**Sent:** Thursday, May 10, 2018 10:32 AM  
**To:** Jeffery Lippert <lipperj@co.thurston.wa.us>  
**Subject:** Wendy Ireland - Partial Day Exempt/Adjusted Schedule 5/14/18

What kind of leave: Partial Day Exempt/Adjusted Schedule  
When: 5/14/18 (out of the office 10 a.m. to 2 p.m.)  
Why: Personal

Monday: (Work 7 hours)  
Work 7 a.m. to 10 a.m. (3 hours)  
Out 10 a.m. to 2 p.m.  
Work 2 p.m. to 6 p.m. (4 hours)

Tuesday: (Work 9 hours)  
7 a.m. to 5:00 p.m.

Coverage: None needed.

**From:** [Scott Cushing](#)  
**To:** [Rick Peters](#); [PAO Leave Calendar](#)  
**Cc:** [Elizabeth Petrich](#)  
**Subject:** RE: May 14-18 Alternative leave request for Rick Peters  
**Date:** Tuesday, February 27, 2018 3:45:39 PM

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## Approved

**From:** Rick Peters  
**Sent:** Tuesday, February 27, 2018 10:13 AM  
**To:** Scott Cushing  
**Subject:** May 14-18 Alternative leave request for Rick Peters

What: Alternative leave (continuing the previously granted days of May 10-11)

When: May 14-18 Monday-Friday

Why: Driving daughter's car home from college

Coverage: general Civil, Family Support

Available by phone if needed

Redaction Made with  
Requester's Permission

**RICK PETERS**

Deputy Prosecuting Attorney

for Thurston County

Civil Division – Bldg 5

2000 Lakeridge Drive SW

Olympia, WA 98502

[petersr@co.thurston.wa.us](mailto:petersr@co.thurston.wa.us)

x7875

# CHAPTER 5

## PERSONNEL POLICIES

### New Employees

Upon the hiring of a new employee, a letter of employment will be issued by the Prosecuting Attorney or Chief Deputy and sent to the new employee. The letter will include a statement of the position that the person is being hired into along with other relevant conditions of employment. In addition, the letter will notify new hires to have a driver's license and social security card or a valid U.S. passport with them on their first day on the job for identification and processing purposes.

When a new employee reports to the office for their first day, they should report first to the Administrative Services Manager for their entry orientation. During the orientation, the new employee will execute necessary documents, including a confidentiality agreement and emergency contact information form. In addition, the Administrative Services Manager will assist the new employee in scheduling an orientation with the county Human Resources Department. Also, arrangements will be made for the new employee to be issued an identification card and/or badge and keys if applicable.

Once the orientation is complete, the employee will be directed to a supervisor or team leader for the team to which they are assigned. That supervisor or team leader will be responsible for introducing the new employee to the other employees and arranging and managing the training of the new employee.

### Background Check

All employees and volunteers will undergo a criminal background check as a condition of employment or acceptance as a volunteer. The background check may include a criminal history records check as well as other reference checks. Providing false or misleading information or failing to disclose any requested information for the background check shall be grounds for discipline that may include immediate termination, with or without additional cause. The Prosecuting Attorney will have the sole discretion to terminate or not employ any prospective employee or volunteer who has been previously arrested, charged or convicted of a crime, regardless of the seriousness of the crime or any court disposition.

### Office Hours

The office hours of the Prosecuting Attorneys Office are 8 A.M. to 5 P.M. Monday through Friday except on recognized holidays. The office is open to the public 8:30 A.M. to 4:30 P.M. Monday through Friday except on recognized holidays. Generally, all employees are expected to be at work during normal working hours unless they have been approved for leave or a schedule adjustment in accordance with this policy. Excessive and/or unreasonable absenteeism or tardiness for work may be grounds for discipline up to and including termination.

## Holidays

The Prosecuting Attorney's Office observes the following holidays:

- New Year's Day January
- Martin Luther King Jr. Day January
- Presidents' Day February
- Memorial Day May
- Independence Day July
- Labor Day September
- Veterans' Day November
- Thanksgiving Day November
- Day after Thanksgiving November
- Christmas Day December
- Floating Holiday As Provided by County Policy

## Leave

All employees requesting leave must make an electronic request in advance and be approved in electronically in advance as early as possible by their Division Chief, Team Leader and/or Legal Support Supervisor. The Division Chief, Team Leader, and/or Legal Support Supervisor will consider the request and approve or deny it. Efforts will be made to accommodate leave requests, but all leave is subject to the needs of the office.

