

Sept. #3

(3/1/69)

TRANSMITTAL OF RULES ADOPTED

FROM: COUNTY ROAD ADMINISTRATION BOARD  
(Name of Agency)

TO: CODE REVISER  
LEGISLATIVE BLDG (Southwest Corner, Ground Floor)  
Olympia 98501

The enclosed Permanent rules  , being order No. 10  
Emergency rules   
relating to (Name of rules or description of subject matter)

NEW WRITTEN POLICY  
WAC 136-10-050  
WAC 136-10-060

Addition of Sections 050 and 060 to Chapter 10 - Standards of Good Practice  
Regarding duties of County Road Engineer-Commissioners.  
(Note: This standard is to become effective April 1, 1969)

(ALTERNATIVE A. Use only for adoption of permanent rules)

pursuant to Notice No. 2196 <sup>①</sup> filed with the code reviser  
on 11/13/68 <sup>②</sup> were regularly adopted as permanent rules of this  
(date)  
agency at Olympia, Washington on 12-5-68 and are herewith  
(place) (date)  
filed in the office of the code reviser pursuant to chapter 34.04  
RCW. The effective date of such rules shall be April 1, 1969 <sup>③</sup>

(ALTERNATIVE B. Use only for adoption of emergency rules)

pursuant to its finding that the immediate adoption of  
these rules is necessary for the preservation of the public  
health, safety, or general welfare and that observance of the  
requirements of notice and opportunity to present views on  
the proposed action would be contrary to the public interest,  
were regularly adopted as emergency rules of this agency at  
\_\_\_\_\_ on \_\_\_\_\_ and are herewith filed in  
(place) (date)  
the office of the code reviser pursuant to chapter 34.04 RCW.

Dated this 9th day of December 1969.

STATE OF WASHINGTON  
**FILED**  
DEC 10 1968  
CODE REVISER'S OFFICE  
KET 7286 FILE # 1

COUNTY ROAD ADMINISTRATION BOARD  
(AGENCY)

*[Signature]*  
By

Administrative Engineer  
Title

- ① NOTICE NUMBER AS APPEARS ON THE COPY OF NOTICE RETURNED TO YOU BY REVISER'S OFFICE (IF PROCEEDINGS WERE CONTINUED, USE NO. OF LAST NOTICE)
- ② STAMPED DATE AS APPEARS ON THE COPY OF NOTICE RETURNED TO YOU BY REVISER'S OFFICE (IF PROCEEDINGS WERE CONTINUED, USE DATE OF LAST NOTICE)
- ③ UNLESS A LATER DATE IS SPECIFIED IN THIS ORDER OR IS PRESCRIBED IN ANOTHER STATUTE, RULES ARE EFFECTIVE 30 DAYS AFTER FILING: RCW 34.04.040. LEAVE THIS SPACE BLANK EXCEPT IN SUCH SPECIAL CASES.

COUNTY ROAD ADMINISTRATION BOARD

REGULATION NO. 10

REGULATION OF THE COUNTY ROAD ADMINISTRATION BOARD, ESTABLISHING A STANDARD OF GOOD PRACTICE FOR COUNTY ROAD ADMINISTRATION REGARDING DUTIES OF COUNTY ROAD ENGINEER-COMMISSIONERS.

WHEREAS, Chapter 120, Laws of 1965, First Extraordinary Session, created the County Road Administration Board to formulate and adopt uniform and general practices relating to the administration of county roads for the several counties of the state, and

WHEREAS, The Board deems it to be a standard of good practice that all counties adopt written policy in accordance with the duties of the county road engineer-commissioners, Now, Therefore,

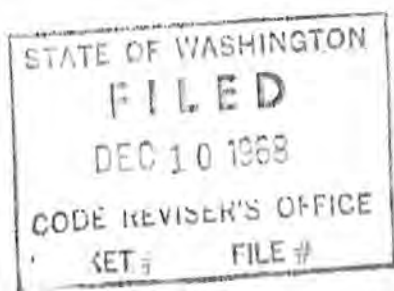
BE IT ESTABLISHED BY THE COUNTY ROAD ADMINISTRATION BOARD:

Section 1. The standard of good practice regarding written policy regarding duties of county road engineer-commissioners, which is designated WAC 136-10, attached hereto, be and the same is hereby adopted as a standard of good practice for the several counties of the State of Washington.

Section 2. The Standard as adopted hereby shall become effective April 1, 1969, and shall be adhered to by all counties in the state.

Established and adopted by the Board this 5th day of December, 1968 at a hearing held pursuant to notice given as required by law.

  
Chairman



Chapter 10

STANDARD OF GOOD PRACTICE  
REGARDING DUTIES OF  
COUNTY ROAD ENGINEER-COMMISSIONERS

NEW

WAC 136-10-050 WRITTEN POLICY. In order to implement the requirements of this Chapter, each Board of County Commissioners shall develop and by resolution adopt written policy covering any matters relating to road department operation as they may see fit. Certain specific matters enumerated herein must be covered by such policy, to wit:

(1) Policy Regarding Organization. A chart or pictorial representation showing in detail the interrelationship of all positions in the road department from the Board of County Commissioners down through all employees. The chart shall clearly show the complete line of command throughout the entire organization. Copies of such chart shall be prominently posted in the office of the county road engineer and road department shops in such a manner that it will be readily available to all road department employees and the general public.

(2) Policy Regarding Personnel Practices. A complete written statement of all policy relating to the personnel of the road department including but not limited to recruitment, appointment, promotion, dismissal, hours of work, overtime, annual leave, sick leave, military leave, holidays, classification, union relationship where applicable, and general work rules. Copies of such statement shall be prominently posted in the office of the county road engineer and road department shops in such a manner that it will be readily available to all road department employees and prospective employees.

(3) Policy Regarding Handling of Complaints. A written statement setting forth a method by which complaints from the general public related to any road department activity will be handled. The purpose is to assure that each county will have an orderly procedure to assure that citizen complaints receive prompt attention.

NEW

WAC 136-10-060 FORWARDING OF WRITTEN POLICY. Each Board of County Commissioners shall submit to the office of the County Road Administration Board one copy of each policy required in Section 050, and any subsequent revisions thereto, adopted pursuant to this regulation. The County Road Administration Board shall maintain a current file of all such adopted policies of all Boards of County Commissioners.