

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. 14
Emergency rules

relating to (Name of rules or description of subject matter)

Adoption of county policy regarding work for other public agencies
(WAC 136-10-050 (4)).

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

pursuant to Notice No. 2686 ① filed with the code reviser
on 6/5/70 ② were regularly adopted as permanent rules of this
(date)
agency at Olympia, Washington on 7/10/70 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 7/10/70. ③

(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 _____ day of _____ 19 .

STATE OF WASHINGTON
FILED
JUL 30 1970
CODE REVISER'S OFFICE
KET #3014 FILE # 1

COUNTY ROAD ADMINISTRATION BOARD
(AGENCY)
Ernest Gessler
By _____
Administrative Engineer
Title _____

① NOTICE NUMBER AS APPEARS ON THE COPY OF NOTICE RETURNED TO YOU BY RE-
VISER'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 REVIS-
ER'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.
Form Adopted 12/11/67, Effective 1/17/68 (Form CR-2)

COUNTY ROAD ADMINISTRATION BOARD

REGULATION NO. 14

REGULATION OF THE COUNTY ROAD ADMINISTRATION BOARD
ADDING A SUBSECTION TO THE STANDARD OF GOOD PRACTICE RE-
GARDING 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 each Board of County Commissioners adopt written policy regarding
approval of work for others, now, therefore,

BE IT ESTABLISHED BY THE COUNTY ROAD ADMINISTRATION
BOARD:

Section 1. The addition to the standard of good practice regarding
duties of county road engineer/commissioners which is designated
WAC 136-10-050 (4) attached hereto, be and the same is hereby adopted
and established for the county road departments in the several counties
of the State of Washington.

Section 2. The standard as adopted hereby shall become effective
January 1, 1971, and shall be adhered to by all counties in the state.

Established and adopted by the Board this 10th day of July, 1970, at
a hearing held pursuant to notice given as required by law.



Chairman

Chapter 10

Addition to section 10 of order No. 2196 dated December 5, 1968, to read as follows:

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.
- (4) Policy Regarding Approval of Work for Other Public Agencies. A written statement to supplement WAC 136-32 including but not limited to the following:
 - (a) Statement of intent indicating whether or not the Board will accept requests for work for other public agencies or other county departments.
 - (b) Statement indicating procedures to be followed in processing such requests in accordance with Statutes and WAC 136-32.
 - (c) Statement indicating any delegation of authority in processing such requests.