Employees may not use leave earned at the end of a month during that month. Leave does not accrue nor may it be used until the last day of the month (no negative leave use during the month in which it is earned). For example, if an employee has 2 hours of annual/alternative leave and will earn another 10 hours at the end of the month; he or she can use only 2 hours of leave during that month.

All leave requests shall be submitted electronically via email using the approved leave request format. All approved Leave Request emails shall be sent to the PAO Leave Calendar. Employees should follow the approval procedure outlined in Appendix C when seeking approval for any leave. The following is an explanation of the types of leave which are authorized:

## Family Medical Leave Act

Pursuant to State and Federal law, family leave is provided to employees, regardless of gender, to care for a newborn; to care for a child placed with the employee for adoption or foster care; to care for the employee's spouse, child or parent with a serious health condition; and/or if a serious health condition makes the employee unable to perform the functions of his or her position.

To receive family leave, the employee shall first notify the Administrative Services Manager of the request in writing and follow any directions given by the Administrative Services

Manager. In addition, the employee must comply with current county policy and procedures for family leave.

The Prosecuting Attorney's Office will follow the rules and procedures for family leave as outlined by current county policy and/or any applicable provision of a collective bargaining agreement that covers the employee making the request. However, the Prosecuting Attorney and/or the Chief Deputy shall have the sole authority to grant family leave for an employee of the Prosecuting Attorney's Office.

The Thurston County Prosecutor's Office will not take any adverse action or retaliate against any employee for exercising his or her rights to family leave, for helping another exercise his or her rights to family leave or for participating in any investigation or proceeding concerning family leave.

### **Overtime**

The Office of the Prosecuting Attorney, along with Thurston County, is subject to the requirements of the Fair Labor Standards Act. Under this act, employees are classified as either exempt or non-exempt. Exempt positions are salaried positions that are not subject to extra pay or benefits for overtime. This classification includes the Prosecuting Attorney and all Deputy Prosecuting Attorneys, along with the Administrative Services Manager, Legal Support Coordinator, Community Engagement Specialist, and Executive Assistant to the Prosecuting Attorney. These employees are not entitled to overtime pay or other compensation unless specifically authorized by a Collective Bargaining Agreement.

All other support staff employees in regular full time or part time positions are classified as non-exempt employees and are therefore entitled to overtime pay and/or compensatory time. Overtime or compensatory time will be awarded only in accordance with the provisions of the current Collective Bargaining Agreement.

No non-exempt employee, permanent or temporary, may work in excess of 40 hours per week unless it is approved in writing in advance by the employee's supervisor. Any unauthorized overtime work may lead to disciplinary action. Requests for overtime or compensatory time are handled in the same manner as requests for leave requests. However, the appropriate Division Chief must approve overtime before the work is performed.

Legal Interns are considered part time temporary employees and will not be permitted to earn overtime or compensatory time.

### **Adjusted Work Week**

The normal workweek for non-exempt employees shall consist of five (5) consecutive eight (8) hour days commencing Monday and concluding Friday unless an adjustment is authorized in accordance with these policies and any collective bargaining agreement. Either the employee or a supervisor may propose an "adjusted work-week" (i.e. flexing hours within that same work week) to accommodate for extra hours required for service needs or special requests made by employees.

A non-exempt employee who desires to adjust their workweek must submit a request for such in the same manner as a leave request. Workweek adjustments may be made only if the total working hours during the workweek (Monday through Sunday) does not exceed forty (40) hours. Work requests that will exceed forty (40) hours in a workweek are considered a request for overtime. Work week adjustments within the Monday through Friday work schedule is preferred.

### **Leave without pay**

All leave taken in excess of the current leave available to the employee shall be leave without pay and deducted from the employee's pay. A Division Chief must approve leave without pay in advance if possible.

### **Breaks**

The Fair Labor Standards Act requires that all non-exempt employees receive periodic rest breaks. In accordance with these requirements, all non-exempt employees will receive a fifteen (15) minute break for each four (4) hours worked and a lunch break of one (1) hour. Breaks may not be collected or not taken in order to shorten a workday or work week. If an employee is required to adjust their work week, they may shorten their lunch break to not less than thirty (30) minutes, but employees may not eliminate their lunch break in order to shorten their work day or make up for time missed. All requested adjustments of a lunch break must be approved by the employee's Team Leader and/or Legal Support Supervisor.

### **Exempt employees**

In order to effectively serve the public, law enforcement, clients and other persons who have contact with the Prosecuting Attorney's Office, regular office hours for all employees, including Deputy Prosecuting Attorneys are generally from 8:00 a.m. until 5:00 p.m. unless the Chief Deputy or the Prosecuting Attorney approves a specific change in regular hours. Minor deviations are permissible with the approval of the Deputy's Team Leader. It is expected that all exempt employees may be required to work beyond these minimum office hours to complete their work.

All Deputy Prosecuting Attorneys and other exempt employees are required to complete a Leave Request Form for any partial day absence of two hours or more for documentation purposes. Exempt employees who have partial day absences of two hours or less are not required to complete a Leave Request Form, however, they shall notify their Team Leader, Division Chief, or appropriate supervisor. In all cases, the Deputy Prosecuting Attorneys should maintain appropriate communication with their assigned support staff in their absence. In case of emergencies, all leave requests submitted by Deputy Prosecuting Attorney must indicate how they may be contacted while on leave.

### **Inclement weather**

The Prosecuting Attorney's policy regarding inclement weather differs from that for the county. If county offices close due to inclement weather, the Prosecuting Attorney reserves authority

to decide when and if the Prosecuting Attorney's Office closes. Generally, the office will consult with the courts to determine if the courts will be closed due to inclement weather. If the courts are open, the Prosecuting Attorney's office will be open. If the courts close, the Prosecuting Attorney and Chief Deputy will decide if the Prosecuting Attorney's Office will close. Communication of that decision will be made via phone or through the county website.

If an employee is not at the work place based on inclement weather and the office is otherwise open the office will follow the rules set forth in the 618CO collective bargaining agreement.

### **Timesheets**

Time sheets are completed electronically. Each employee shall accurately complete his or her time sheet, have it approved by their team leader, and submitted to the Accounting Assistant in a timely manner. Any employee who submits an inaccurate timesheet is subject to discipline.

### **Performance Evaluations**

The purpose of the performance evaluation is to assist each employee to be successful and understand the expectations and goals of their position, team and the office. The evaluation will assess the employee's overall performance highlighting accomplishments as well as identifying any areas where performance may be improved or expectations are not being met. The evaluation will also require the employee and his/her supervisor to collaboratively develop employment goals for the next year. If an employee is not meeting expectations in any aspect of performance, the expectations will be clearly described and a plan developed for the employee to meet those expectations.

Annual evaluations are not to be considered discipline even if an employee's performance has not met expectations. Any discipline based on performance related issues will occur by separate notice in accordance with discipline policy and/or contract requirements.

Each employee will be evaluated on at least two occasions during any probationary period. Following probation, each employee will be evaluated on an at least an annual basis. Additional evaluations of performance issues may occur at any other time. This may include coaching, counseling, or written assessment.

The evaluation will include three steps: a self-evaluation, an evaluation meeting with the employee's supervisor(s), and goal setting. Employees will be evaluated on issues relating to the following areas:

- Quantity of Work;
- Quality of Work;
- Interpersonal Skills;
- Communications Skills;
- Professionalism.

In addition, attorneys will be evaluated on oral and written advocacy skills when applicable. Supervisors will be evaluated on supervision/management skills when applicable.

Prior to the evaluation meeting, the employee will be provided an evaluation worksheet and complete the self-evaluation portion along with creating proposed goals. Thereafter, the supervisor(s) will complete their portion of the draft evaluation with written comments. The employee and supervisor(s) will meet to discuss the written comments and also collaborate to create the employment goals for the employee. During or following the meeting, the employee will be provided opportunity to provide a written response to any of the supervisors written comments. The final worksheet shall then be signed by the employee and supervisor(s) and filed in the employee's personnel file. A copy of each final evaluation will also be forwarded to the Prosecuting Attorney for review.

All work produced from the evaluation, including the evaluation worksheet or other documents, and any remarks or discussions that occur in the evaluation meeting will be confidential. However, if the employee disseminates any portion of an evaluation in a non-privileged manner, such dissemination shall constitute a waiver of confidentiality and the Prosecuting Attorney may then disseminate the evaluation in whole or in part.

### **Discipline**

Many employees of this office are included in a collective bargaining agreement. It is the policy of the office of the Prosecuting Attorney to follow all discipline procedures required by law and/or outlined in collective bargaining agreements. Any employee is subject to discipline for any violation of office or county policy, professional misconduct, incompetence, deficient performance, or any other grounds stated elsewhere in this manual or in the county personnel or administrative policies. Discipline may, unless prohibited by a collective bargaining agreement, include verbal or written warnings or reprimands, suspension, pay reduction, demotion, or termination of employment. If a matter of discipline is pending investigation, the employee who is the subject of that investigation may be suspended with or without pay pending the completion of the investigation.

It should be noted that Deputy Prosecuting Attorneys are considered political appointees of the Prosecuting Attorney and as such serve as "at will" employees. Therefore, the appointment of a Deputy Prosecuting Attorney may be revoked and their employment terminated for any reason, including, but not limited to, the result of discipline.

### **Termination of Employment**

**Resignation.** Any employee resigning from the office should provide written notice at least *ten* working days prior to the effective date of the resignation. The written notice shall be addressed to the Prosecuting Attorney, and a copy also provided to the Administrative Services Manager. The Administrative Services Manager will be responsible to instruct the departing employee with regard to termination procedures and ensure that the departing employee turns in all key(s), their identification Card, badge, and any materials or items that are the property of the county and/or the

office. In addition, the Administrative Services Manager shall ensure that the departing employee completes a final time sheet on their final day of work. The Administrative Services Manager will also ensure that all accounts and/or passwords relating to the departing employees access to computer databases are deactivated.

In addition, the Administrative Services Manager, Division Chief and/or Chief Deputy may conduct an exit interview with the departing employee.

**Layoff.** The Prosecuting Attorney's Office will follow procedures outlined within any collective bargaining agreement and or county policy when conducting a layoff. The office will make every effort to timely notify any employee who is being considered for layoff. The Administrative Services Manager will follow the same procedure outlined above for any employee who is laid off.

**Termination as a result of discipline.** If an employee is terminated as a result of discipline, the termination will be effective immediately unless otherwise specifically stated. The Administrative Services Manager will be responsible for ensuring that all procedures with respect to the turning in of property and identification are timely completed. The Accounting Assistant will be notified of the termination date and will calculate a final pay amount accordingly.

**Revocation of Appointment.** If a Deputy Prosecutor's Appointment is revoked by the Prosecuting Attorney, their employment will be contemporaneously terminated unless otherwise provided by the Prosecuting Attorney. As for terminations as a result of discipline, the Administrative Services Manager will be responsible for ensuring that all procedures with respect to the turning in of property and identification are timely completed. The Accounting Assistant will be notified of the termination date and will calculate a final pay amount accordingly.

**RCW 41.06.250****Political activities.**

(1) Solicitation for or payment to any partisan, political organization or for any partisan, political purpose of any compulsory assessment or involuntary contribution is prohibited: PROVIDED, HOWEVER, That officers of employee associations shall not be prohibited from soliciting dues or contributions from members of their associations. No person shall solicit on state property or property of a political subdivision of this state any contribution to be used for partisan, political purposes.

(2) Employees of the state or any political subdivision thereof shall have the right to vote and to express their opinions on all political subjects and candidates and to hold any political party office or participate in the management of a partisan, political campaign. Nothing in this section shall prohibit an employee of the state or any political subdivision thereof from participating fully in campaigns relating to constitutional amendments, referendums, initiatives, and issues of a similar character, and for nonpartisan offices.

(3) A classified civil service employee shall not hold a part time public office in a political subdivision of the state when the holding of such office is incompatible with, or substantially interferes with, the discharge of official duties in state employment.

(4) For persons employed in state agencies or agencies of any political subdivision of the state the operation of which is financed in total or primarily by federal grant-in-aid funds political activity will be regulated by the rules and regulations of the United States civil service commission.

(5) The provisions of this section shall supersede all statutes, charter provisions, ordinances, resolutions, regulations, and requirements promulgated by the state or any subdivision thereof, including any provision of any county charter, insofar as they may be in conflict with the provisions of this section.

[ 1974 ex.s. c 136 § 1; 1961 c 1 § 25 (Initiative Measure No. 207, approved November 8, 1960).]

**'RCW' 42.17A.555****Use of public office or agency facilities in campaigns—Prohibition—Exceptions.**

No elective official nor any employee of his or her office nor any person appointed to or employed by any public office or agency may use or authorize the use of any of the facilities of a public office or agency, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. Facilities of a public office or agency include, but are not limited to, use of stationery, postage, machines, and equipment, use of employees of the office or agency during working hours, vehicles, office space, publications of the office or agency, and clientele lists of persons served by the office or agency. However, this does not apply to the following activities:

(1) Action taken at an open public meeting by members of an elected legislative body or by an elected board, council, or commission of a special purpose district including, but not limited to, fire districts, public hospital districts, library districts, park districts, port districts, public utility districts, school districts, sewer districts, and water districts, to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body, members of the board, council, or commission of the special purpose district, or members of the public are afforded an approximately equal opportunity for the expression of an opposing view;

(2) A statement by an elected official in support of or in opposition to any ballot proposition at an open press conference or in response to a specific inquiry;

(3) Activities which are part of the normal and regular conduct of the office or agency.

(4) This section does not apply to any person who is a state officer or state employee as defined in RCW 42.52.010.

[ 2010 c 204 § 701; 2006 c 215 § 2; 1979 ex.s. c 265 § 2; 1975-'76 2nd ex.s. c 112 § 6; 1973 c 1 § 13 (Initiative Measure No. 276, approved November 7, 1972). Formerly RCW 42.17.130.]

**NOTES:**

**Finding—Intent—2006 c 215:** "(1) The legislature finds that the public benefits from an open and inclusive discussion of proposed ballot measures by local elected leaders, and that for twenty-five years these discussions have included the opportunity for elected boards, councils, and commissions of special purpose districts to vote in open public meetings in order to express their support of, or opposition to, ballot propositions affecting their jurisdictions.

(2) The legislature intends to affirm and clarify the state's long-standing policy of promoting informed public discussion and understanding of ballot propositions by allowing elected boards, councils, and commissions of special purpose districts to adopt resolutions supporting or opposing ballot propositions." [ 2006 c 215 § 1.]

**Disposition of violations before January 1, 1995:** "Any violations occurring prior to January 1, 1995, of any of the following laws shall be disposed of as if chapter 154, Laws of 1994 were not enacted and such laws continued in full force and effect: \*RCW 42.17.130, chapter 42.18 RCW, chapter 42.21 RCW, and chapter 42.22 RCW." [ 1994 c 154 § 226.]

**\*Reviser's note:** RCW 42.17.130 was recodified as RCW 42.17A.555 pursuant to 2010 c 204 § 1102, effective January 1, 2012.

**'RCW' 42.17A.565****Solicitation of contributions by public officials or employees.**

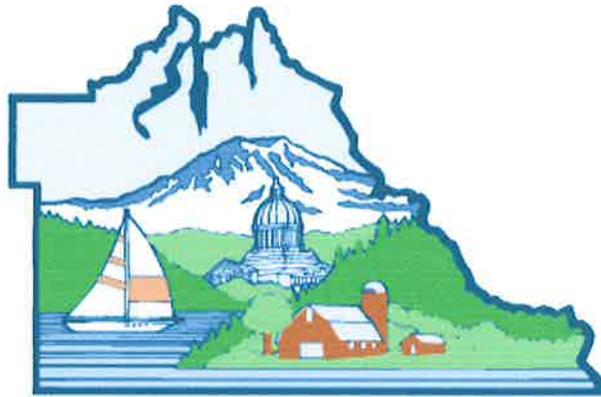
(1) No state or local official or state or local official's agent may knowingly solicit, directly or indirectly, a contribution to a candidate for public office, political party, or political committee from an employee in the state or local official's agency.

(2) No state or local official or public employee may provide an advantage or disadvantage to an employee or applicant for employment in the classified civil service concerning the applicant's or employee's:

- (a) Employment;
- (b) Conditions of employment; or
- (c) Application for employment,

based on the employee's or applicant's contribution or promise to contribute or failure to make a contribution or contribute to a political party or political committee.

[ 1995 c 397 § 24; 1993 c 2 § 15 (Initiative Measure No. 134, approved November 3, 1992). Formerly RCW 42.17.750.]



**THURSTON COUNTY**  
**WASHINGTON**  
SINCE 1852

# **Thurston County**

## **Personnel Rules and Policies**

For questions call:  
Human Resources  
(360) 786-5498

**CHAPTER THREE**  
**Compensation**

**1. COMPENSATION FOR TEMPORARY EMPLOYEES**

**A. Hourly Rate.** Temporary and extra help employees are hourly employees that may not work more than 1,039 hours in a 12-month period. The appointing authority shall determine the hourly rate. In determining the hourly rate, the appointing authority should use the County pay structure for similar work as a guide.

**B. Benefits.** If the temporary assignment is less than six (6) months, the employee is not entitled to the standard benefits and leave package, or any other benefit that Thurston County provides to regular employees, except for Washington Paid Sick Leave (WPSL).

**2. PAY**

**A. Pay Day.** The County shall pay employees twice a month. The first pay period is from the first to the fifteenth day of the month and the second pay period is from the sixteenth through the last day of the month. Compensation for services rendered shall be no later than ten days following the end of each pay period. Standard paydays are the 10<sup>th</sup> and the 25<sup>th</sup> of each month. However, if the standard payday falls on a Saturday, Sunday or legal holiday, payday shall be the last business day preceding that standard payday.

**B. Salary for Exempt Employees.** The County shall pay exempt employees on a salary basis.

**Until July 1, 2018,** the appointing authority shall not deduct leave or reduce pay for an exempt employee who is absent from work for less than one regular working day, except leave shall be taken in 15 minute increments for absences for the following :

1. FMLA leave;
2. Participation in political activity;
3. Outside employment, subject to approval; or
4. Other activities that would be in violation of the Ethics and Conflict of Interest Policy if conducted during regular work hours.

**Beginning July 1, 2018,** exempt employees who are absent from work shall use paid leave time or have their salaries reduced for the following types of absences:

A partial-day absence of four hours or more (half the employee's regular work day for an employee working less than a full FTE).

Any absence, taken in increments of 15 minutes, for the following reasons

1. FMLA leave;
2. Participation in political activity;
3. Outside employment, subject to approval; or
4. Other activities that would be in violation of the Ethics and Conflict of Interest Policy if conducted during regular work hours

**C. Regular Employee Working Less than a Full Month.** A new regular employee working less than a calendar month, a regular employee taking leave without pay and a regular employee who is terminating on a day other than the last working day of the month shall be paid a

For partial-day absences, overtime-exempt employees must use leave in increments of fifteen (15) minutes, if the partial-day absence is for:

5. FMLA leave;
6. Participation in political activity;
7. Outside employment, subject to approval; or
8. Other activities that would be in violation of the Ethics and Conflict of Interest Policy if conducted during regular work hours.

**Beginning July 1, 2018**, for all other partial day absences, use of accrued leave is required for daily cumulative absences of four (4) hours or more (or, in excess of one-half of an employee's regular work day, in the case of part-time exempt employees).

If an exempt employee is required to work significantly in excess of his or her regularly scheduled hours, an appointing authority may allow the employee a period of time off, including a partial day absence, to recover from the impact of the extra workload without using accrued leave.

#### **E. Cash Out Upon Separation**

1. Upon termination or retirement from county employment, the County will pay a regular employee for accrued annual leave up to a maximum of two hundred eighty (280) hours.
2. In the event of the death of a regular, non-probationary employee, the County will pay the legal beneficiary the balance of the employee's accrued annual leave, up to a maximum payment of three hundred sixty (360) hours.
3. The County will not pay any accrued annual leave to an employee who fails to complete his or her initial probationary period.

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### **5. Alternative Leave Plan**

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This rule applies to all employees covered under the alternative leave plan, both overtime eligible and overtime exempt.

#### **A. Accrual Rates**

Full-time regular employees in the alternative leave plan will accrue alternative leave hours for each completed pay period at the following rates. For overtime-eligible employees, a portion of these hours will be designated as Washington Paid Sick Leave (WPSL) as stated in section B.

<u>During This Year Of Service</u>	<u>Per Pay Period Accrual Rate</u>	<u>Number Of Hours Accrued Annually</u>
1 <sup>st</sup>	6.00	144
2 <sup>nd</sup>	6.25	150
3 <sup>rd</sup> & 4 <sup>th</sup>	6.38	153
5 <sup>th</sup> & 6 <sup>th</sup>	7.25	174
7 <sup>th</sup> & 8 <sup>th</sup>	7.63	183

## **E. Use of Alternative Leave and WPSL**

1. Alternative leave and WPSL may be used for any absence approved by the appointing authority. Employees may use WPSL hours for any type of absence that use of alternative leave is authorized. Employees are encouraged to use WPSL hours first since there is an annual cap on the number of hours that will carry forward to the next year. There is no waiting period to use accrued leave.
2. Employees are expected to manage their leave for the purpose of covering their time off for vacation, sick leave and personal reasons. An employee requesting use of leave is required to make a written request in advance whenever possible, or in accordance with the procedure of his or her office or department.
3. An employee should provide reasonable notice of an absence as follows:
  - a. If leave is foreseeable, an employee needs to seek supervisor approval at least 10 days in advance or as early as practicable.
  - b. If unforeseeable, notice is to be given as soon as possible before the required start of shift, unless it is not practicable to do so.
  - c. If the leave is a result of domestic violence and an emergency precludes advance notice, the employee must provide notice by end of the first day of leave.
  - d. Another person can provide notice on an employee's behalf if it is impractical for the employee to do so.
4. Unscheduled use of leave must be reported in accordance with the procedure of the employee's office or department. For absences exceeding three days for medical reasons, upon consultation with Human Resources, the appointing authority may require medical verification.
5. Employees who are absent without authorization or use leave for an unauthorized purpose may be subject to disciplinary action and/or their leave will be designated as unauthorized leave-without-pay (LWOP).

## **F. Alternative Leave Use by Overtime-Exempt Employees**

Overtime-exempt employees are accountable for completing their work and for meeting the objectives and requirements of the office or department for which they work. Full-time overtime-exempt employees are expected to work a minimum of forty (40) hours on average per week (prorated for part-time employment).

For full-day absences, overtime-exempt employees will be charged leave for the total number of hours the employee was scheduled to work on the day of the absence.

For partial-day absences, overtime-exempt employees must use leave in increments of fifteen (15) minutes, if the partial-day absence is for:

1. FMLA leave;
2. Participation in political activity;
3. Outside employment, subject to approval; or
4. Other activities that would be in violation of the Ethics and Conflict of Interest Policy if conducted during regular work hours.

**CHAPTER FIVE**  
**Miscellaneous Provision**  
**and Working Conditions**

**1. POLITICAL ACTIVITY**

Political activities of employees shall comply with all applicable federal or state laws or regulations, including RCW 41.06.250.

**2. HOURS OF WORK**

**A. Appointing Authority to Determine.** The appointing authority shall determine the hours of work.

**B. Minimum Full Time Work Week.** The minimum hours of work for a full time regular employee shall be 40 hours per week. The normal 40 hour work week shall be 8 am to 5 pm, Monday through Friday, including 1 unpaid hour off for lunch.

**C. Change in Work Week.** The appointing authority may alter the normal work week for any employee or group of employees.

**D. Breaks.** Employees may take a 15 minute break for each 4 hours worked. Employees must take breaks at times that do not interfere with county business. The appointing authority may designate an area for breaks. Misuse of breaks may subject an employee to discipline.

**E. Courthouse Hours.** The Board of County Commissioners establishes minimum courthouse hours for offices and departments to be open to the public; provided, however, offices shall be open to the public during hours prescribed by law.

**3. OUTSIDE EMPLOYMENT**

**A. General Prohibition.** Thurston County employees shall not engage in employment that in any way interferes with or compromises their ability to perform their work for the County. An employee shall not contract for or accept anything of value in return for services nor shall they otherwise be self-employed for remuneration, without written approval of the appointing authority.

**B. Written Approval by Appointing Authority.** An employee shall receive written approval of the appointing authority prior to engaging in employment other than with Thurston County.

**C. Prohibited Outside Employment.** Such approval shall not be given if the circumstances of outside employment, including self-employment, may result in any of the following:

1. A conflict of interest;
2. The appearance of a conflict of interest;
3. Work in an area of expertise that conflicts with his or her employment with the County;
4. Goods or services purchased by the County;
5. Work which competes with services provided by the County;
6. Work or activity related to outside employment during an employee's hours of work at the County;
7. The use of County equipment or supplies;
8. Potentially impact the employee's ability to perform the duties of the County job;
9. A compromise of the employee's credibility and objectivity in performing the duties of the County job.